

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 18, 2023

Board President, Chris Sieber, called the meeting to order at 6:59 p.m. with the following Board members present: Mr. Bartiromo, Mrs. Cavicchi, Mr. Ferguson, Mr. Gerber, Mrs. Jones, and Mr. Tibbitts. Also attending were Daniel Slife, Library Director; Patty Moutes, Fiscal Officer; and Nicole Moore, Deputy Director.

Gerber moved to approve the Regular Meeting minutes of November 20, 2023. Jones seconded the motion. The vote was unanimous. (12-23-99)

Slife presented the December 2023 Director's Report. There were no items mentioned or questions from the Trustees.

Slife presented the December 2023 Personnel Report. New Hire: Abigail Rinehart, Associate II, CYOS effective 11/27/2023. Rehire: Jack Edwards, Page, CAS, effective 12/17/2023. Slife amended Jack Edwards' start date to 12/18/2023.

Bartiromo moved to approve the December Personnel Report, as amended. Cavicchi seconded the motion. The vote was unanimous. (12-23-100)

Moutes presented the Fiscal Officer's monthly report, the November 2023 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,850,219; revenue \$122,154; expenses \$249,970; unexpended fund balance \$6,722,403; encumbrances \$579,562; and ending unencumbered fund balance \$6,142,841.

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 2024 from the Medina County Auditor. Tibbitts seconded the motion. The vote was unanimous. (12-23-101)

Gerber moved to accept the November Financial Report. Bartiromo seconded the motion. The vote was unanimous. (12-23-102)

Under the President's Report, Sieber thanked Bartiromo for leading the November board meeting in his absence. He also thanked all trustees and staff members for their hard work on the Strategic Plan.

Under the Building & Equipment Committee, Cavicchi reported that all parties met regarding the warranty work requested on the masonry repair. A plan was developed. As soon as weather permits, they will open a small section of the wall and repair the sill plate, which may have been installed incorrectly. This will be a temporary repair to winterize the building and will need to be replaced when the weather permits.

Under the Finance & Audit Committee, Moutes reported that the Committee met on December 11 and recommended the adoption of the 2024 Permanent Appropriations by resolution, as presented.

Slife distributed copies of the 10-Year Forecast. He noted that the general fund has sufficient resources to operate through the current levy cycle, which ends in 2027. During the recent few years, the appropriations budgets provided for a more aggressive plan to transfer funds from the general fund to the capital projects fund. However, due to substantial cost increases and no levy increase since 2012, the planned transfer from the General Fund to the Capital Projects fund was reduced from \$1 million to \$250,000 in the 2024 Permanent Appropriations. Increasing costs include vendor and contractor rates, supplies and materials, and recent investment in staff compensation to bring salaries to or above the median. These costs will compound going forward.

Jones moved to approve the recommendation from the Finance & Audit Committee to adopt the 2024 Permanent Annual Appropriations, as presented, with General Fund appropriations totaling \$3,585,870 (which includes a year-end transfer to the Capital Projects Fund in the amount of \$250,000) and Capital Projects Fund appropriations totaling \$822,500; for total 2024 Permanent Annual Appropriations of \$4,408,370. Ferguson seconded the motion. The vote was unanimous. (12-23-103)

Moutes noted that the current year 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 2023 interfund transfer to the Capital Projects Fund during the first week of December.

The Human Resources Committee report was moved to the end of the meeting.

Under old business, Slife presented the final version of the Strategic Plan and the implementation timeline. He noted that the timeline includes a number of large projects that will commence immediately and be completed for the Library's 100th anniversary, which will take place in 2026. He will create an RFQ for architects that will combine the strategic plan's facility objectives. He will also seek guidance from third party consultants on the structural questions.

The plan includes engaging a design professional to refresh the logo. This will include considering returning the Library to its legal name, Ella M. Everhard Public Library. Staff will also evaluate an in-house solution to website redesign. Also included is the digitizing of the Library's local history collection, among other projects.

Jones moved to approve the 2024-2028 Strategic Plan as presented. Gerber seconded the motion. The vote was unanimous. (12-23-104)

President Sieber appointed Rob Tibbitts and Kristin Cavicchi as Trustee representatives to the Foundation Board for calendar year 2024.

Under new business, Bartiromo 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 2024. Tibbitts seconded the motion. All were in favor. (12-23-105)

Cavicchi 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 2024. Bartiromo seconded the motion. The vote was unanimous. (12-23-106)

The Board reviewed the draft 2024 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 2024 officers and committee members. Officers and committees will be finalized during the January annual organizational meeting. Sieber is willing to serve a second term as President, Tibbitts is willing to serve as Vice President, and Bartiromo is willing to serve as Secretary, as he has accepted another term as President of the Friends.

Under Human Resources Committee, Tibbitts reported that the Committee met on December 11. He noted that the Director and Fiscal Offer performance reviews were completed.

At 7:50 p.m. Slife, Moutes and Moore left the room.

At 7:51 p.m. Bartiromo moved to enter into Executive Session to discuss the employment of public employees. Jones seconded the motion. Roll call vote: Bartiromo – Aye, Cavicchi – Aye, Ferguson – Aye, Gerber – Aye, Jones – Aye, Sieber – Aye, and Tibbitts - Aye. (12-23-107)

At 8:02 p.m. Bartiromo moved to leave Executive Session. Jones seconded the motion. Roll call vote: Bartiromo – Aye, Cavicchi – Aye, Ferguson – Aye, Gerber – Aye, Jones – Aye, Sieber – Aye, and Tibbitts - Aye. (12-23-108)

Tibbitts moved to award salary increases as follows: Slife 3.33% to \$52.00 per hour, \$102,752.00 per year; and Moutes 3.33% to \$39.08 per hour, \$77,222.08 per year; based on a 52-week year and a 38-hour week, effective Sunday, December 31, 2023. Bartiromo seconded the motion. The vote was unanimous. (12-23-109)

At 8:05 p.m. Slife and Moutes returned to the meeting. Sieber informed Slife and Moutes of the approved salary increases effective December 31, 2023 and thanked them for their service to the Library.

Gerber moved to adjourn the meeting at 8:15 p.m. Jones seconded the motion. All were in favor. (12-23-110)