

MEETING OF THE BOARD OF TRUSTEES-December 12, 2016

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: President Jennifer Shirk called the meeting to order at 4:06pm.

RECORDING OF ATTENDANCE: (Roll Call) Jennifer Shirk, Fred Marcell, Dr. Pritchard, Ron Denney, Brian Broadley, Dustin Peters, Jon Batastini, Mike Allegretto, Karen Mahar, Leslie Clarke, Steve Barse.

APPROVAL OF MINUTES: Brian Broadley moved and Fred Marcell seconded to approve the minutes from the November 2016 meeting. All present were in favor.

TREASURER'S REPORT: Treasurer Pritchard reviewed current assets and liabilities of the library. It was noted that the last quarterly payment for "Employee Benefits" remains outstanding. Brian Broadley moved to accept the report with a second from Ron Denney. All present were in favor.

ACTION ON BILLS: Jennifer Shirk noted that the bill from EBSCO is an annual renewal for all hard copy magazines. It was clarified for Mr. Broadley that the cleaning company payment is paid monthly and services include the library and atrium. A new contract with a new company takes effect on January 1, 2017. Brian Broadley moved to approve the bills with a second from Ron Denney. A roll call found all present in favor.

One additional bill for payment of First Night performers and their transportation was presented. Because the itemized bill has not yet been received from the City, it was moved by Brian Broadley to approve payment not to exceed \$13,000.00 for the performers and their transportation for First Night. Seconded by Ron Denney, the motion passed with all present in favor by roll call.

PRESIDENT'S REPORT: President Shirk reported that there was a meeting of the Personnel Committee. There was some discussion of possible raises for non-union employees, however all agreed that evaluations must be completed first. A complete budget will be presented at the next Board meeting showing more solid figures.

There is to be a meeting of the Nominating Committee so that a slate of officers may be presented. The Board President does not have the power to choose the members. The committee is always comprised of the Treasurer, Secretary, and one member who is not an officer. This member is automatically the committee chair. Brian Broadley volunteered for the position. A slate will be presented at the January meeting of the Board of Trustees.

Board Member, Jon Batastini will be leaving his position. A Resolution for a proclamation in recognition of his service has been prepared, and the proclamation will be given at the January meeting along with refreshments. The new Board member will be presented at that time.

DIRECTOR'S REPORT: Director Mahar met with architect, Bill McLees, who presented his preliminaries regarding the second floor re-design project to her and senior staff members.

Mrs. Mahar presented an article with pictures as one of the many successful ads that the library has currently been running.

The Holiday Festival was successful with over 200 people in attendance. The tree in the atrium was decorated by the Garden Club and the Tree of Warmth (in cooperation with the Colony Club) in the outer atrium lobby will be present until December 22 when it's proceeds will be given to the Clothes Closet.

COMMUNICATIONS/CORRESPONDENCE: Assorted thanks and congratulations were presented. Mr. Broadley received a complaint regarding the behavior of kids in the library. He investigated it and determined it to be of no issue. Director Mahar contacted the person who registered the complaint for a follow-up. Mr. Broadley complimented the staff on a job being well-done.

FRIENDS AND VOLUNTEERS REPORT: Upon her exit from her position with the group, Sandy Crescenzo thanked the Board for years of cooperation and introduced the new, in-coming President, Debbie Moreland. Members were reminded of the need for volunteer readers for the upcoming "Read Across America" venture.

BUILDING ISSUES:

- A. Roof Update- One additional payment remains in the amount of \$54,000.00. One leak remains over "Periodicals" on the second floor. The contractor is aware of the problem and will rectify it before the final payment is made.
- B. A proposal to upgrade the HVAC was not done. The City has been responsive, however many problems and complaints persist.

OLD BUSINESS:

- A. Bookmobile- The regular schedule continues with the Bookmobile Department consisting of the driver, the assistant, and the Assistant Director. A search for shut-ins continues through cooperation with local churches. The Son Club requested a move away from the use of iPads, explaining the small drop in technical usage data. Reports will now be given quarterly.

NEW BUSINESS:

- A. Operating Budget Proposal for 2017- Dr. Pritchard presented a summarization of statistical data comparisons for the years 2015 and 2016. This is to be prepared yearly for the Board. It was determined to be a useful tool for goal-setting and offers the ability to measure progress.

In response to a question from Fred Marcell, Karen Mahar explained the process in compiling a preliminary budget. There was a brief discussion as to a possible increase in "Capital" to repair the HVAC. The Library has offered to pay to speed up the repairs, however the City remains committed to the project without assistance at this time. The Board consensus was very favorable and it was noted that the only remaining variable at this point is in "Salary and Wages". Some decisions remain on the topic of Security, but it was agreed that it will be incorporated into the budget possibly through "Professional Services" with a contractor.

The Board agreed to wait until a vote until the January meeting so that there will be no open items on the presented budget.

- B. Resolution-Petty Cash: Brian Broadley moved to approve the resolution as read with a second from Fred Marcell. All present were in favor by roll call.
- C. Resolution-Holidays/Early Closings: There was some discussion regarding the reasoning behind certain holiday closings and limited hours. A motion was made to approve the closing on January 1, 2017 and revisit the list approval at the January 9, 2017 meeting. The motion was seconded by Ron Denney and passed with all present in favor.
- D. Resolution-Board Meeting Dates: A list was presented showing Board Meeting Dates to be held the second Monday of each month except the October meeting, which was moved to

Tuesday, due to the Columbus Day holiday. Brian Broadley moved to accept the list as presented with a second from Ron Denney. All present were in favor.

- E. Resolution-Cleaning Contract: The bids are received through the City who grants a three-year contract while the library contracts for one-year at a time. A procedure for quality control was reviewed. Brian Broadley moved to accept the contract with a second from Jon Batastini. All present were in favor.
- F. Resolution-City Payroll: Attorney Barse gave a brief explanation of this procedure. It was decided this resolution would be tabled until the January 9, 2017 meeting.
- G. Resolution-Batastini Proclamation: This item was tabled until the January 9, 2017 meeting.

PUBLIC COMMENT: N/A.

AUTHORIZATION TO ENTER CLOSED EXECUTIVE SESSION TO DISCUSS PERSONNEL TITLES: This item was tabled until the January 9, 2017 meeting.

ACTION ON EXECUTIVE SESSION: This item was tabled until the January 9, 2017 meeting.

ADJOURNMENT: Jon Batastini moved to adjourn the meeting at approximately 5:14pm with a second from Ron Denney. All present were in favor.