

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
JULY 17, 2023

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

Slife stated that the process of cross training as deputy fiscal officer was about to begin. While an update to his position approved by the Board in June added the role of Deputy Fiscal Officer, the Ohio Revised Code requires him to take the Oath of Office and his current salary and bond surety amount must be memorialized in the minutes.

Jones moved to approve the appointment of Daniel Slife as Director/Deputy Fiscal Officer effective July 17, 2023 through December 31, 2023 at the hourly rate of \$50.32 with a surety bond set in the amount of \$50,000.00 renewing annually. Tibbitts seconded the motion. The vote was unanimous. (07-23-63)

Tibbitts administered the Oath of Office to Daniel Slife, Director/Deputy Fiscal Officer, as follows:

Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as Deputy Fiscal Officer of the Ella M. Everhard Public Library, Medina County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Jones moved to approve the Regular Meeting minutes of June 19, 2023. Cavicchi seconded the motion. The vote was unanimous. (07-23-64)

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

- Slife apologized for the strategic planning delay caused by an issue with the demographic data. He will email what he does have this Friday, even if the demographics issue is not resolved.
- Staff performance evaluations were completed during the past month.
- The 2024-2025 state operating budget was approved by Governor DeWine, but certain impacts are yet unknown. The breakdown information will be available after August 3.

Moutes presented the Fiscal Officer's monthly report, the June 2023 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,562,919 revenue \$134,740; expenses \$226,272; unexpended fund balance \$6,471,387; encumbrances \$870,537; and ending unencumbered fund balance \$5,600,850.

Tibbitts moved to accept the June Financial Report. Ferguson seconded the motion. The vote was unanimous. (07-23-65)

Under the President's Report, Sieber mentioned that the Taste of Wadsworth will be held on College Street on Wednesday, July 19.

Under the Building & Equipment Committee, Cavicchi noted that three bids for different refurbishment projects were received from REM Installations: staff lounge, basement restroom, and the creation of an office. All three were within the budget and under the bidding threshold. REM Installations was given the approval to proceed with all three projects.

Slife stated that Ameriseal committed to provide the quotes for waterproofing and for a more in-depth, structural waterproofing, within three days. Slife also noted that Library Design was on-site to install the new acoustical panels in the front hallway and to reinstall the reupholstered sound panels in the children's stairwell.

Under the Human Resources Committee, Tibbitts and Slife presented an organizational structure change that included the elimination of two Circulation and Adult Services positions and the creation of an additional full-time librarian position. Slife stated that automation and the combined service desk are freeing up time and improving overall efficiency. Additionally, employee retention has improved by having fewer positions that pay more competitive wages.

Two staff members applied internally for the open librarian position. Both were highly qualified and Slife recommended the creation of an additional librarian position in order to promote and retain both staff members. Dan Ciofani, would be promoted into the newly created, full-time librarian position. As a result of the promotion, he will not be eligible for the pay increase detailed below.

The proposed organizational structure changes would result in a decrease in the annual salary cost, along with a reduction in the number of work hours in the department.

Tibbitts reminded the board that all staff received a market adjustment in January of this year.

Slife stated that staff-wide performance reviews were completed. He had shared with the Committee two different performance increase scenarios. Slife obtained the cost of living (CPI) increase from January 2023 to July 2023 from the Bureau of Labor Statistics. The result was 1.99% which he rounded up to 2%.

Slife shared a copy of the Committee's recommended increase scenario. The proposed increase range included a base CPI increase of 2%. Then, performance increases of 2% were added to the base. The Committee recommended the proposed increase range of 2% to 4%. Not all staff will be eligible for a pay increase, those who received recent promotions and those with current disciplinary action.

Tibbitts moved to approve the CPI plus merit-based pay increases that range from 2.0% to 4%, retroactively effective to Sunday, July 2, 2023. Ferguson seconded the motion. The vote was unanimous. (07-23-66)

Slife presented the July 2023 Personnel Report. Promotions: Nicole Orchosky, Librarian, CAS, effective 07/02/2023; and Daniel Ciofani, Librarian, CAS, effective 07/30/2023. Positions Eliminated: Associate I, CAS and Associate II, CAS. Position Created: Librarian, CAS.

Tibbitts moved to approve the July Personnel Report. Jones seconded the motion. The vote was unanimous. (07-23-67)

Under New Business, Slife presented a letter from Greenford Library which was formerly a branch of the Mahoning County Public Library system. Greenford was closed during Covid and the Public Library of Youngstown and Mahoning County announced that it was not reopening. A group of volunteers are seeking donations of library set-up supplies. Slife will scan the letter and forward it to the Trustees. He will work with the Friends of the Library and staff to bring a list of proposed donation items to the Board at its August regular meeting.

Jones moved to adjourn the meeting at 7:35 p.m. Tibbitts seconded the motion. All were in favor. (07-23-68)
