

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
OCTOBER 19, 2020

Board President, Michael Collura, called the meeting to order at 7:02 p.m. with the following Board members present: Mr. Bartiromo, Mr. Gerber, Mrs. Reese 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.

Bartiromo moved to approve the Regular Meeting minutes of September 21, 2020. Gerber seconded the motion. The vote was unanimous. (10-20-59)

Slife presented the October 2020 Director's Report. The following items were mentioned:

- Slife inquired with Board members on their comfort level with reinstating public meeting room reservations with precautions including social distancing. The only space presently available for this purpose is Room A, which is more than large enough to safely accommodate up to 10 person meetings with social distance. Reese inquired if this would create an additional burden. Slife responded that the burden of disinfecting would be minimal. Staff will reach out to groups that formerly used the meeting rooms and find out if they would be interested in returning with restriction.
- Slife noted that the Library was still operating as late fine free. It is still charging for items that are lost or damaged. He will not be able to analyze how this impacted circulation statistics because it occurred as a result of the pandemic rather than under normal circumstances. Once billed, Patrons are still permitted to return the items and have the charge removed from their account. Once paid for, the item is the property of the Patron and may not be returned.
- Slife stated that the Library sourced two heat units that will be used to heat items to a temperature that kills bedbugs and their eggs.

Slife presented the October 2020 Personnel Report. Resignations: Annie Caine, Assistant, CAS, effective 10/03/20 and Taylor Papp, Student Page, CAS, effective 10/16/20.

Reese moved to approve the October Personnel Report. Tibbitts seconded the motion. The vote was unanimous. (10-20-60)

Moutes presented the Fiscal Officer's monthly report, the September 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$5,139,744; revenue \$213,883; expenses \$166,936; unexpended fund balance \$5,186,691; encumbrances \$438,628; and ending unencumbered fund balance \$4,748,063.

Bartiromo 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 \$1,193,000 and five-year (through tax year 2021) 1.0 levy at \$695,400. (See Attached Resolution.) Collura seconded the motion. Roll Call Vote: Bartiromo - Aye; Collura - Aye; Gerber - Aye; Reese - Aye; and Tibbitts - Aye. (10-20-61)

Gerber moved to approve the transfer of 2020 Capital Projects Fund Appropriations in the amount of \$10,000 from Other Capital Outlay (401.5.5900) to Professional Services (401.5.3700) to cover the contract executed with Lewis Land Professionals, Inc., for the civil engineering & land surveying related to the topography and sidewalk plans. Bartiromo seconded the motion. The vote was unanimous. (10-20-62)

Moutes noted that Jones volunteered to perform the 3rd Quarter 2020 Credit Card and Cash Verification Audit by a communication earlier in the day.

Tibbitts moved to accept the September Financial Report. Collura seconded the motion. The vote was unanimous. (10-20-63)

Under the Building and Equipment Committee, Gerber recapped the meeting that occurred on October 14. He noted that Lewis Land Professionals will commence with the work on the water intrusion remediation survey and plans. Mr. Lewis will be invited to an upcoming Committee meeting.

Gerber stated that Library Design may be contracted to provide design and project management services for a library interior refresh. Library Design's proposal is for a 20% markup on the total project cost, or a maximum \$1,000 separation fee if no project work is completed. If the design and plans are created and the Board does not complete any work, but pays the separation fee instead, the Library will be able to retain the plans and designs.

Research was completed on the possibility of using joint cooperative purchasing on construction projects. During 2019, the Attorney General issued an opinion that construction services do not qualify. The Committee will move forward with the traditional bid process.

A total of fifteen (15) responses were received in response to the RFQ. The Committee will review the submissions and determine which companies, based on qualifications, will be invited to interview.

Under the Human Resources Committee, Reese recapped the meeting that occurred on October 12. She stated that staffing levels remain adequate and are still being monitored.

Slife stated that annual staff reviews should be completed within the next two weeks, and meetings with staff will commence at that point. The reduction in staff delayed the review schedule more than anticipated. Appropriations for a potential 2021 salary increase will be reviewed by the Finance and Audit Committee.

The annual review process for the Director and Fiscal Officer will commence as usual.

The Committee received several applications for the open Trustee position with the application deadline of November 5 still a couple weeks out. The Committee will arrange interviews and all current Trustees are welcome to attend. The Committee plans to make a recommendation by resolution at the Library's November 16 Board meeting so that the new Trustee can be in place by January 1, 2021. Slife will provide copies of all applications to the Trustees after the deadline passes.

Gerber moved to adjourn the meeting at 7:37 p.m. Reese seconded the motion. All were in favor. (10-20-64)
