



# The Board of Trustees Minutes

## Regular Meeting

Date: June 16, 2021

<b>Attendees:</b>	<i>Trustees</i>	<i>Staff</i>	<i>Staff</i>
	Jeffrey Armstrong	Andrew Mangels	Joanne Wagner
	Jennifer Darling	Jana Nassif	Karen Krantz
	Kate Maver	CJ Lynce	Poonam Shah
	Jason Nolde	Karen Hunt	
	Robert Plantz	Frances Brawner	
	Elizabeth Sheehe		

The Board met in the Board Room of Westlake Porter Public Library. Elizabeth Sheehe called the meeting to order at 6:30 pm.

### Minutes

Elizabeth Sheehe thanked Jennifer Darling for leading the May Board Meeting.

Bob Plantz moved to approve the minutes from the Regular Board Meeting May 19, 2021. Kate Maver seconded the motion. All present were in favor.

### Communications

There were no Communications received with the agenda.

### Staff Members

Three new staff members were introduced: Joanne Wagner, Karen Krantz and Poonam Shah. Joanne Wagner shared she has always wanted to work in a library and this is a good job opportunity for her. Karen Krantz is working in Circulation and enjoys learning new things. Poonam Shah shared she is also working at County Library.

### Public Comments

There were no public comments.

### Administrative Reports

#### Manager's Report

Frances, Brawner, Adult Services Associate, reported on facilitating the Tuesday Evening Book Club. The club has been meeting on Zoom since April 2020 very successfully after a few technical difficulties. Since the lockdown, they have continued to meet the second Tuesday of every month using eBooks from Hoopla. The group will meet in person for the first time since the shutdown in July. Frances shared she has come across, and continues to come across, people from all walks of life since she came to WPPL in 2014.

Frances continued:

*This Library is more than just books, its building, its technology. People are hungry for conversation and connection and community. Westlake Porter Public Library has faithfully provided the venue for these three values to thrive. Patrons and staff walk our aisles every day, carrying with them volumes upon volumes of their life stories. I am so grateful that all stories are welcome here.*

Assistant Director's Report

The Assistant Director's Report for May was delivered with the agenda.

The Assistant Director reported on the great float we had in the Memorial Day Parade. The mini library, used on the float and built by Building Services, is now in its permanent home at Safety Town. We will also have a float with a different design in the 4<sup>th</sup> of July Parade.

On June 2 the Library relaxed several more COVID protocols. Most notably, eliminating mandatory masks. This has gone very smoothly and it is nice to see everyone's smiles.

Outreach services continue to expand. Kris Netzel was able to have her first program this past month and has done programs at eight facilities, all outside.

We will be offering in person programming in the Reading Garden and on the Postage Stamp grounds.

The first summer movie night, Movie Under the Stars, had a very diverse group of 47.

The magician event had 93 in attendance and the first in person book discussion was held today in the Reading Garden.

On June 20, we will be returning to allowing outside groups to use the meeting rooms with a limited capacity.

Financial/HR Reports

The Financial and HR Reports for May were delivered with the agenda.

The Fiscal Officer was contacted by the Auditor of State to begin discussions for the 2020 audit.

The library's health insurance premiums change annually in July. In May, we were provided with the new premium amounts from the Stark COG for the period of July 1, 2021 – June 30, 2022. The new premiums reflect a 3.9% increase over our current premiums. A memo was sent to all employees notifying them of their new premium amounts and the effective date of the change. In addition, the Library's contract with Guardian for dental and voluntary life insurance ends in November 2021. At that time, we will move to the Stark COG's dental and voluntary life plan and this reminder was included in the memo to staff.

We are reviewing and evaluating several HR products offered by Paychex to help streamline operations. The first product we will be testing is the Learning Management System (LMS). This will help us track all training so it will all be in one place and should be much more efficient.

Jason Nolde asked if this would include IT training. The Fiscal Officer explained we will be able to assign onboarding training and can log into Paychex to take all training.

Mr. Nolde asked why the capital expense in the general fund summary was so much higher than projected? The Fiscal Officer explained it was when the SIRSI invoice was received.

Director's Report

State Budget

It is in the State Budget proposal for libraries to receive 1.7% of the PLF but they have not yet voted on the biennium budget. It is likely we will receive the 1.7% but the GRF is likely to be lower. This should still yield more revenue than we would have received.

August Board Meeting

The Director reported it may be necessary to hold a brief Board Meeting in August to approve a Reading Garden Contract.

### Summer Concert Series

The Library is sponsoring Red Light Roxy at the Summer Concert Series at the Rec Center.

### New Residents

The PR and Marketing Department is working on developing a marketing piece (magnet postcard) for new residents.

### Bus Shelter

We cannot put a shelter over the existing bench.

### Strategic Planning

The Committee for Space Planning met to interview three firms. The Admin team will contact the first choice to negotiate the product and cost.

### Reading Garden

The Director continues to work on the Reading Garden plans. The biggest part of the project is lighting. The existing lighting is crumbling and needs to be replaced.

