

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 12, 2022

Board President, Lisa Jones, called the meeting to order at 7:02 p.m. with the following Board members present: Mr. Bartiromo, Mr. Gerber, Mrs. Reese, Mr. Sieber and Mr. Tibbitts. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Gerber moved to approve the Regular Meeting minutes of November 14, 2022. Bartiromo seconded the motion. The vote was unanimous. (12-22-89)

Slife presented the December 2022 Director's Report. The following items were mentioned:

- It was another busy month in the Library with the flooring replacement and painting going on in the building and the Human Resources work on the pay scale.
- With the pandemic perceived as over, the Human Resources committee will soon address the COVID protocols and quarantine restrictions, possibly eliminating all and returning to normal in the spring. Library Design is in the process of laying out the new furnishings which will return the furniture layout to pre-pandemic density.
- With the reorganization of the Administration Department, Slife solicited feedback on the content of his monthly report. Trustees were asked to send him suggestions for what they would like to see added and what could be eliminated from the current format in order to make the content more meaningful. It was suggested that the monthly board packets be placed on a shared drive and made available to Trustees, rather than emailed.

Slife presented the December 2022 Personnel Report. There were no employment or other personnel actions detailed on the December report.

Bartiromo moved to approve the December Personnel Report. Sieber seconded the motion. The vote was unanimous. (12-22-90)

Moutes presented the Fiscal Officer's monthly report, the November 2022 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,527,636; revenue \$208,330; expenses \$496,646; unexpended fund balance \$6,239,319; encumbrances \$535,755; and ending unencumbered fund balance \$5,703,565.

Tibbitts moved to approve a resolution for the request for advance payment of taxes collected for both the first and second half of fiscal year 2023 from the Medina County Auditor. Gerber seconded the motion. The vote was unanimous. (12-22-91)

Sieber moved to accept the November Financial Report. Jones seconded the motion. The vote was unanimous. (12-22-92)

Under the President's Report, Jones noted that it was her last full meeting as President as she will be ending her two-year term in January.

Under the Building and Equipment Committee, Sieber reported that the Committee met and reviewed the twenty-year capital projects plan. Slife noted that the forecast was for maintaining existing buildings and systems and serves to help understand the cost of deferring maintenance.

Slife reported that he solicited interior signage proposals from a total of four vendors. He will bring the results to the committee.

Slife is awaiting additional color options requested for the chair upholstery. Library Design is creating the layout of the chairs and tables.

Slife reported that W.R. Restoration did not get a warm weather window and was not able to return. This will probably have to wait until spring. Slife has a call in to them to see if it is possible to minimize further damage.

Under the Finance and Audit Committee, Bartiromo reported that the Committee met on December 5 and recommended the adoption of the 2023 Permanent Appropriations by resolution, as presented.

Bartiromo moved to approve the recommendation from the Finance & Audit Committee to adopt the 2023 Permanent Annual Appropriations as presented with General Fund appropriations totaling \$4,219,595 (which includes a year-end transfer to the Capital Projects Fund in the amount of \$1,000,000) and Capital Projects Fund appropriations totaling \$371,100; for total 2023 Permanent Annual Appropriations of \$4,590,695. Gerber seconded the motion. The vote was unanimous. (12-22-93)

Moutes noted that the 2022 Permanent Appropriations included a \$1,000,000 year-end transfer from the General Fund to the Capital Projects Fund. Moutes transferred the full amount of the appropriated 2022 interfund transfer to the Capital Projects Fund last week.

Moutes will close the Huntington MMAX account and move the funds to the General Fund Star Ohio account.

Under the Human Resources Committee, Reese reported the Committee met on November 30 and again just prior to the regular meeting of the Board.

Slife distributed copies of the proposed Pay Scale Adjustment and the proposed Staff Midpoint Wage Adjustments. Slife recapped that the consultant, Organizational Architecture, reviewed the position descriptions, conducted a market analysis, and developed benchmarks.

The results of which lead to the development of the proposed new pay scale. Slife proposed to bring all staff to the pay grade range midpoint with a final adjustment for performance scores.

The wage adjustment would be a one-time correction to bring staff wages in line with the market. The larger percentage increases will be received by staff at the lower end of the pay scale. Funds are available within the proposed 2023 permanent appropriations.

Bartiromo moved to approve the new Pay Scale, as presented, effective January 1, 2023. Jones seconded the motion. The vote was unanimous. (12-22-94) A copy is attached.

Siebert moved to approve the Staff Midpoint Wage Adjustments, as presented, effective January 1, 2023. Tibbitts seconded the motion. The vote was unanimous. (12-22-95)

Reese noted that the Director and Fiscal Officer annual reviews were completed. Slife and Moutes left the room.

At 7:58 p.m. Jones moved to enter into Executive Session to discuss the employment of public employees. Reese seconded the motion. Roll call vote: Bartiromo – Aye, Gerber – Aye, Jones – Aye, Reese – Aye, Siebert – Aye, and Tibbitts – Aye. (12-22-96)

At 8:09 p.m. Jones moved to leave Executive Session. Bartiromo seconded the motion. Roll call vote: Bartiromo – Aye, Gerber – Aye, Jones – Aye, Reese – Aye, Siebert – Aye, and Tibbitts – Aye. (12-22-97)

At 8:10 p.m. Slife and Moutes returned to the meeting.

Reese thanked Slife and Moutes for another year of service. The Trustees awarded Slife and Moutes salary increases based on the same scale used for staff during 2022, 5 to 5.5% based on review score. Moutes will confirm the calculation. Reese will schedule meetings with both to discuss the review results.

Reese moved to award salary increases as follows: Slife 5.34% to \$50.32 per hour and Moutes 5.33% to \$37.82 per hour, based on a 52 week year and a 38 hour week, effective Sunday, January 1, 2023. Jones seconded the Motion. The vote was unanimous. (12-22-98)

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 2023. Jones seconded the motion. All were in favor. (12-22-99)

Bartiromo moved to approve the 2023 Library Closing Dates which included closing at 5:00 pm for the annual Blue Tip Parade. Tibbitts seconded the motion. The vote was unanimous. (12-22-100)

The Board reviewed the draft 2023 board meeting calendar and will approve it during the January annual organizational meeting. The January events will be added to the Google calendar in the meantime.

The Board discussed the 2023 officers and committee members. Officers and committees will be finalized during the January annual organizational meeting.

Sieber expressed interest in becoming president and Bartiromo preferred to remain Vice President. The Secretary position will need to be filled.

Reese expressed interest in the Building and Equipment Committee, Bartiromo in the Human Resources Committee and Jones in the Finance and Audit Committee. Therefore, committees were proposed as:

Building & Equipment: Reese and McMahan
Finance & Audit: Jones and Gerber
Human Resources: Bartiromo and Tibbitts

Jones moved to adjourn the meeting at 8:24 p.m. Bartiromo seconded the motion. All were in favor. (12-22-101)
