

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REORGANIZATION/REGULAR MEETING
JANUARY 18, 2022**

The Fairfield County District Library Board of Trustees met for its reorganization/regular meeting on Tuesday, January 18, 2022 at the Main Library, 219 N. Broad Street, Lancaster.

TRUSTEES PRESENT WERE: Mark Bohach, Lisa Evangelista, Bryan Everitt, Nathan Hale, Margaret Quamme, and Matt Wideman

TRUSTEES EXCUSED WERE: Mary Mesi

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; Keely Thompson, Deputy Fiscal Officer; and Leslie Yost, Administration Assistant.

The meeting was called to order at 10:15 a.m. by Matt Wideman, Vice President.

01-22 APPROVE AGENDA

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that the Board of Trustees approves the agenda.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

02-22 NOMINATION OF OFFICERS

Be it resolved, upon motion by Margaret Quamme, seconded by Nathan Hale, that the Board approves the recommendations of the Nominating Committee regarding Officers for the year 2022.

President – Mary Mesi
Vice President – Matt Wideman
Secretary – Mark Bohach

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

03-22 ELECTION OF OFFICERS

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the slate of Officers proposed by the Nominating Committee be elected for the year 2022.

President – Mary Mesi
Vice President – Matt Wideman
Secretary – Mark Bohach

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

04-22 APPOINTMENT OF FISCAL OFFICER AND DEPUTY FISCAL OFFICER

Be it resolved, upon motion by Mark Bohach, seconded by Bryan Everitt, that the Board appoints the following individuals for the year 2022:

Fiscal Officer – Alyssa England
Deputy Fiscal Officer – Keely Thompson

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

05-22 HONESTY BOND

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that a bond in the amount \$100,000 be executed to cover all employees of the library.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

06-22 PETTY CASH

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that a petty cash fund be established in the amount of \$150.00 with a limit on expenditures from the fund in the amount of \$20.00, the custodian of this fund to be the Deputy Fiscal Officer.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

07-22 CHANGE FUNDS

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the following change funds be established.

MAIN LIBRARY, \$100.00, custodian to be Circulation Manager
BRANCH LIBRARIES, \$75.00 each with the Branch Manager as custodian.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

08-22 DATE OF REGULAR MEETING

Be it resolved, upon motion by Lisa Evangelista, seconded by Mark Bohach, that the regular meetings of the Fairfield County District Library Board of Trustees be held on the third (3rd) Tuesday of each month at 10:15 a.m. at an appropriate public access location.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

09-22 COMMITTEE ASSIGNMENTS

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, that the 2022 Board Committee assignments are as follows:

Executive Committee

Mary Mesi, Chair
Matt Wideman
Mark Bohach

Finance & Audit

Matt Wideman, Chair
Lisa Evangelista
Mary Mesi

Building & Equipment

Mark Bohach, Chair
Nathan Hale
Bryan Everitt

Personnel

Margaret Quamme, Chair
Lisa Evangelista
Nathan Hale

Library Services

Mary Mesi, Chair
Margaret Quamme
Mark Bohach

Friends Liaison

Bryan Everitt

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

FRIENDS OF THE LIBRARY REPORT – *Becky Schaade*

- The January meeting was cancelled due to Covid.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – *Becky Schaade*

- Schaade gave the Board for review the annual report of the Central Library Consortium (CLC).
- The Library received a shipment of Covid tests on January 3, 2022. The 1,500 tests were distributed within 4 hours at the Main Library and branches were out within an hour. Schaade does not foresee receiving any more shipments in January as the general public distribution is lower on the Ohio Department of Health priority list. However, staff are more than willing to hand them out should the Library receive a shipment.
- Temporary hours went into effect the week of January 16, 2022 at the Main Library. The Library is closed on Sunday and earlier on Tuesday, Wednesday, and Thursday which will allow better coverage without taking away any services. Schaade's hope is to resume normal hours by the end of February.
- Monday, January 17, 2022 was to be Staff Development Day. Unfortunately, due to weather, the Library was closed. Staff were going to do virtual training and Supervisors will schedule staff to take said training within the next few weeks.
- The Main Library staff lounge has been updated to include new counter, sink, backsplash, and a microwave.
- The free community pass collection of the Library now includes The Ohio Glass Museum, AHA Children's Museum, The Dawes Arboretum, Fairfield Heritage Association, and the Columbus Museum of Art.
- During a meeting in October 2021, Schaade asked the Board to consider Project FORT's request to put a Naloxbox on the outside grounds of the Main Library. The Board agreed that a box could be placed outside in the drive-thru area. The task force is now asking if a Naloxbox can be placed inside the Library instead of outside due to controlling the box's climate. After a discussion regarding the ramifications of having a box inside the Library, the Board asked Schaade to seek more information. The Board deferred the matter to next month's meeting.

