

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
JULY 20, 2020

Board President, Michael Collura, called the meeting to order at 7:04 p.m. with the following Board members present: Mr. Bartiromo, 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 Ohio General Assembly's legislation temporarily modifying the Open Meetings Act) the meeting was held via Google Meet video conferencing. Public libraries may still conduct virtual meetings according to the requirements of House Bill (HB) 197. HB 197 remains in effect until the end of the Governor's declared state of emergency; until December 1, 2020; or until the Ohio General Assembly amends the law. 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.

Jones moved to approve the Regular Meeting minutes of June 15, 2020. Bartiromo seconded the motion. The vote was unanimous. (07-20-39)

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

- It has been three weeks since the Library reopened to the public. Patron traffic has been relatively low, which has aided in social distancing. While there are things staff cannot do to provide value to the community, there is much they are doing, such as video programming for children. This has provided for a different pace of activity within the building.
- In the event Medina County elevates to a Level 3 Public Emergency, Patrons will be required to wear face coverings during their visits. There would be no additional restrictions imposed by the Library. It is yet unknown if the Library will be able to continue operations if the County elevates to a Level 4 Public Emergency.
- Circulation statistics continue to increase. The Library returned to normal drive-up window operation rather than curbside. The Library is still operating as late fine free. In future Director's reports, Slife will split the service point statistics between the front desk and the drive-up window.
- Slife provided the computer usage statistics that were omitted from his report. There were 57 public computer sessions and 42 unique public computer users. Since usage has been below capacity, usage restrictions were loosened when patrons register for PC's. Signage was not changed. Slife is waiting to understand future health orders, then he will update procedures and signage.

Slife presented the July 2020 Personnel Report. Resignation: Zeke Callaghan, Student Page, CAS, effective 6/27/20. FMLA Leave of Absence: Ariel Hakim, Associate, PS-AM, beginning 7/6/20 and ending 8/30/20. CARES Act Leave of Absence Extended: Shirley Hodek, Assistant, CAS, return extended from 7/12/20 to 8/31/20.

Bartiromo moved to approve the July Personnel Report. Sieber seconded the motion. The vote was unanimous. (07-20-40)

Moutes presented the Fiscal Officer's monthly report, the June 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$4,581,953; revenue \$73,897; expenses \$180,828; unexpended fund balance \$4,475,022; encumbrances \$618,254; and ending unencumbered fund balance \$3,856,768.

Rob Tibbitts volunteered to perform the 2nd Quarter 2020 Credit Card and Cash Verification Audit.

Jones moved to accept the June Financial Report. Sieber seconded the motion. The vote was unanimous. (07-20-41)

Under the President's Report, Collura stated that the Library Board of Trustee regular meetings will continue as virtual meetings as long as the Health Director's Order remains in place limiting in-person gatherings to ten people. The requirement would limit the number of attendees from the public to one at any time.

Under the Building & Equipment Committee, Slife reported the outstanding punch list item was resolved. There is currently a roof leak over the drinking fountain in the front entrance. Williams determined that this leak is not within the scope of this project. Slife will obtain pricing to address this roof leak separately.

Soprema provided an updated warranty document and the warranty is now for a full thirty (30) years with no requirement for a written request for continuation at the end of twenty years.

Final project approval was received from Williams Architects to release the bond and pay the final retainage to Tusing Builders.

Tibbitts moved to adjourn the meeting at 7:28 p.m. Sieber seconded the motion. All were in favor. (07-20-42)