

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 18, 2023

Board President, Chris Sieber, called the meeting to order at 7:00 p.m. with the following Board members present: Mr. Bartiromo, Mrs. Cavicchi, Mr. Ferguson, Mr. Gerber, and Mrs. Jones. Also attending were Daniel Slife, Library Director; Patty Moutes, Business Manager & Fiscal Officer; and Nicole Moore, Deputy Director.

Bartiromo moved to approve the Regular Meeting minutes of August 21, 2023. Gerber seconded the motion. The vote was unanimous. (09-23-73)

Slife presented the September 2023 Director's Report. The following items were mentioned:

- Slife welcomed Nicole Moore, Deputy Director to the meeting. Nicole will be attending the Human Resources committee and regular meetings of the Board going forward.
- Slife noted that the strategic planning survey was shared with the Trustees and is available for them to respond. Slife will work with Sieber to develop the agenda and propose dates for the upcoming Board retreat. The goal will be to schedule this by the next regular meeting. The Board Retreat will begin with a high-level review of the mission and will then focus on the objectives, goals and tasks required to accomplish the mission.
- Concern was raised regarding potential liability resulting from a Repair Café. Slife mentioned that Repair Café is a 501(c)3 with a boilerplate release form and other clerical support. Slife will run the release past the Library's counsel and insurance company prior to moving forward. The goal is to focus on recruiting competent people with established skills and expertise. Tim Laino is currently drafting a proposal for the Friends related to the Café.
- The retirement of two long-term Children's staff members was announced, Loretta Sussman and Donna Gnatowski. Plans are in the works for a public reception in December that will be included in the Winter Program Guide. Slife acknowledged their many years of dedicated service and that they will be sorely missed by fellow staff and patrons alike.

Slife presented the September 2023 Personnel Report. Upcoming Retirements: Loretta Sussman, Associate II, CYOS, effective 09/30/2023; and Donna Gnatowski, Supervising Librarian, CYOS, effective 01/03/2023.

Cavicchi moved to approve the September Personnel Report. Jones seconded the motion. The vote was unanimous. (09-23-74)

Moutes presented the Fiscal Officer's monthly report, the August 2023 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$7,046,184 revenue \$241,012; expenses \$365,185; unexpended fund balance \$6,922,010; encumbrances \$789,622; and ending unencumbered fund balance \$6,132,388.

Jones moved to approve the transfer of 2023 General Fund Appropriations between objects as follows: \$20,000 from Contingency (8900) to Property Maintenance (3300) to cover the unbudgeted waterproofing, tuckpointing and cleaning of the main building and cupola. Gerber seconded the motion. The vote was unanimous. (09-23-75)

Jones moved to accept the August Financial Report. Ferguson seconded the motion. The vote was unanimous. (09-23-76)

Under the President's Report, Sieber noted that the Library will be closed on the morning of September 22 for staff A.L.i.C.E. training.

Sieber will share with Trustees the Auditor of State's newly released fact sheet on levy campaigns. Trustees should become familiar with the details prior to the next levy campaign.

Under the Building & Equipment Committee, Cavicchi provided a review of the meeting that occurred immediately prior to the regular meeting.

The renovation of the staff break room and the creation of an office are underway. Construction is anticipated to take two to three weeks.

Slife contracted with Mays Consulting & Evaluation Services for a water test.

Ameriseal will begin tuckpointing and cleaning the first week of October. Ameriseal and Mays will work together toward a temporary water intrusion resolution for the masonry above the entryway.

New shelving was ordered for the New Release Non-Fiction browsing area. The delivery date is not yet known.

Slife distributed copies of an interior way-finding signage plan. The plan consists of a simplified, minimal approach.

Slife stated that the exterior sign located on N. Lyman Street is old and rusting. It displays an old logo. The Building & Equipment Committee agreed with his proposal to remove the sign and replace it with landscaping. Slife will proceed with the sign removal and landscape replacement.

Under Old Business, Slife is waiting for a price from the School's carpentry class to add the cupola to a Safety Town building. Once received, Slife will email the price to the Trustees.

The Library's replica building did not make it into the first round of Safety Town buildings and is scheduled to be built in the spring of 2024.

Jones moved to adjourn the meeting at 7:23 p.m. Cavicchi seconded the motion. All were in favor. (09-23-77)
