

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 15, 2023

Board Vice President, David Bartiromo, called the meeting to order at 7:00 p.m. with the following Board members present: Mr. Gerber, Mrs. Jones, and Mr. Tibbitts. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Jones moved to approve the Regular Meeting minutes of April 17, 2023. Gerber seconded the motion. The vote was unanimous. (05-23-44)

Slife presented the May 2023 Director's Report. The following items were mentioned:

- There was a good community turn out for the stakeholder strategic planning session. Slife thanked Bartiromo and Gerber for attending. Slife is awaiting responses from several community members who were unable to attend and asked to participate remotely. Once received, he will combine the information with that gathered at the in-person stakeholder session and will report the results to the Board. Because time ran short during the session, Slife stated that the strategic planning timeline may need to be extended slightly to allow additional follow-up input be gathered from in-person attendees.
- The Facilities Maintenance Manager's report is missing from the May Director's Report. Woody Smith was on vacation. Both May and June will be reported in June.

Moutes presented the Fiscal Officer's monthly report, the April 2023 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,729,377 revenue \$193,693; expenses \$217,611; unexpended fund balance \$6,705,459; encumbrances \$994,092; and ending unencumbered fund balance \$5,711,367.

Bartiromo moved to accept the April Financial Report. Tibbitts seconded the motion. The vote was unanimous. (05-23-45)

Under the Building & Equipment Committee, Slife reported that the lounge furniture will be delivered on Friday. He received an additional quote from a sign company that is competitive with others received to date. The conference room dividing wall was ordered and delivery and installation are pending.

There was a flaw in the decorative panels installed in the Children's stairway. The vendor will remove the panels and rewrap them. The metal brackets will be exposed for several days.

The elevator is working since the motherboard was repaired. Slife is awaiting proposals from Otis Elevator for both refurbishment and replacement.

Under the Finance & Audit Committee, Moutes noted that the committee met prior to the regular meeting to review the proposed 2024 Tax Budget.

Jones made a motion to adopt the 2024 Tax Budget with estimated General Fund distributions totaling \$3,298,500 and a proposed year-end transfer to the Capital Projects Fund in the amount of \$1,000,000, as presented. Gerber seconded the motion. The vote was unanimous. (05-23-46)

It was noted that, going forward, the Library's custom will be to present the tax budget directly to the Board of Trustees at the Regular Meeting held in May, rather than to the Finance & Audit Committee.

Under the Human Resources Committee, Tibbitts reported that the Committee met to continue discussion of the organizational structure.

Slife reported that the proposed structural changes were focused on leadership succession. Nicole Moore will be moving to full time Deputy Director and will begin cross-training on Director duties. Her new role will also focus on staff training and development, general HR duties, and programming leadership.

Two staff members will be promoted into management positions. One in the newly created Circulation and Adult Services Department and the other in the reinstated Children's Youth and Outreach Services Department. A third staff member will be promoted to the newly created position of Supervisor of Adult Services. Slife discussed probable candidates for these new positions.

Slife will take on the role of Deputy Fiscal Officer and will cross-train on critical financial responsibilities such as payroll. His title will become Director and Deputy Fiscal Officer.

The June 4th effective date coincides with both the beginning of a performance year and the first day of a pay period.

Slife presented the May 2023 Personnel Report. Resignation: Reagan Bradley, Student Page, CAS, effective 05/12/2023. Increase in Assigned Hours: Julie Tenney, Supervising Librarian, CYOS, from 20 to 38 hours per week, effective 06/04/23. Other Actions:

Positions Eliminated Effective 06/04/23:

- One (1) Supervising Librarian, CYOS
- Supervising Librarian, AMS
- Two (2) Student Page, CAS
- Three (3) Associate, CAS

Positions Created Effective 06/04/23:

- Manager, Children's Youth & Outreach Services
- Manager, Circulation and Adult Services

Supervisor, Adult Services

Gerber moved to approve the May Personnel Report. Bartiromo seconded the motion. The vote was unanimous. (05-23-47)

Tibbitts moved to approve the new and revised Job Descriptions, as presented, effective June 4, 2023. Bartiromo seconded the motion. The vote was unanimous. (05-23-48)

Jones moved to approve the revised Pay Scale, as presented, effective June 4, 2023. Tibbitts seconded the motion. The vote was unanimous. (05-23-49)

Tibbitts reported that Michelle Reese resigned as Trustee effective May 15, 2023.

The Board entered into executive session to discuss the appointment of two new Trustees to replace James McMahan and Michelle Reese.

At 7:25 p.m. Bartiromo moved to enter into Executive Session to discuss the appointment of two (2) new Trustees to replace James McMahan and Michelle Reese. Jones seconded the motion. Roll call vote: Bartiromo – Aye, Gerber – Aye, Jones – Aye, and Tibbitts - Aye. (05-23-50)

At 7:30 p.m. Jones moved to leave Executive Session. Bartiromo seconded the motion. Roll call vote: Bartiromo – Aye, Gerber – Aye, Jones – Aye, and Tibbitts - Aye. (05-23-51)

Tibbitts reported that there were eleven (11) applicants and one (1) had withdrawn. The Committee interviewed all applicants. Two were selected in light of Michelle Reese's resignation.

Kristin Cavicchi was selected to replace James McMahan whose current term ends December 31, 2027.

Todd Ferguson selected to replace Michelle Reese whose current term ends December 31, 2028.

Tibbitts made a motion to recommend Kristin Cavicchi to the Wadsworth City Schools Board of Education for appointment to the Library's Board of Trustees for a term ending December 31, 2027. Gerber seconded the motion. The vote was unanimous. (05-23-52)

Bartiromo made a motion to recommend Todd Ferguson to the Wadsworth City Schools Board of Education for appointment to the Library's Board of Trustees for a term ending December 31, 2028. Jones seconded the motion. The vote was unanimous. (05-23-53)

Under Old Business, prior to the meeting, Slife emailed a revised draft of a proposed revision to the Operating Policy Manual, Section 2.7, *Solicitation, Signature-gathering, and Distribution of Leaflets Policy*. The proposed policy was reviewed and approved by the County Prosecutor's Office.

Bartiromo made a motion to approve the proposed revision to the Operating Policy Manual, Section 2.7, *Solicitation, Signature-gathering, and Distribution of Leaflets Policy*, as presented. Jones seconded the motion. The vote was unanimous. (05-23-54)

Jones moved to adjourn the meeting at 7:34 p.m. Tibbitts seconded the motion. All were in favor. (05-23-55)