Jason Nolde asked for an estimate on the project. The Fiscal Officer shared the estimate from the architect is \$70,000.

Jennifer Darling asked if the database we will be using to find new residents will show if someone moved to Westlake from outside the City or just purchased another house within the City. The Director explained if they do not already have a card, we would still want to reach out.

Kate Maver moved to accept the Assistant Director, Financial/HR, and Director's Reports. Jason Nolde seconded the motion. All present were in favor.

## **Board Reports**

### Board President's Report

Elizabeth Sheehe reported it will be, sadly, necessary to look for a new trustee. Jeff Armstrong will be leaving at the end of his term in December. She asked for volunteers to be on the search committee.

### Diversity Report

Jennifer Darling explained there is not much new to report, activities are in progress. She is grateful to be included in the meetings.

## **New Business**

### 2022 Board Meeting Dates

Jennifer Darling moved to accept the 2022 Board Meeting Dates. Bob Plantz seconded the motion. All present were in favor.

### 2022 Open/Close Dates

Kate Maver moved to accept the 2022 Open/Close Dates. Jennifer Darling seconded the motion. All present were in favor.

### Personnel Manual Section 9.14 Teleworking

Jason Nolde moved to approve the addition of Section 9.14 Teleworking to the Personnel Manual. Kate Maver seconded the motion.

The Director explained income taxes are paid based on the city in which you work. When staff began working from home because of the pandemic, Ohio changed the rule to ensure income stayed with the employer city. This will now revert back to prior to the pandemic so it makes sense to have a policy for teleworking that may be used under certain circumstances. For instance, to allow part time staff to attend a meeting virtually without jeopardizing tax status (you can only work from home twenty days per year).

All present were in favor.

Public Policy and Procedures Manual Section 6.1.4 Digital Card

Kate Maver moved to approve the addition of Section 6.1.4 Digital Card. Bob Plantz seconded the motion.

The Director explained prior to the pandemic there were regular patrons that were unhappy to have to come into the library to extend their expired card even if they were only using digital services. This will eliminate some of the stumbling blocks to renew an expired card.

This will also allow anyone to apply online for a digital card and they can use that card immediately on digital materials. If they would like to come in for physical materials, they would just show proof of address and be able to borrow materials.

If a card expires, it will automatically be transitioned to a digital card to allow for digital loans.

Jason Nolde asked if we are at risk for someone abusing services where we pay per download. The Director explained because we receive state funding, if they live in Ohio, they are entitled to a library card. The digital card is limited to Ohio residents, as well. While we will monitor for abuse, trends from other libraries are not seeing this.

All present were in favor.

Amendments to Public Policy and Procedures Manual Sections 6.1.1, 6.1.2 and 4.5

Jason Nolde moved to accept the amendments to Public Policy and Procedures Manual Sections 6.1.1, 6.1.2 and 4.5. Jennifer Darling seconded the motion.

The Director explained these amendments clean up the policies related to digital cards as well as eliminating the need for temporary cards because a digital card may now be used.

Jennifer Darling asked if children will now need to know their log in information. The Director explained it will essentially work the same as a temporary card/guest pass, which does require ID.

All present were in favor.

Resolution 8-21 – Budget Adjustments for Fund 410 (Development Fund) and Fund 450 (Permanent Improvement Fund).

The Fiscal Officer explained the Library received a \$4,000 donation from the Foundation to pay for the art walk posts on the path connecting the Library and the school and Connecting for Kids Music for Mental Health program. This budget adjustment allocates the funds appropriately.

Kate Maver moved to accept Resolution 8-21. Jennifer Darling seconded the motion. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver – yes, Jason Nolde – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.

Resolution 9-21 – Transfer of Funds from Fund 410 (Development Fund) and Fund 450 (Permanent Improvement Fund)

The Fiscal Officer explained this transfer is to reimburse the Library for the cost of the art walk posts.

Bob Plantz moved to accept Resolution 9-21. Kate Maver seconded the motion. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver – yes, Jason Nolde – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.

Jason Nolde asked how often we conduct a physical inventory. The Director explained it is an ongoing process. There are reports for items looked for and not found. We have not recently done a physical count. Chip Halvorsen, SIRSI Librarian is working on an RFD wand that would read the RFD tags and scan to identify missing titles. The Director believes leakage is minimal.

**Executive Session: to consider the employment of a public employee**

Jason Nolde moved to go to Executive Session in order to consider the employment of a public employee at 8:10 pm. Kate Maver seconded the motion. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver - yes, Jason Nolde – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.

Bob Plantz moved to exit Executive Session at 8:30 am. Jennifer Darling seconded the motion. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver - yes, Jason Nolde – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.

**Adjourn**

The meeting adjourned at 8:32 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate	
Attested by:	
_____	_____
Elizabeth Sheehe, WPPL Board President	Jason Nolde, WPPL Board Secretary