

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 25, 2021

Board Vice President, David Bartiromo, called the meeting to order at 7:00 p.m. with the following Board members present: Mr. Gerber, Mr. McMahan, Mrs. Reese, Mr. Sieber and Mr. Tibbitts. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Sieber moved to approve the Regular Meeting minutes of September 20, 2021. Tibbitts seconded the motion. Bartiromo abstained. All others approved the motion unanimously. (10-21-66)

Slife presented the October 2021 Director's Report. The following items were mentioned:

- Slife thanked the Trustees for their flexibility while he worked from home during his recent quarantine.
- Slife noted there was a surge in new patrons along with more visits to the building. Registration and program attendance is up compared to last year. The statistics in his report do not reflect this since they include virtual programming "views". He is working to separate the in-person and virtual statistics so this will be remedied.
- There are times when the Library is at full seating capacity. Children's events are well attended and people are lingering in the building after events. Slife will consider returning more of the seating capacity. He continues to work with Library Design to combine the service desks and free up space for other uses.
- Attendance at teen programming is up due to in-school visits such as book previews. Teen attendance at in-library ACT Preparation and Escape Room events is down.
- Slife noted that new Adult & Multimedia associate, Kathleen O'Brien, submitted her resignation. This will be noted on next month's Personnel Report. The position was reposted. Applications are still being accepted for the open circulation assistant positions.

Slife presented the October 2021 Personnel Report. New Hire: Kathleen O'Brien, Associate, PS-AM, effective 09/27/21. Resignations: Sarah Innocenti, Student Page, CAS, effective 09/17/21 and Emily Reese, Student Page, CAS, effective 10/07/21. Effective Last Date Change for Heather Evert from 09/26/21 to 09/22/21.

Gerber moved to approve the October Personnel Report. Reese seconded the motion. The vote was unanimous. (10-21-67)

Moutes presented the Fiscal Officer's monthly report, the September 2021 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,060,710; revenue \$216,192; expenses \$274,963; unexpended fund balance \$6,001,939; encumbrances \$624,288; and ending unencumbered fund balance \$5,377,651.

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 \$1,199,300 and five-year (through tax year 2021) 1.0 levy at \$698,800. (See Attached Resolution.) McMahan seconded the motion. Roll Call Vote: Bartiromo - Aye; Gerber – Aye; McMahan - Aye; Reese – Aye; Sieber - Aye; and Tibbitts - Aye. (10-21-68)

Reese volunteered to perform the 3<sup>rd</sup> Quarter 2021 Credit Card and Cash Verification Audit.

Tibbitts moved to accept the September Financial Report. Bartiromo seconded the motion. The vote was unanimous. (10-21-68)

Under the Building and Equipment Committee, Sieber stated that Burgeon Group was again facing supply chain issues and the order for the children's area interactives was delayed.

Slife presented an overview of his research into upgrading the Library's Integrated Library System (ILS). The ILS software manages both the catalog and patron records. Slife presented his recommendation for upgrade to the Building & Equipment Committee at its October 20 meeting. A recommendation was made for approval by the Board. However, Slife plans to conduct further research into the migration before recommending approval of the contracts at the November committee meeting. Slife will also research the contract term related to the proposed increase in fees based on the service area population.

Slife stated that a structural evaluation of the roofing systems was received and the roof structure was certified as sound. The next step would be to move forward with the Williams Architects' contract, including change order No. 3, and permit Williams to prepare documents. The documents will be released for quotations after the beginning of the year with a plan to select contractors and be on their schedule for early spring. Slife noted that since the contract amount will be below the required bidding threshold, the Board would not be bound to selecting the lowest bidder and will be able to make a decision based on the availability of materials and labor, since there are currently shortages in both.

Bartiromo moved to approve the Williams Architects' total contract in the amount of \$33,155.00 plus expenses, which includes Change Order No. 3 in the amount of \$15,200.00 plus expenses, and commencing with the project design phase. Sieber seconded the motion. The vote was unanimous. (10-21-69)

Under the Human Resource Committee, Reese noted that work on the position review continued. Slife is currently conducting the one-on-one meetings with each staff member. The RFQ for a third party vendor was posted and replies were due. Since only two replies were received, Slife may provide a small extension or he may repost the RFQ.

Slife stated that any staff member's time away from the Library due to a quarantine recommended under the Health Department's guidelines continues to be paid under the Forced Leave policy contained within the Pandemic Plan. Slife will continue to monitor for patterns of abuse. To date, no employee has used forced leave pay on more than one occasion.

The annual review process will commence for Slife and Moutes. Gerber will forward the review forms to the Trustees for completion. He will forward the staff review forms to Slife for distribution. Recipients will be given three (3) weeks to respond. Results will be compiled and presented to the Committee at its December 1 meeting.

Under new business, the following December 2021 meetings were rescheduled:

<b>Meeting</b>	<b>Original Date &amp; Time</b>	<b>New Date &amp; Time</b>
Regular Meeting	Dec 20 at 7:00 pm	Dec 6 at 7:00 pm
Finance & Audit Committee	Dec 13 at 7:00 pm	Dec 6 at 6:30 pm

Slife will revise the Google Calendar events.

Bartiromo reported that the Friends' October book sale returned to its normal pre-pandemic format. The sale raised approximately \$6,500.00. They also conducted a Chipotle fundraiser which brought in over \$500.00, an astonishing feat at only 33% of the restaurant's revenue. Finally, they received a \$500.00 donation from James Larchey as a result of forwarding him a copy of the 1970 Whisperer yearbook. The Friends will be conducting a one night sale on November 5 in conjunction with Wadsworth's First Friday event.

Gerber moved to adjourn the meeting at 8:25 p.m. Sieber seconded the motion. All were in favor. (10-21-70)