

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JUNE 20, 2022

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

McMahan moved to approve the Regular Meeting minutes of May 16, 2022. Bartiromo seconded the motion. Tibbitts abstained. All others approved the motion unanimously. (06-22-39)

Slife presented the June 2022 Director's Report. The following items were mentioned:

- Over twelve hundred (1,200) individuals (including children and adults) have registered for the summer reading program. Programs have been well attended with positive feedback.
- Circulation statistics show that patrons are visiting the drive-up window less often and coming into the Library more often. Over fifty percent of circulation is conducted by staff at the circulation desk.
- It was noted that the attendance statistics for the Novel Ideas and Monday Night Intrigue events were omitted. Slife will update.
- The Library will close at 6:00 pm the evening of June 21 for the Blue Tip Parade. Fifty two volunteers registered, both staff and patrons, to walk in the parade and pass out candy with the Library's Transit Van. T-shirts were purchased for all volunteers.
- The migration team continues to work through data configuration issues and resources are in development to help patrons navigate the transition. Training the trainers and training meetings with supervisors will begin this week. The catalog transition is on track to occur in approximately two and a half months.

Slife presented the June 2022 Personnel Report. New Hire: Lily Love, Student Page, CAS, effective 05/16/22. Position Change: One (1) Association (20 hour) moved from PS-AMS to PS-CYO effective 6/1/22. This position change is requested because one CYO staff member will be on leave this summer, during the summer reading program.

Tibbitts moved to approve the June Personnel Report. McMahan seconded the motion. The vote was unanimous. (06-22-40)

Moutes presented the Fiscal Officer's monthly report, the May 2022 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning

fund balance \$6,195,722; revenue \$136,893; expenses \$217,497; unexpended fund balance \$6,115,118; encumbrances \$1,212,459; and ending unencumbered fund balance \$4,902,659.

Bartiromo moved to accept the May Financial Report. Tibbitts seconded the motion. The vote was unanimous. (06-22-41)

Under the Building & Equipment Committee, Moutes provided a copy of the list of ten (10) items that were proposed to be donated to the Wadsworth Historical Society for their collection at the Johnson House Museum.

Bartiromo moved to approve the disposal of certain items by donation to the Wadsworth Historical Society. Jones seconded the motion. The vote was unanimous. (06-22-42)

Mr. Sieber joined the meeting at 7:14 pm.

Slife continues to work with the Prosecutor's office to develop acquisition and disposal policies. Ultimately, he would like to donate the Library's unwanted pieces to either the Friends or the Foundation for a sale or other type of event.

The masonry repairs were delayed. The contractor placed a hold on starting new projects until it makes progress on jobs that are underway due to its staffing shortage. Masonry repair work may commence in the first half of July.

The window repair appears to have been successful. The Library experienced a heavy rain since the repair and the carpet in the children's A/V area stayed dry.

Slife shared the color selections for the Library Design improvements. He moved forward with all orders except the chairs. He is awaiting additional chair color samples. He is obtaining quotes from four (4) painting companies to remove the wallpaper and paint public meeting rooms A and B. He is obtaining a quote for carpet through Library Design, which will be through the state contract.

Library Design will be evaluating converting the base cabinets in the main lobby from the current shelving configuration to a book drop. The gray totes purchased for COVID could be used to catch and quickly transport materials from the lobby. Slife proposed adding a scooter/skate board rack to replace the current shelving, if converted to a book return.

Slife noted that he received a written confirmation from Vorys that the Library Design is not likely subject to the public bidding threshold. Projects consisting of furniture, fixtures and equipment are exempt. In either case, the burden of proof for exemption lies with the vendor providing the services, not with the Library. The carpet is being purchased under the state contract, which is pre-approved pricing.

Under the Human Resources Committee, Slife reported that the old and newly drafted job descriptions and point factoring systems are now in the hands of the consultancy firm,

Organizational Architecture, Inc. Meetings are scheduled and completion is expected in August. Slife hopes to have the results to the Human Resources Committee in August.

Under Old Business, levy time is approaching. The Wadsworth City Schools Board of Education is scheduling a special meeting in the end of June at which the Library's levy language will be approved. The Levy committee should be organized by the end of July. The committee should begin messaging the community in October. Informational materials will be created and printed for staff to share with patrons and to be published in the fall Program Guide. The committee will deliver the message "vote yes, not a new tax." Jones will check the EIN that was created for "Supporters of the Wadsworth Library" to see if it is still active and valid.

Bartiromo moved to adjourn the meeting at 7:44 p.m. McMahan seconded the motion. All were in favor. (06-22-43)

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