

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
AUGUST 23, 2021

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

McMahan moved to approve the Regular Meeting minutes of July 19, 2021. Bartiromo seconded the motion. The vote was unanimous. (08-21-49)

Slife presented the August 2021 Director's Report. The following items were mentioned:

- Considerable time was spent during the month on staff performance evaluations. The proposed performance based salary increase will be presented under the Human Resources agenda item. The August Personnel Report will also be presented and approved under Human Resources.
- Library staff are still operating under Phase 5 COVID-19 procedures. This includes social distancing, frequent workspace sterilizing and hand washing. Staff and patrons are not currently required to wear masks. To date, there has not been any known spread of the virus among Library staff or patrons. The procedures will be revisited as conditions change.

Moutes presented the Fiscal Officer's monthly report, the July 2021 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$5,389,982; revenue \$890,087; expenses \$126,696; unexpended fund balance \$6,153,373; encumbrances \$744,996; and ending unencumbered fund balance \$5,408,376.

Prior to the meeting, Moutes emailed Depository Designation Applications and Agreements for Deposit from Huntington National Bank and Westfield Bank to the Trustees for their review. The proposed Depository Agreements were for the period of August 2021 through August 2026. Moutes explained that the applications were for the Library's current banks and that new depository agreements could be added at any time during the term, with a coterminous end date. Any future applications for depository agreements would also require Board approval. Attached to each Depository Agreement was a copy of the newly revised Investment Policy executed by each bank.

Jones moved to approve entering into depository agreements for the period of August 2021 through August 2026 with Huntington National Bank and Westfield Bank. Gerber seconded the motion. The vote was unanimous. (08-21-50)

Bartiromo moved to accept the July Financial Report. McMahan seconded the motion. The vote was unanimous. (08-21-51)

Under the Building and Equipment Committee, Slife reported on the August 11 committee meeting that occurred with Nan Weir of Williams Architects and Greg Taylor of Taylor Consulting Group. Slife is awaiting a proposal on a deeper structural analysis from Williams Architects.

Slife noted that the detailed budget from the Burgeon Group for additional children's interactives was indefinitely on hold as Burgeon is experiencing supply chain issues that include suppliers going out of business and the cancellation of production of an integral 3M adhesive.

Under the Human Resource Committee, Slife recapped that staff-wide performance reviews were completed. He had shared with the Committee six different performance increase scenarios ranging from a base of 2.5% with a 1.0% performance spread to a base of 4% with a 0.5% performance spread.

Slife noted wage pressure on the lower end of the salary scale due to rapidly increasing wages in the service sector market. He also noted that staff has not received an increase since July 2019.

With the 4% to 4.5% recommended by the committee, all eligible staff will receive the minimum 4% raise. The remaining 0.5% will be awarded based on performance evaluation scores.

Jones noted that there was only a \$5,000 budgetary impact difference between the lowest and the highest scenarios presented by Slife. The committee selected the highest scenario to reward the staff for their hard work, high performance scores, and to account for a year of wage freezes during 2020.

Bartiromo moved to approve merit based pay increases that range from 4.0% to 4.5%, retroactively effective to Sunday, July 4, 2021. Jones seconded the motion. The vote was unanimous. (08-21-52)

Slife referred to the summary offered in the HR Committee minutes regarding the merger of one existing 20 hour Associate, PS – CYO position with the remaining vacant 20 hour Associate, PS – AM, in order to create a full time promotion opportunity. Approval of the August Personnel Report will effect this change.

Slife presented the August 2021 Personnel Report. New Hires: Lisa Nagy, Associate, PS-AM, effective 8/16/21; Emelie Fippin, Assistant, CAS, effective 08/16/21; Deborah Kelley, Assistant, CAS, effective 08/16/21. Resignation: Cecilia West, Student Page, CAS, effective 08/21/21. Increase in Assigned Hours: Hester Dailey, Associate, PS-CYO, effective 08/29/21. Position Eliminated: one (1) – Associate, PS-AM, effective 08/23/21.

McMahan moved to approve the August Personnel Report. Bartiromo seconded the motion. The vote was unanimous. (08-21-53)

Under Old Business, Slife stated that staff created and signed an oversized thank you card to the Board, Foundation and Friends for the staff recognition treats. Slife will take a photograph and forward it to the Trustees. He did not bring it to the meeting because three trustees were absent. He will present the physical card at the September meeting of the board.

Gerber moved to adjourn the meeting at 7:21 p.m. Jones seconded the motion. All were in favor. (08-21-54)

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