

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 20, 2023

Board Vice President, David Bartiromo, called the meeting to order at 7:00 p.m. with the following Board members present: Mrs. Cavicchi, Mr. Ferguson, Mr. Gerber, and Mr. Tibbitts. Also attending were Daniel Slife, Library Director and Nicole Moore Deputy Director.

Tibbitts moved to approve the Regular Meeting minutes of October 16, 2023. Bartiromo seconded the motion. Gerber abstained. The vote was unanimous. (11-23-90)

Gerber moved to approve the Special Meeting minutes of October 24, 2023. Tibbitts seconded the motion. The vote was unanimous. (11-23-91)

Bartiromo moved to approve the Special Meeting minutes of November 13, 2023. Ferguson seconded the motion. The vote was unanimous. (11-23-92)

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

- Slife discussed the method of incorporating Board priorities discussed during the special meeting of November 11, 2023 into the strategic plan. After reviewing the plan, it seemed appropriate to create new action items for those priorities dealing with measurement of outcomes related to child literacy; exploring automatic library card registration for all local students; developing a reading buddy, library mentor, or similar concierge service to help young people and patrons of all ages to become better acquainted with the Library and its resources; and developing at least one, big-name speaker event in partnership with the Friends and/or Foundation. For those priorities which mirrored existing goals or objectives in the plan to take no further action, thus avoiding redundancy. These priorities include: continuing to improve programming and finding new ways to bring the Library to the community; and actively improve community awareness about the Library and its programs and services.
- Bartiromo inquired about patrons recently contacted due to bed bug related issues. Slife said that these two unrelated patrons were cooperating with the Library's protocols.

Slife presented the November 2023 Personnel Report. There were no employment actions noted.

Gerber moved to approve the November Personnel Report. Cavicchi seconded the motion. The vote was unanimous. (11-23-93)

Slife (in Moutes' absence) presented the Fiscal Officer's monthly report, the October 2023 financial statements and the investment report. Slife reported the following month-to-date

fund totals: beginning fund balance \$6,846,774; revenue \$224,175; expenses \$220,730; unexpended fund balance \$6,850,219; encumbrances \$714,325; and ending unencumbered fund balance \$6,135,894.

Ferguson moved to accept the October Financial Report. Bartiromo seconded the motion. The vote was unanimous. (11-23-94)

Under the Building & Equipment Committee, Cavicchi summarized the discussion which took place at the Committee meeting immediately prior to the Board meeting. Mobile book cases from Library Design arrived in the wrong color and, after some back-and-forth about provisionally accepting the cases, they were returned to the factory after parts were discovered to be missing. The correct book cases are now on expedited order and expected to arrive by mid-January.

Work to repair the fenced retaining wall at the south end of the N. Lyman parking lot has been completed by S & K Concrete. The structure of the wall is sound; however, the epoxy coating from the original installation broke down due to excess salt from Broad Street snow plowing. The new coat should last another 5 years and is substantially less expensive than removing and reconstructing the wall using another method. The City has also provided a quote for the replacement of 80 square feet of sidewalk slabs at a total cost of \$1,600. After receiving a quote for S&K to complete this and some additional work, the Library will attempt to work with the City's chosen contractor in the spring to complete this work.

The fire alarm panel has been replaced following a short circuit that could not be repaired due to obsolescence. The proprietary nature of the Simplex panel required that WPL work with Johnson Controls, whose technicians were prompt and professional in resolving the issue. In addition, the dialing component which communicates with the alarm monitoring company has been upgraded to a cellular model by ECFP.

Lastly, following the water test by Mays Consulting revealing additional leaks in brickwork, a letter requesting warranty repair of the work was issued to WR Restoration, Williams Architects and Taylor Consulting on November 14. WR Restoration has committed in writing to working to correct any deficient work. Slife awaits legal counsel from Vorys to establish any needed additional contractual arrangements prior to beginning the work.

Under Human Resources Committee, Tibbitts reported that the Committee did not meet in November. However, he is working with Gerber to initiate the review of the Director and Fiscal Officer, with a goal of bringing those results to the Board during its December meeting.

Under Old Business, Slife presented an update on the Repair Café insurance coverage. This will require a special policy at the rate of \$1,654. At issue is the concern about fire hazards related to the repair of items with electronic components, despite the mandatory release of liability that will be signed by volunteers and patrons using the service. Slife will continue research on this topic, including exploring a version of the Repair Café that excludes select items on the advice of the insurer.

Under New Business, Slife noted that the Board Packet included a proposed disposal inventory that detailed technology items to be transferred to the Friends of the Library.

Tibbitts moved to approve the disposal of inventory, as presented. Cavicchi seconded the motion. Bartiromo abstained. All others approved the motion unanimously. (11-23-95)

Gerber moved to adjourn the meeting at 7:32 p.m. Bartiromo seconded the motion. All were in favor. (11-23-96)
