

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
AUGUST 20, 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, Mrs. Lyon-Galvin and Mrs. Reese. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Lyon-Galvin moved to approve the Regular Meeting minutes of July 16, 2018, as amended. Reese seconded the motion. The vote was unanimous. (08-18-51)

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

- A technical problem was discovered with the SenSource people counter that was installed in December 2017. The unit was counting an average of 50% of the people actually entering the building. It was especially missing children. Tim Laino is working with SenSource to recalibrate the unit and correct the issue. This resulted in artificially low 2018 Total Visits/Door Count statistics. The statistics will be highlighted as inaccurate, but not revised to include a reasonable door count estimation.
- A grand jury indicted the two individuals that were apprehended by the Wadsworth Police Department for stealing collection materials. The WPD will issue a press release in the near future.
- An interactive display known as "The Internet of Things" (a technology petting zoo) was set up in the LOFT. It was set up in partnership with the Wadsworth City Schools and Palitto Consulting Services.
- There was an inquiry into July's Total Items Repaired statistic. Slife will check into its accuracy.

Slife presented the August 2018 Personnel Report. New Hires: Katherine Varrato, Assistant, CAS, effective 8/20/18 and Alaynah Hall, Student Page, CAS, effective 8/20/18. Resignation: Amy Benson, Associate, AMS, effective 8/29/18.

Gerber moved to approve the August Personnel Report. Collura seconded the motion. The vote was unanimous. (08-18-52)

Moutes presented the Fiscal Officer's monthly report, the July 2018 financial statements and the investment report. She noted the reinvestment of a CDARS at Huntington National Bank for 52 weeks at 2.25%. She also noted the change in the structure of the CDARS accounts in the new financial software.

Moutes reported the following month-to-date fund totals: beginning fund balance \$3,766,332; revenue \$658,248; expenses \$192,523; unexpended fund balance \$4,232,057; encumbrances \$500,568; and ending unencumbered fund balance \$3,731,489. Moutes distributed copies of the July 2018 Bills Paid Report.

Lyon-Galvin moved to accept the July Financial Report. Bartiromo seconded the motion. The vote was unanimous. (08-18-53)

Moutes stated that the engineering assessment and space utilization study had not been budgeted for in the 2018 permanent appropriations. Moutes suggested moving \$30,000 from the Capital Projects Fund Building Improvement Account (401.5.5400) to the Professional Services Account (401.5.3700).

Collura moved to authorize a 2018 appropriations budget transfer in the amount of \$30,000 from the Capital Projects Fund Building Improvement Account (401.5.5400) to the Professional Services Account (401.5.3700) for the purpose of the engineering assessment. Gerber seconded the motion. The vote was unanimous. (08-18-54)

Under the President's Report, Campbell noted that Slife will be taking a well-deserved vacation from August 24 thru September 4, returning to the office on September 5.

Under the Strategic Planning Committee, Gerber reported that a meeting is being scheduled in mid-September for closure and celebration. Slife and Gerber were outlining the four top-line brackets of items that came out of the strategic planning process.

Under the Building and Equipment Committee, Lyon-Galvin reported that the agreement with Williams Architects was executed and a kick-off meeting is being scheduled.

Under the Human Resources Committee, it was noted that the annual performance review process went well and the raises were appreciated by the staff.

Nine (9) applications were received for the open Trustee position. Eight (8) were included with the Board packet and copies of a ninth application were distributed at the meeting. The applications were reviewed and narrowed to five (5) who will be invited to interview with the Committee. Applicants may also be offered the Board position that is opening in January or the open position on the Foundation Board. Interview meeting dates were established as September 5 & 6, with alternative dates of September 13 and 21.

Bartiromo moved to adjourn the meeting at 8:31 p.m. Collura seconded the motion. All were in favor. (08-18-55)