

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 14, 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 to address the Board in real-time or be publicly recognized.

Gerber moved to approve the Regular Meeting minutes of November 16, 2020. Jones seconded the motion. The vote was unanimous. (12-20-81)

Bartiromo moved to approve the Special Meeting minutes of December 10, 2020. Reese seconded the motion. Tibbitts abstained. All others approved the motion unanimously. (12-20-82)

Jones moved to approve the Amendment of the Regular Meeting minutes of October 19, 2020. Gerber seconded the motion. The vote was unanimous. (12-20-83)

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

- COVID operations are in the process of being updated. Staff continues to monitor for an increase in traffic due to neighboring library systems reducing services to curbside only. Such a surge in traffic has not occurred, to date. Staff absences may make it difficult to maintain full open hour schedule. Management remains flexible and will make operational changes as necessary. Slife is open to hearing from the Trustees at any time regarding pandemic operations.
- The film set supplies will be used to improve video production while programming is all virtual. Once in person programming can resume, the film set supplies will be used to create videos in conjunction with in person programming, for live stream programming, and to retain certain age groups that prefer virtual programming such as teen and homebound. Staff may also work in conjunction with WCTV and the schools to create an opportunity for patron use, once operations return to normal.

Slife presented the December 2020 Personnel Report. Return from FMLA Leave: Sue Otanicar, Supervisor, CAS, effective 12/01/20.

Gerber moved to approve the December Personnel Report. Jones seconded the motion. The vote was unanimous. (12-20-84)

Moutes presented the Fiscal Officer's monthly report, the November 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$5,054,368; revenue \$88,298; expenses \$121,060; unexpended fund balance \$5,021,606; encumbrances \$413,118; and ending unencumbered fund balance \$4,608,488.

Jones moved to approve a resolution for the request for advance payment of taxes collected for both the first and second half of fiscal year 2021 from the Medina County Auditor. Sieber seconded the motion. The vote was unanimous. (12-20-85)

Bartiromo moved to accept the November Financial Report. Gerber seconded the motion. The vote was unanimous. (12-20-86)

Under the President's Report, Collura noted that it was his last regular meeting. He thanked Slife, Moutes and the Library's staff for their outstanding work, especially their exceptional efforts through the past nine months. He thanked his colleagues serving on the Board of Trustees and stated it was an honor to serve with them.

Under the Building & Equipment Committee, Sieber reported that the Committee was still in the process of selecting an architectural company. Five (5) of the sixteen (16) applicants were selected for interviews. Of those, the field was narrowed to three (3) and Slife is currently contacting references for the three finalists. Once references are completed, a special meeting of the Board may be called in order to keep the project moving forward.

Under the Finance & Audit Committee, Jones reported that the Committee met on December 7, 2020, and recommended the adoption of the 2021 Permanent Appropriations by resolution, as presented.

Bartiromo moved to approve the recommendation from the Finance & Audit Committee to adopt the 2021 Permanent Annual Appropriations as presented with General Fund appropriations totaling \$3,191,775 and Capital Projects Fund appropriations totaling \$1,016,250; for total 2021 Permanent Annual Appropriations of \$4,208,025. Collura seconded the motion. The vote was unanimous. (12-20-87)

Moutes noted that the 2020 Permanent Appropriations included a \$500,000 year-end transfer from the General Fund to the Capital Projects Fund. Moutes will transfer the full amount of the appropriated 2020 interfund transfer to the Capital Projects Fund prior to the end of the year.

Under the Human Resources Committee, Collura noted that the first agenda item was completed at the Special Meeting of the Board.

Reese reported that the Committee met earlier in the day to discuss a proposed one-time, year-end stipend for staff. She also reported that Director and Fiscal Officer annual reviews were completed.

The Trustees discussed the plus side of rewarding staff for their exceptional efforts and adaptability during the global pandemic vs. spending taxpayer funds during an uncertain financial time. It was noted that the 2020 appropriations included funds for a mid-year salary increase. Those appropriations were still available due to the salary freeze. As presented, the stipend proposal did not include the Director or the Fiscal Officer. (Copy attached)

At 8:08 pm, Jones moved to enter into Executive Session to discuss the employment of public employees. Bartiromo seconded the motion. Roll call vote: Bartiromo – Aye, Collura – Aye, Gerber – Aye, Jones – Aye, Reese – Aye, Sieber – Aye: and Tibbitts - Aye. (12-20-88)

At 8:25 p.m. Gerber moved to leave Executive Session. Tibbitts seconded the motion. Roll call vote: Bartiromo – Aye, Collura – Aye, Gerber – Aye, Jones – Aye, Reese – Aye, Sieber – Aye: and Tibbitts - Aye. (12-20-89)

Collura moved to award the stipend, as presented, with the exception of including Slife and Moutes, to be included in the last pay of 2020 dated December 24. Gerber seconded the motion. The vote was unanimous. (12-20-90)

Under Old Business, Slife asked the Board to table the potential reduction in Monday through Thursday operating hours.

Under New Business, Reese moved to approve Vorys, Sater, Seymour and Pease LLP as outside counsel for up to \$5,000 for human resources matters and up to \$2,000 for civil matters during calendar year 2021. Jones seconded the motion. All were in favor. (12-20-91)

Gerber moved to approve the 2021 Library Closing Dates, as presented. Bartiromo seconded the motion. The vote was unanimous. (12-20-92)

The Board reviewed the draft 2021 board meeting calendar and will approve it during the January annual organizational meeting.

The Board discussed the 2021 officers and committee members. Bartiromo noted that he will likely become the President of the Friends of the Library and, as such, would prefer not to be President of the Board. Jones offered to continue to serve as an officer during 2021. Officers and committees will be finalized during the January annual organizational meeting.

Jones moved to adjourn the meeting at 8:49 p.m. Reese seconded the motion. All were in favor. (12-20-93)
