

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 21, 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.

Gerber moved to approve the Regular Meeting minutes of August 17, 2020. Jones seconded the motion. The vote was unanimous. (09-20-50)

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

- The staffing shortage due to the hiring freeze is tight, but manageable at this time. The Adult & Multimedia Supervising Librarian returned from an FMLA leave and a Circulation Supervisor may return from an FMLA leave as soon as the end of September or early October.
- The only department where staffing may now fall below a critical level is Facilities Maintenance. Slife and the Facilities Manager, Woody Smith, are pricing outsource vendors versus filling an open position. If it is determined that filling an open position is more cost effective, a special Human Resources Committee meeting may be called to lift the hiring freeze for that position, since cleaning during the pandemic is of a critical nature.

Slife presented the September 2020 Personnel Report. Resignations: Boyd Hall, Associate, FMS, effective 09/04/20. Return from Leave: Ariel Hakim, Associate, PS-AM, effective 09/07/20. FMLA Leave: Sue Otanicar, Supervisor, CAS, effective 07/27/20.

Collura moved to approve the September Personnel Report. Bartiromo seconded the motion. The vote was unanimous. (09-20-51)

Moutes presented the Fiscal Officer's monthly report, the August 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$5,143,936; revenue \$152,026; expenses \$156,218; unexpended fund balance \$5,139,744; encumbrances \$472,988; and ending unencumbered fund balance \$4,666,756.

Collura moved to authorize Moutes to create Special Revenue Fund 207 "Coronavirus Relief Fund" for the purpose of recording all activity related to the Coronavirus Relief Fund, a federal grant, and to deposit the grant receipts in the amount of \$25,000 into account number 207.4.2170. Bartiromo seconded the motion. The vote was unanimous. (09-20-52)

Bartiromo moved to approve the following Special Revenue Fund 207 Coronavirus Relief Fund appropriations in the amount of \$25,000: Account Number 207.5.1100 Forced Leave Salaries – All Departments. Reese seconded the motion. The vote was unanimous. (09-20-53)

Moutes will forward the increase in 2020 estimated revenue and appropriations to the Medina County Auditor with a request for an Amended Certificate of Estimated Resources.

Gerber moved to accept the August Financial Report. Sieber seconded the motion. The vote was unanimous. (09-20-54)

Under the Building and Equipment Committee, Sieber reported that the Committee met to discuss proposed 2021 capital projects planning.

Slife presented the proposed 2021 capital projects fund appropriations. The proposal included the level one priorities listed in William's Architects' 2019 Needs Assessment. Level one indicated an immediate need with the majority of the expenses related to roof replacement and water intrusion issues.

Since a building expansion or other higher-level aspirations are no longer viable options, Slife recommended proceeding with the balance of the reported water intrusion issues. The proposed project schedule will secure the building envelope by the end of 2021, then it will be possible to look at interior renovations that would provide more space usage flexibility.

Slife worked with Bricker & Eckler and created an RFQ for the roof specific priorities and other general projects that may be consolidated.

The proposed 2021 capital projects appropriations will go to the Finance Committee in December with the 2021 appropriations, for final approval.

Slife followed up with Lewis Land Professionals, civil engineers. They are honoring the August 2019 price quotation of \$15,000 – \$20,000 for site assessment, planning, and analysis of drainage. Lewis will identify key problems and design the remediation.

Collura made a motion to authorize Slife to issue the RFQ for design services for the roof repair and other potential projects. Reese seconded the motion. The vote was unanimous. (09-20-55)

Under New Business, Michael Collura announced that he will not be continuing as a Trustee when his current term expires on December 31, 2020.

Gerber moved to adjourn the meeting at 7:55 p.m. Jones seconded the motion. All were in favor. (09-20-56)