

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JUNE 18, 2018

Board President, Kevin Campbell, called the meeting to order at 7:02 p.m. with the following Board members present: Mr. Bartiromo, Mr. Collura, Mr. Gerber and Mrs. Lyon-Galvin. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Lyon-Galvin moved to approve the Regular Meeting minutes of May 21, 2018, as amended. Bartiromo seconded the motion. The vote was unanimous. (06-18-37)

Slife presented the June 2018 Director's Report. The following items were mentioned:

- Annual performance evaluations for staff members are in process. Scores are being assembled and will be presented to the Human Resources Committee on Monday evening.
- The 30-ton air conditioner that cools children's and adult nonfiction is no longer operational. Temporary Spot Cooling units were installed to cool the second floor, however, they were not able to keep up with the summer heat. The second floor was closed and children are being served from the main level with only staff accessing the second floor to pull materials for patrons. The new 30-ton unit is in production.
- As a result of recent, substantial losses from the collection, Slife and his team are evaluating policy and procedural changes to limit future issues. Changes will be proposed at the July Board meeting.
- Bartiromo noted the continuing decline in the door count statistic. Slife noted that June's door count will increase due to the commencement of the summer reading program. Ideas to expand the marketing campaign will be considered.

Slife presented the June 2018 Personnel Report. There were no employment actions during June. Interviews were completed to fill the open CAS Assistant position.

Bartiromo moved to approve the June Personnel Report. Collura seconded the motion. The vote was unanimous. (06-18-38)

Moutes presented the Fiscal Officer's monthly report, the May 2018 financial statements and the investment report. She reported the following month-to-date fund totals: beginning fund balance \$3,821,317; revenue \$227,332; expenses \$181,629; unexpended fund balance \$3,867,020; encumbrances \$522,268; and ending unencumbered fund balance \$3,344,752. Moutes reported that the Medina County Auditor returned \$32,523 in unused real estate assessment funds. Those funds were posted to "Misc. Intergovernmental Revenue". No CDARS matured during May.

Gerber moved to accept the Financial Report. Lyon Galvin seconded the motion. The vote was unanimous. (06-18-39)

Under the President's Report, at 7:37 pm, Campbell moved to enter into Executive Session to discuss a confidential matter. Collura seconded the motion. Roll call vote: Bartiromo – Aye; Campbell – Aye, Collura – Aye, Gerber – Aye, and Lyon-Galvin - Aye. (06-18-40)

At 8:21 pm, Gerber moved to leave Executive Session. Bartiromo seconded the motion. Roll call vote: Bartiromo – Aye; Campbell – Aye, Collura – Aye, Gerber – Aye, and Lyon-Galvin - Aye. (06-18-41)

President Campbell noted that he had e-mailed the Trustees prior to the meeting to inform them of Trustee Michael Keyser's resignation from the Board. Campbell sent a letter from the Board thanking Mr. Keyser for his service on the Board of Trustees.

Under the Strategic Planning Committee, Slife stated that Gerber and he were analyzing the data collected during the public strategic planning sessions. Themes were emerging and were being formulated into four overarching goals. Slife and Gerber will draft a summary to present to the Board.

Under the Building and Equipment Committee, Lyon-Galvin reported that the Committee interviewed three of the six firms that replied to the RFQ for facilities condition and space utilization assessment. The field was narrowed to two and pricing will be requested from Williams Architects and CBLH.

The renovation of the main level patron restrooms was placed under contract. The renovation will include reusable fixtures and partitions in case changes are suggested during the facilities condition assessment. Prices are being obtained on a refresh of the second floor restrooms.

Under the Human Resources Committee, Bartiromo noted that a Committee meeting is scheduled for Monday, June 25<sup>th</sup>, for the review of the annual performance evaluations.

Under old business, Gerber reported that he will forward a copy of the benchmarking group to the Trustees and will copy Slife.

Collura moved to adjourn the meeting at 8:42 p.m. Campbell seconded the motion. All were in favor. (06-18-42)