

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 16, 2020

Board President, Michael Collura, called the meeting to order at 7:03 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.

Tibbitts moved to approve the Regular Meeting minutes of October 19, 2020. Sieber seconded the motion. The vote was unanimous. (11-20-65)

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

- The Library's COVID operations are being watched closely as a result of the rising infection rate. In the event a decision needs to be made regarding a closure or a change in COVID operations, Slife inquired into whether the Board would prefer to call an emergency Board meeting or to delegate authority to the Director in consultation with the Human Resources Committee and Board President. Catalysts to this type of decision may include a governmental order, the calculation of risk to staff and public, or staffing issues due to staff quarantines. The Board agreed that the Director could make these decisions with consultation and consent of the Human Resources Committee and Board President, if necessary, in order to be able to respond quickly to changing circumstances.
- Slife presented heat map patron traffic data gathered from the people counter. The last hour of the day, on Monday through Thursday, experiences the least amount of traffic. During the past three weeks, as virus infection rates rise, the traffic count during that last hour has decreased even further. Traffic will continue to be monitored and a decision can be made that provides ample notice to patrons using the last hour. The benefits of potentially reducing operating hours include maintaining the hiring freeze and reduced staffing levels. This was tabled until the December Regular Meeting of the Board.
- Slife provided OLC's *Standards for Public Library Service in Ohio* and *Core Competencies*. These documents will provide the foundation for a tune-up to the

Library's policies, procedures and services standards. In addition, the work would flow directly into the updating of job descriptions and the point factoring system. This would be a first step toward strategic planning. Reviewing Library policies, procedures and practices in light of these documents will be a library-wide activity.

Slife presented the November 2020 Personnel Report. He requested an amendment to the report increasing the Associate, FMS position from 20 hours per week to up to 30 hours per week.

Jones moved to amend the November Personnel Report to increase the Associate, FMS position from 20 hours per week to up to 30 hours per week and permitting the position be filled. Bartiromo seconded the motion. The vote was unanimous. (11-20-66)

Collura moved to approve the November Personnel Report, as amended. Gerber seconded the motion. The vote was unanimous. (11-20-67)

Moutes presented the Fiscal Officer's monthly report, the October 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$5,186,691; revenue \$84,454; expenses \$216,777; unexpended fund balance \$5,054,368; encumbrances \$405,488; and ending unencumbered fund balance \$4,648,880.

Gerber moved to accept the October Financial Report. Sieber seconded the motion. The vote was unanimous. (11-20-68)

Under the Building and Equipment Committee, Sieber recapped the meeting that occurred on November 9. Sixteen (16) responses to the roof replacement project phase II were received. The Committee narrowed the field to five (5). Interview questions were developed and interviews were scheduled for November 18 & 23.

Jones moved to approve the retention of Bricker & Eckler as legal counsel for the roof replacement project, phase II, up to \$15,000.00. Sieber seconded the motion. The vote was unanimous. (11-20-69)

Collura moved to approve the transfer of 2020 Capital Projects Fund Appropriations in the amount of \$15,000 from Other Capital Outlay (401.5.5900) to Professional Services (401.5.3700) to cover the Bricker & Eckler legal fees related to the roof replacement project, phase II. Jones seconded the motion. The vote was unanimous. (11-20-70)

Under the Finance and Audit Committee, Moutes provided a recap of the meeting that occurred on November 9. An early draft of the 2021 appropriations was provided to the Committee. Final review will occur in December and permanent appropriations will be provided to the Board at its December Regular meeting.

Jones moved to approve the revision to the Authorizations Policy, as presented, effective November 16, 2020. Reese seconded the motion. The vote was unanimous. (11-20-71)

Jones moved to approve the replacement of the current Credit Card Policy contained within the Operating Policies Manual, as presented, effective November 16, 2020. Bartiromo seconded the motion. The vote was unanimous. (11-20-72)

Under the Human Resources Committee, Reese reported that four (4) applications were received for the open Trustee position. Interviews will be scheduled via Google Meet. All trustees are welcome to participate.

Gerber will forward the annual reviews for the Director and Fiscal Officer and will include a return due date of December 1.

Gerber moved to adjourn the meeting at 7:55 p.m. Jones seconded the motion. All were in favor. (11-20-73)

---