

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 15, 2020

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

As a result of the Covid-19 Pandemic (in accordance with the General Assembly's legislation temporarily modifying the Open Meetings Act) the meeting was held via Google Meet video conferencing. In order to provide for public viewing, a live stream link was posted to the Library's website fifteen minutes prior to the meeting. The meeting was live streamed to YouTube. Members of the public watching via live stream were not able address the Board in real-time or be publicly recognized.

Bartiromo moved to approve the Regular Meeting minutes of May 18, 2020. Jones seconded the motion. The vote was unanimous. (06-20-32)

Slife presented the June 2020 Director's Reports. The following items were mentioned:

- As ways to refine and improve statistics are considered, it is important to maintain an apples to apples baseline to measure pre-COVID-19 and current patron usage and activity levels, so that relative trends in demand are clearly understood.
- Staff continue to work to improve Wadsworth Knows How by focusing on how to assist the community with economizing and resourcefulness. Staff are building the list of donated tools for the Library of Things. The community is breaking ground for the Bird Park garden and it will transition from Library inspiration to community management.
- The conversation related to reopening was moved to Building & Equipment Committee on the agenda.
- There were questions raised regarding the statistics contained within the Community Relations section of the Director's report. Once Board meetings are being held face-to-face, Kelly Leong will be invited to a meeting to provide an overview of the Savannah software used to track the cluster data and illustrate the value and usefulness of the data that is collected.

Slife presented the June 2020 Personnel Report. There were no employment or other personnel actions detailed on the June report.

Gerber moved to approve the June Personnel Report. Tibbitts seconded the motion. The vote was unanimous. (06-20-33)

Moutes presented the Fiscal Officer's monthly report, the May 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$4,726,628; revenue \$167,513; expenses \$312,189; unexpended fund balance \$4,581,953; encumbrances \$669,247; and ending unencumbered fund balance \$3,912,706.

Moutes stated that the Star Plus account was reactivated and one million dollars moved from the Capital Projects Fund Star Ohio account to the Star Plus account. While Star Ohio has Standard & Poor's highest AAA rating, the Star Plus is disbursed among banks, not exceeding \$250k per bank, and is therefore FDIC insured.

Moutes noted that the June PLF was down 15.5% from the actual received by the Library during the same period last year. It was also down 14% from the Ohio Department of Taxation's estimate. No tax revenue was received since the last report which is normal for this time in the tax revenue cycle.

Moutes presented two proposed procedures: 1) a Cash on Hand Procedure that would increase cash on hand from \$400 to \$500; and 2) a Bank Deposits Procedure that would permit deposits under \$1,000 to be deposited within three (3) business days of receipt.

Jones moved to approve the Cash on Hand Procedure, as presented, with an effective date of June 15, 2020. Sieber seconded the motion. The vote was unanimous. (06-20-34)

Jones moved to approve the Bank Deposits Procedure, as presented, with an effective date of June 15, 2020. Bartiromo seconded the motion. The vote was unanimous. (06-20-35)

Moutes informed the Board that Phil Teague of Hummel Group, and Hummel's internal counsel, had completed their research on the D&O and EPLI insurance renewal and the coverages offered by several providers. Based on Hummel's recommendation, the new D&O and EPLI policy will be written with Travelers effective July 1, 2020 and continuing for three years without premium increase.

Bartiromo moved to accept the May Financial Report. Sieber seconded the motion. The vote was unanimous. (06-20-36)

Under the Building & Equipment Committee, Sieber provided a recap of the meeting that occurred immediately preceding the Regular Meeting of the Board. All leaks were resolved and the punch list items were completed with one outstanding exception. The Architect is providing final details on a newly installed overflow drain. Slife will request that Soprema provide a full thirty (30) year warranty rather than a twenty (20) year warranty with written request for continuation due in the year 2040 for an additional ten (10) years of coverage.

Slife provided a recap of the Committee's discussion on Phase 3 of Library reopening due to the COVID-19 pandemic. Prior to the meeting, Slife emailed a draft reopening operating procedure to the Trustees (copy attached). He detailed physical changes to the building that have been completed, such as installing plexiglass shields, moving the public computers to the

periodical room, and relocating the self-checkouts so that they are not in the traffic flow of the circulation desk.

Based on the Committee's discussion, the draft plan will be updated in the following ways:

- The first open hour of each day will be set aside for seniors and the vulnerable.
- A middle school grade or age will be established under which minors must be accompanied by a parent or guardian.
- Face coverings will be required while using the public computers.

The Committee noted that the reopening plan was well thought out and the Medina County Health Commissioner had confirmed that it was the right approach.

The Board fully supported the Phase 3 reopening plan as presented with the additions listed above. They further noted that the plan would need to remain flexible and ready to pivot with short notice. For those who are not comfortable coming into the building, options such as drive-up service and delivery, will remain in place.

Slife noted that there is no plan at this time for the Library to participate in this summer's Farmers Market. The Market is starting off with a smaller number of participants and the Library's involvement is too hands-on and interactive.

Under New Business, Moutes shared an Institution Notice for Liquor Permit received from the Ohio Department of Commerce as notice of application for a New A1A liquor permit for Wadsworth Brewing Co LLC DBA: Unwined.

Jones moved to return the Notice to the Ohio Department of Commerce without objection to Unwined's application for a New A1A liquor permit. Sieber seconded the motion. The vote was unanimous. (06-20-37)

Gerber moved to adjourn the meeting at 8:16 p.m. Bartiromo seconded the motion. All were in favor. (06-20-38)