

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
APRIL 19, 2022**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, April 19, 2022 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

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

TRUSTEES EXCUSED WERE: Mary Mesi & Margaret Quamme.

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; Leslie Yost, Administration Assistant; and Kevin Freeman, Coordinator of Information Technology.

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

23-22 APPROVE AGENDA

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

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

Schaade introduced the new Coordinator of Information Technology, Kevin Freeman.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- In celebration of their 50 year anniversary, the Friends of the Library will host an essay contest for kids, teens, and adults. Winners in each age category will win \$50.
- The Friends book sale will be held on May 6, May 7, and May 8, 2022.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- The Central Library Consortium (CLC) is looking to begin in-person meetings again and may have a mix of in-person and Zoom every other month.
- Legislative Day was a success. Schaade, England, and Assistant Coordinator of Youth Services Audrey Hogan were able to meet with Senator Shaffer and Representative Brian Stewart, both of whom expressed support for libraries. First Lady Fran DeWine was honored with resolutions from libraries across Ohio for her work in literacy.
- Management and the Union entered into a Memorandum of Understanding regarding excessive sick leave discipline and taking off for Covid. In the beginning of the pandemic, the Library had suspended the discipline policy, along with several other pandemic-related actions. However, it was reinstated in June 2021 with notice to all employees. No time taken before July 1, 2021 was counted for disciplinary purposes, but time taken afterwards was subject to discipline. This proved difficult with Covid because depending on CDC guidelines, staff could have needed to take upwards of ten days of sick leave. It was not the Library's desire or intention to discipline a staff member for using sick leave time because they had Covid. Schaade and England consulted with the Library's employment lawyer who recommended entering into a Memorandum of

Understanding (MOU) with the Union that time taken for Covid would not count toward disciplinary action. The current BU contract runs through 2022, and the MOU for no discipline for Covid will run concurrently through the length of the contract.

- The Library has entered into a contract with Strategic HR to provide on-demand HR consulting services. The library purchased a bank of ten hours, billed in 15 minute increments. This time does not expire and can be added to as needed. This will allow Schaade and England to have access to an HR expert, based out of Columbus, to contact when questions arise.
- Schaade gave the Board a Strategic Planning update. The Library is about two weeks into the Community Survey and has received over 300 back. Mandy Simon, the consultant for the State Library, will lead a Board focus group after the meeting.
- One item to be considered under New Business is a one year extension to Fairfield County's current Public Library Fund (PLF) distribution formula. The Pickerington Public Library and the Wagnalls Memorial Library are requesting that we extend our current formula through calendar year 2023. The Library originally extended one year due to the delay in Census data being released and currently are still waiting on village, township, and city level data for the 2020 Census.

Personnel

RETIREMENT, Cindy Andres, Library Assistant II – Circulation Services, 20 hours per week, \$13.91 per hour, hire date October 22, 2013, resignation effective April 16, 2022.

PROMOTIONAL TRANSFER, Cindy Hieber, from Library Assistant II – Circulation Services, 20 hours per week, \$13.91 per hour to Library Assistant III – Youth Services, 20 hours per week, \$15.34 per hour, effective March 27, 2022.

APPOINTMENT, Kevin Freeman, Coordinator of Information Technology, Exempt, \$69,517.50 per year, effective April 4, 2022.

RESIGNATION, Laura Sweezy, Library Assistant VI- Adult Services, 20 hours per week, \$20.66 per hour, hire date November 13, 2013, resignation effective May 3, 2022.

SECRETARY'S REPORT

24-22 MARCH REGULAR MEETING MINUTES

Be it resolved, upon motion by Lisa Evangelista, seconded by Nathan Hale, that the minutes of the March 15, 2022 regular meeting be approved as submitted.

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

FINANCIAL REPORT – Alyssa England

- England and Deputy Fiscal Officer Keely Thompson attended the two-day CPIM (Center for Public Investment Management) conference receiving their 10 hours of CEU.
- England reported that although the PLF has come in strong, the Ohio Library Council is forecasting and anticipating it to fall off at some point.

25-22 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the financial report and the check register as of March 31, 2022 be approved as submitted.

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

DONATIONS

26-22 DONATIONS - UNRESTRICTED

Be it resolved, upon motion by Nathan Hale, seconded by Bryan Everitt, that the following donations be accepted:

\$50.00 from Mr. & Mrs. Robert Rodenbaugh in memory of Andrew Batchelor, Sr.
\$100.00 from Ms. Carla Williams in memory of Andrew Batchelor, Sr.
\$100.00 from Mr. & Mrs. John Heiser in memory of Andrew Batchelor, Sr.
\$50.00 from Ms. Jean L. Bryant in memory of Andrew Batchelor, Sr.
\$75.00 from Mr. & Mrs. George Batchelor, Jr. in memory of Andrew Batchelor, Sr.
\$100.00 from Open Doors an Amazing Grace Foundation in memory of Andrew Batchelor, Sr.
\$50.00 from Mr. Robert Batchelor in memory of Andrew Batchelor, Sr.

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

27-22 PUBLIC LIBRARY FUNDING DISTRIBUTION AGREEMENT EXTENSION

Be it resolved, upon motion by Lisa Evangelista, seconded by Mark Bohach, that the Board of Trustees approves that the current Public Library Funding Distribution Agreement be extended for one year through 2023 and authorizes the Library Director, Becky Schaade, sign said agreement on behalf of the Fairfield County District Library Board of Trustees.

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

28-22 ADVANCE PAYMENT ON CIVICA ACCOUNTING SERVER

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the Board of Trustees approves an advance payment of \$14,194.00 on the Civica Accounting Server used by the Fiscal Office. Upon completion of installation, the balance will be paid. The Fiscal Office will fully follow and enforce its policy concerning execution of contracts.

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

29-22 SALE AND DISPOSAL OF LIBRARY EQUIPMENT

Be it resolved, upon motion by Mark Bohach, seconded by Bryan Everitt, that the Board of Trustees has reviewed the attached inventory of miscellaneous library equipment and furniture. The Board declares all items as surplus property and approves the sale or disposal of all items in accordance with Board policy.

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

Everitt asked if there has been an uptick in book challenges in libraries. Schaade has seen an increase and FCDL currently has two challenges. Schaade has addressed the first challenge with the customer. The book in question was received for the customer through another CLC library. FCDL does not currently

own the book. Schaade explained how that customer can find materials suitable to her for her child when putting items on hold. The other challenge is still under review by Schaade and will be addressed with the customer soon. Schaade discussed with the Board how selection of books are made by looking at the best book reviews used by libraries. She felt that since all reviews are positive for the book being challenged, it should remain in the collection under the teen section.

There being no further business, the meeting adjourned at 10:46 a.m.