

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 17, 2018

Board President, Kevin Campbell, called the meeting to order at 7:04 p.m. with the following Board members present: Mr. Bartiromo, Mr. Collura and Mr. Gerber. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Gerber moved to approve the Regular Meeting minutes of August 20, 2018. Collura seconded the motion. The vote was unanimous. (09-18-56)

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

- The facility assessment kickoff meeting was held and Williams Architects commenced its in-depth inspection of the buildings. Slife thanked Tim Laino for his research in locating and preparing historical documentation and detailing a list of building issues prior to the kickoff meeting. Williams will be invited to the November Board meeting to provide a progress update and to the December Board meeting to provide their formal executive summary and proposal.
- Slife recognized Abby Hindulak's upcoming retirement and thanked her for her twenty (20) years of dedicated service. Abby has been a valuable, flexible and adaptable presence at the Library. The Trustees thanked her for her service and wished her well in her future endeavors.
- Slife, Susan Brown and Tim Laino are researching the technical component involved in the implementation of probationary (introductory) cards for new patrons. It was determined that new patrons will receive an "introductory card" for a period of thirty (30) days. During this time, they will be permitted to check out a maximum of fifteen (15) items at any one time. Slife will continue to work with his team on an automated solution to the introductory card period in Sierra.

Mrs. Reese joined the meeting at 7:15 pm.

- It was noted that Slife's report did not include a door count for August. The adjustments to the SenSource people counter seem to have helped; however, it still appears to be missing some individuals. Further research is pending to verify the counter's accuracy. Slife will update the Board at its October meeting.
- The Board inquired into Lynda.com user statistics. Slife will research and send a follow-up email.

- It was noted that the “items repaired” statistic was elevated. Slife mentioned that the statistic includes updates to the Sierra catalog. A number of newly received materials needed to be corrected in Sierra, from adult to children, thus elevating the statistic.

Slife presented the September 2018 Personnel Report. Retirement: Agnes “Abby” Hindulak, Librarian, AMS, effective 9/30/18.

Bartiromo moved to approve the September Personnel Report. Gerber seconded the motion. The vote was unanimous. (09-18-57)

Moutes presented the Fiscal Officer’s monthly report, the August 2018 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$4,232,057; revenue \$224,194; expenses \$226,042; unexpended fund balance \$4,230,209; encumbrances \$441,056; and ending unencumbered fund balance \$3,789,152.

Moutes noted the reinvestment of a CDARS at Huntington National Bank for 52 weeks at 2.40%.

Gerber moved to accept the August Financial Report. Collura seconded the motion. The vote was unanimous. (09-18-58)

Under the Strategic Planning Committee, Gerber noted that the Committee did not meet during September. Slife stated that he and Gerber drafted provisional goals that fall into four broad categories. Slife created a large planning board in the Administration office to provide staff members the opportunity to plan objectives and activities visually.

Under the Human Resources Committee, Reese noted that four of five Trustee interviews were completed with the fifth scheduled for the upcoming Friday. The Committee will meet during October to compare the applicants’ strengths and weaknesses. Recommendations will be presented to the Library Board at its October 15th meeting. Two Trustees will be selected, one to fill the currently open position and one to fill the position opening in January 2019. Background checks will be completed on the final candidates. The finalists will be sent to the Board of Education for approval at its November 19th meeting.

Bartiromo moved to adjourn the meeting at 8:00 p.m. Reese seconded the motion. All were in favor. (09-18-59)