

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
OCTOBER 21, 2019

Board President, Michelle Reese, called the meeting to order at 7:05 p.m. with the following Board members present: Mr. Bartiromo, Mr. Collura, Mrs. Jones, and Mr. Sieber. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Collura moved to approve the Regular Meeting minutes of September 16, 2019. Jones seconded the motion. The vote was unanimous. (10-19-76)

Slife presented the October 2019 Director's Report. The following items were mentioned:

- Slife stated that the "Attendance at Teen Programs" statistic dropped dramatically because Library staff were unable to coordinate Book Talks at the Wadsworth Middle School during the month of September. During Book Talks, Library staff feature books in English classes. Staff members are developing new teen opportunities such as ACT prep, college readiness, developing research skills, and pop-up libraries.
- Slife noted the Tactical Plan updates were included in the Board Packet.
- Slife updated the Board on the transition from family library cards to individual library cards. He stated there may be changes to the originally proposed plan in that application forms and new library cards may not be mailed to patrons' homes. The letter being mailed to patrons' homes may be reworded and the procedure to transition may be changed. The Board had previously discussed forgiving late fees as a courtesy during this transition.

Slife shared that while policy seems to grant him broad authority relative to late fees for overdue items, a clerical error resulted in approximately \$23,000 in late fees on family cards being forgiven before he had a chance to discuss the matter further with the Board. The forgiven fees were late fees only and did not include billings for lost or damaged items. Some of the late fees were imported when the Sierra software was installed in 2007. The actual collectable amount would have been considerably less than the amount forgiven. Slife reminded the Board that law forbids the Library from taking collections action on late and billed item fees and stated the Auditor of State's concern related to compliance with internal policies.

Slife explained that fine forgiveness on a mass scale is not without precedent, as public libraries are increasingly moving toward the wholesale forgiveness of all outstanding late fees and the elimination of late fees altogether. Also, fine forgiveness on a large scale is not without precedent at Wadsworth Public Library, where in previous years the Library offered fine forgiveness during National Library

week. Unlike the permanent elimination of late fees being adopted by some libraries, this is a one-time forgiveness of family card late fees as a courtesy in light of the transition from family cards to individual cards.

Slife offered the Board the alternatives of either reinstating the late fees or retroactively approving the clearing of the late fees.

The previously mentioned letter to all family card holders explaining the transition will also state that “as a one-time courtesy, late fees were forgiven on their family card account.”

Mike Collura moved to retroactively approve the clearing of approximately \$23,000 in late fees from patrons’ family library card accounts. Sieber seconded the motion.

<u>For</u>	<u>Opposed</u>	<u>Abstained</u>
Collura		Bartiromo
Jones		
Reese		
Sieber		

The motion carried. (10-19-77)

The Library’s Policies will be reviewed and with the intent to revise them to permit the purging of inactive Sierra accounts, even if there are late fees on the account.

- The Board complimented the new social media analytics contained in the Community Relations section of the report.
- The Library will be open during its regular hours this Thursday for Wadsworth’s Scare on the Square event.

Slife presented the October 2019 Personnel Report. Transfer: Linda Andrews, from Assistant CAS to Processor CAS, effective 10/20/19; and Matt Waters, from Assistant CAS to Processor CAS, effective 10/20/19. Promotion: Sam Snodgrass to Supervising Librarian PS-AM, effective 10/6/19. Resignation: Angel Montevocchio, Processor CAS, effective 10/18/19. Return from Leave: Tim Laino, Manager SFS, effective 9/27/19.

Bartiromo moved to approve the October Personnel Report. Jones seconded the motion. The vote was unanimous. (10-19-78)

Moutes presented the Fiscal Officer’s monthly report, the September 2019 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$4,638,262; revenue \$120,892; expenses \$194,558; unexpended fund balance \$4,564,596; encumbrances \$443,965; and ending unencumbered fund balance \$4,120,631.

Moutes noted that no CDARS matured during September. Two CDARS matured during October and were reinvested for 1.5% for 52 weeks.

Jones made a motion to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor: Continuing 1.75 levy at \$1,149,400 and five-year (through tax year 2021) 1.0 levy at \$670,200. (See Attached Resolution.) Collura seconded the motion. Roll Call Vote: Bartiromo - Aye; Collura - Aye; Jones - Aye; Reese – Aye; Sieber - Aye. (10-19-79)

Jones moved to approve the transfer of 2019 Appropriations in the total amount of \$28,000 between General Fund and Capital Projects Fund objects as follows:

- \$14,000 from Contingency (101.8900) to Security Services (101.3311) to cover the under budgeted cost of security services
- \$10,000 from Building Improvements (401.5400) to Professional Services (401.3700) to cover unanticipated legal fees related to the roof replacement project
- \$4,000 from Building Improvements (401.5400) to Professional Services (401.3700) to cover Williams Architects’ proposed rebid fee of \$3,500 + contingency

Sieber seconded the motion. The vote was unanimous. (10-19-80)

Reese volunteered to perform the 3rd Quarter 2019 Credit Card and Cash Verification Audit.

Bartiromo moved to accept the September Financial Report. Jones seconded the motion. The vote was unanimous. (10-19-81)

Under the President’s Report, Reese reported that she spoke with Todd Gerber and he is planning to continue as a Trustee for another term commencing January 1, 2020 and ending December 31, 2026.

Under the Building & Equipment Committee, Collura provided a recap of the Committee meeting that occurred on October 1. In summary, all bids were rejected, the number of bid alternatives was reduced from five to three, the refurbishment alternative was eliminated, and the 30 year warranty on the “best” alternative was included because there was only a small increase in estimated cost.

Slife distributed copies of Williams Architects’ Project Definition for the rebid. The Board plans to follow Williams’ schedule and award the contract at its December Regular Meeting. Slife is waiting for the answers to the two questions he forwarded to Williams and will forward the answers to the Board once received.

The Board is not required to approve the revised bid documents. The Board delegated the review of the documents to the Building & Equipment Committee for final review and approval.

Under New Business, Slife informed the Board that the Wadsworth Historical Society was planning a 2020 program to be held at the Library called “A Soldier’s Life in the Civil War.” They were requesting the Board permit them to bring a Civil War musket with a bayonet into the Library for the program. The Board denied the Historical Society’s request to bring a functioning weapon into the Library.

Collura moved to adjourn the meeting at 8:35 p.m. Reese seconded the motion. All were in favor. (10-19-82)
