

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 17, 2020

Board President, Michael Collura, called the meeting to order at 7:01 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 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.

Sieber moved to approve the Regular Meeting minutes of July 20, 2020. Jones seconded the motion. Gerber abstained. All others approved the motion unanimously. (08-20-43)

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

- Slife reported that during the first full month after reopening, the number of patrons visiting the Library remains lower than anticipated. Borrowing patterns have changed with an increase in traffic to the drive-up window, a small decrease in checkouts at the front desk, and a substantial decrease in usage of the self-checkout machines.
- Slife suspects this level of activity may persist for some time. Many components of the current strategic plan were nullified by the pandemic. Slife would like to commence with strategic planning review. This would include conducting research, taking patron surveys, and analyzing trends. Slife will begin the research phase of the plan and provide preliminary results and resources in the next Board packet.

Slife presented the August 2020 Personnel Report. Resignations: Melanie Mohler, Assistant, CAS, effective 7/27/20; Katherine Lloyd, Associate, PS-AM, effective 8/15/20; and Shirley Hodek, Assistant, CAS, effective 8/17/20.

Bartiromo moved to approve the August Personnel Report. Tibbitts seconded the motion. The vote was unanimous. (08-20-44)

Moutes presented the Fiscal Officer's monthly report, the July 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$4,475,022; revenue \$854,422; expenses \$185,508; unexpended fund balance \$5,143,936; encumbrances \$508,057; and ending unencumbered fund balance \$4,635,879.

Moutes informed the Board that the State Library of Ohio is administering a CARES Act mini-grant for public libraries to provide restricted funds to cover costs associated with Covid-19 such as personal protective equipment. The grant is from the Institute of Museum & Library Services (IMLS) through the Library Services & Technology Act (LSTA). The Library received the \$3,000 grant which must be spent by June 30, 2021. As a result, the 2020 revenue and appropriations require amendment.

Collura moved to approve a \$3,000 increase in Intergovernmental Revenue Grants (101.4.2200) and a \$3,000 increase in General Admin Supplies – LSTA Grant Supplies (101.5.2190). Jones seconded the motion. The vote was unanimous. (08-20-45)

Moutes will amend the 2020 Annual Appropriations and forward to the Medina County Auditor's office with a request to amend the 2020 Certificate of Estimated Resources.

Since the board packet, more information was received regarding the \$25,000 Coronavirus Relief Fund (CRF) – Public Library Assistance Program grant. An application, restrictions and reporting apply. Slife will investigate potential uses and structural modifications that will fulfill grant requirements. Ideas were discussed such as combining the service desks, partitions for the public computers, or shelving for the van to enhance home delivery service.

Sieber moved to accept the July Financial Report. Gerber seconded the motion. The vote was unanimous. (08-20-46)

Under the Human Resources Committee, Reese reported that the Committee met to discuss staff travel to states currently under an Ohio Department of Health Covid-19 travel advisory. The Library's legal counsel advised that the Board require quarantine.

It was noted that staff under quarantine will be permitted to work from home, when possible, but that few positions within the Library have work from home opportunities.

While the CARES Act provides for an addition two weeks of paid leave, there are specific circumstances under which that is provided and voluntary travel to an advisory state is not one of the circumstances. Thus, it would not be available to staff for this purpose.

Sieber moved to resolve that a staff member who travels to an advisory state be required to quarantine for fourteen (14) days after return. The staff member will be permitted to use their accrued sick leave, vacation, or utilize an unpaid leave of absence in order to quarantine. Jones seconded the motion. Bartiromo voted "no." All others voted to approve the motion. The motion carried. (08-20-47)

Slife noted that, with the hiring freeze and attrition, staff were starting to feel a scheduling pinch. Staffing should be able to be maintained as long as circulation and overall visits do not increase substantially with the start of the school year. This may need to be reconsidered with short notice. Accommodation to the staffing shortage may include a reduction of operating hours.

Staff self-reviews are scheduled to be completed by August 26. Supervisors will then have two weeks, followed by two weeks for administration review. Staff were previously made aware of the salary freeze.

Under Old Business, Collura inquired as to the status of the water intrusion plan along North Lyman Street. The size of the city's storm water system is highly suspect in this issue; however, the City placed the downtown infrastructure project on hold. Slife will follow up with Lewis Landscaping.

Under New Business, Slife presented a list of inventory for proposed disposal. The inventory included obsolete and unused items. Slife recommended some items be given to the Friends of the Wadsworth Public Library to be offered for sale at its upcoming book sales. The balance of the items would be offered to local nonprofits and/or sent for recycling.

Collura moved to transfer ownership of the proposed disposal inventory to the Friends of the Wadsworth Public Library for either sale, nonprofit donation or recycling. Gerber seconded the motion. Bartiromo abstained. All others approved the motion unanimously. (08-20-48)

Moutes noted that the OLC's North/Northeast Trustee Dinner was converted to a virtual meeting via Zoom. It is scheduled for September 17 from 6:00 to 7:00 pm with special guest House Minority Leader Emilia Sykes. Moutes will share the registration link and Trustees will make their reservations if they'd like to attend. There is no cost for OLC members to attend.

Gerber moved to adjourn the meeting at 8:15 p.m. Sieber seconded the motion. All were in favor. (08-20-49)