SECRETARY'S REPORT

10-22 DECEMBER REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the minutes of the December 21, 2021 regular meeting be approved as submitted.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

FINANCIAL REPORT – Alyssa England

- The end of the year carryover is approximately \$2.7 million.
- The Auditor has not yet completed the Library's audit.
- As is required by policy, England reported that the Library has 25,822 credit card points. No points were used in 2021. Past points received were spent on a play kitchen for the Early Literacy Center (ELC) and current points will probably also go toward something for the ELC.
- Trustee Mark Bohach suggested that the Building Services Committee meet to discuss future renovations of certain areas of the Main Library.

11-22 DECEMBER FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Mark Bohach, seconded by Lisa Evangelista, that the financial report and check register as of December 31, 2021 be approved as submitted.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

DONATIONS

12-22 DONATIONS - RESTRICTED

Be it resolved, upon motion by Nathan Hale, seconded by Margaret Quamme, that the following restricted donations be accepted:

\$250.00 from the B'Nai Israel Synagogue of Lancaster, Ohio (Columbus Jewish Foundation) to purchase library books on Jewish themes and subjects

\$500.00 from Clark Insurance to be used for the Northwest Branch Early Literacy Center

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

13-22 APPROVE INSURANCE BENEFITS POLICY

Be it resolved, upon motion by Lisa Evangelista, seconded by Nathan Hale, that the Board of Trustees approves the attached Insurance Benefits Policy as presented to the Board by the Library Director.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

There being no further business, the meeting adjourned at 11:00 a.m.

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: INSURANCE BENEFITS

PASSED BY RESOLUTION NUMBER: 13-22

DATE: JANUARY 18, 2022

Insurance Benefits

The library provides several different types of insurance coverage for employees. Access to coverage depends upon full or part time employment status. The Patient Protection and Affordable Care Act defines full time employment for the purpose of benefits to be working an average of 30 hours per week. Eligibility is determined by averaging the number of hours worked per week by the employee during the previous calendar year. All insurance costs paid by the employee will be taken by payroll deduction. Any employee choosing to not take coverage will not receive compensation in lieu of participation.

Medical Insurance

Medical coverage is available to all full time employees. For Exempt and Confidential Non-Exempt staff, the Library will pay 85% of the cost of individual coverage medical insurance, with the employee paying 15% of the cost. Family coverage is available to full time Exempt and Confidential Non-Exempt employees, with the full additional premium for family coverage being paid by the employee. Please refer to the collective bargaining agreement for percentages paid for bargaining unit staff. A spouse with access to health insurance coverage through their own employment cannot be on the Library's medical plan.

Full details of the medical insurance plan are provided by the insurance company to subscribers. These details are subject to change.

Dental Insurance

Dental coverage is available to all full time employees. For Exempt and Confidential Non-Exempt staff, the Library will pay 85% of the cost of individual coverage, with the employee paying 15%. Family coverage is available, with the full additional premium for family coverage being paid by the employee. Please refer to the collective bargaining agreement for percentages paid for bargaining unit employees.

Vision Insurance

Vision coverage is available to all full time employees, with 100% of premium cost for individual or family coverage to be paid by the employee.

Short Term / Long Term Disability

The Library pays 100% of the premium for short and long term disability insurance for all full time employees. The details of this plan are described by the insurance plan documents and are subject to change. In order to qualify to use this benefit, the employee must first have exhausted their own balance of sick leave.

Life Insurance / Accidental Death and Dismemberment

The Library pays 100% of the premium for \$30,000 in life insurance and accidental death and dismemberment coverage for each full time staff member. Staff members may voluntarily chose to purchase additional supplemental life insurance, with the entire supplemental premium being paid by the staff member. Additional coverage is dependent on approval from the insurance company.