

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
OCTOBER 18, 2022**

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

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; and Leslie Yost, Administrative Assistant.

The meeting was called to order at 10:17 a.m. by Matt Wideman, Vice President.

58-22 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.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- Garret Players' *It's a Wonderful Life: A Live Radio Show* tickets are now on sale. This is a special collaboration between OHIO University Lancaster, the Garret Players, and Lancaster Playhouse. Performances will be on December 1, December 2, and December 3, 2022.
- The Friends of the Library's annual meeting will be held on November 9, 2022.
- Membership letters have gone out for 2023.

PUBLIC PARTICIPATION

No public participation.

DIRECTOR'S REPORT – Becky Schaade

- The Library will be offering the Wall Street Journal (WSJ) online. With the success of the New York Times online and the changing newspaper market, the Central Library Consortium (CLC) is looking at more digital options for newspapers. The WSJ would work similarly to NYT, with comparable costs. Service will begin in February.
- The Library posted two exempt positions internally being a Coordinator of Customer Services and a Coordinator of Branch Services. Samantha Betts, current Coordinator of Circulation and Customer Services, oversees two departments (Branches and Circulation). These roles were combined in the past out of economic necessity. Also during the pandemic, the Library combined the branch manager duties for both the Johns Memorial and Bremen branches. During the pandemic, it was possible to still maintain these dual roles, but as things ramp up, it has become increasingly difficult to do so. The Coordinator of Branch Services will have their office at the Bremen Branch and will serve as the branch manager in addition to the Coordinator duties. There will be a separate Coordinator of Customer Services at the Main Library. Betts will remain in one position and Schaade anticipates being able to fill the other position internally.
- Since all staff receive both Christmas and New Year's Eve as paid holidays, it makes staffing the rest of that week a challenge. The Board had already approved a closure on Monday, December

26, in observation of Christmas. Schaade does not wish to close another whole day because of the inconvenience it would be for customers. However, adjusting evening hours that week would allow the Library to better serve customers and remain open during the rest of that week. After discussion with the Coordinators, it was decided to close 6:00 p.m. on Tuesday, December 27, Wednesday, December 28, and Thursday, December 29. The Library would maintain its regular hours on Friday, December 30. This closure would only affect the Main Library and Baltimore Branch. Making this adjustment allows for only one shift of staff during each of those days, instead of two.

- The Franklin Park Conservatory and The Works Community Passes are now live and seem to be very popular with customers.
- Testing is done on the Library's Communico app. Once a resolution for one remaining issue with loading is fixed, the Library can sign off and push the app out to the Apple and Google Play stores. The Library is planning to announce the app to customers in the next Calendar of Events.
- Carrie Woody, director of UW, has asked Schaade to consider joining the United Way Board. Schaade has been on the UW Education Impact Council since 2017. After speaking with Woody about the time commitment required for the full board, Schaade would like to accept the appointment. The Board was agreeable to Schaade serving.

Personnel

RESIGNATION, Hannah Chalko-Moore, Library Assistant III – Branch Services, 20 hours per week, \$14.61 per hour, hire date August 25, 2021, resignation effective October 20, 2022.

SECRETARY'S REPORT

59-22 SEPTEMBER REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Mark Bohach, that the minutes of the September 20, 2022 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 Public Library Fund (PLF) is up 11.13% from estimates and \$17,000.00 for the month.
- Next month, England will be moving funds into Capital Projects for building repairs including the limestone band project.
- The Time Warner billing issue has been solved. They are not going to back invoice the Library and all billing is up-to-date.

60-22 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Lisa Evangelista, seconded by Margaret Quamme, that the financial report and the check register as of September 30, 2022 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.

DONATION

61-22 DONATION - RESTRICTED

Be it resolved, upon motion by Mark Bohach, seconded by Nathan Hale, that the following restricted donation be accepted:

\$500.00 from Mr. Gregory Carney in memory of Patricia Carney to be used for Outreach Services

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

62-22 SELECTING MOST-QUALIFIED DESIGN PROFESSIONAL AND AUTHORIZING ARCHITECT AGREEMENT

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, that the Board of Trustees introduced the following resolution and moved its passage:

1. The Fairfield County District Library Board of Trustees (the "Board") is undertaking the Limestone Façade Restoration Project (the "Project").
2. The services of a design professional are needed to assist with programming, develop the design, and provide construction administration services for the Project.
3. Pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Director and Fiscal Officer worked with legal counsel to advertise and issue a Request for Qualifications ("RFQ") for the Project.
4. A selection committee consisting of the Library Director, Fiscal Officer, and Building Manager evaluated the four design professional qualifications received based upon announced criteria consistent with Ohio Revised Code 153.65, ranked the three most-qualified firms per Ohio Revised Code 153.69(A), and recommends to the Board that SHP Design Professionals ("SHP"), is the most-qualified firm with Schooley Caldwell and Mark Lecky Architects, LLC ranked second and third respectively.
5. The Fiscal Officer solicited a price proposal from SHP with the proposed total compensation not to exceed \$47,500.00 and with legal counsel, is negotiating an agreement with SHP in accordance with Ohio Revised Code Section 153.69(B).

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board approves the design professional procurement process, accepts the ranking and recommendation of the selection committee, and selects SHP as the most-qualified design professional firm for the Project.
2. The Board approves SHP's total compensation in an amount not to exceed \$47,500.00 as fair and reasonable and authorizes the Director and Fiscal Officer to finalize negotiations and execute the agreement with SHP as well as any related documents.

3. Pursuant to Ohio Revised Code Section 153.69(D), if the Director and Fiscal Officer determine that an agreement cannot be reached with SHP, the Board authorizes the Fiscal Officer, working with the Board's legal counsel, to terminate negotiations with SHP, enter into negotiations with the firm ranked next most qualified, and present a price proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.

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.

63-22 BUDGET TRANSFERS

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, to transfer the following:

GENERAL FUND

| | | | |
|----------|---------------|-----------------------|---------------|
| Decrease | 101.000.55410 | Building Improvements | (\$25,000.00) |
| Decrease | 101.001.53610 | Electric Main | (\$2,500.00) |
| Increase | 101.000.53710 | Professional Services | \$25,000.00 |
| Increase | 101.001.53240 | Phone Main | \$500.00 |
| Increase | 101.004.53240 | Phone Northwest | \$500.00 |
| Increase | 101.006.53240 | Phone Bremen | \$500.00 |
| Increase | 101.008.53240 | Phone Baltimore | \$500.00 |
| Increase | 101.040.53240 | Phone Johns Memorial | \$500.00 |

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.

64-2023 HOLIDAY SCHEDULE

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the Board of Trustees approves the following 2023 holiday schedule:

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|---------------------|---------------------------------|
| Sunday, January 1 | Closed |
| Monday, January 2 | New Year's Day observed (paid*) |
| Monday, January 16 | Closed (Staff Development Day) |
| Monday, February 20 | President's Day (paid) |
| Sunday, April 9 | Closed |
| Sunday, May 28 | Closed |
| Monday, May 29 | Memorial Day (paid) |
| Tuesday, July 4 | Independence Day (paid*) |
| Sunday, September 3 | Closed |

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|------------------------|--------------------------------|
| Monday, September 4 | Labor Day (paid) |
| Saturday, November 11 | Veterans Day (paid) |
| Wednesday, November 22 | All locations close at 5:00 pm |
| Thursday, November 23 | Thanksgiving (paid) |
| Sunday, December 24 | Christmas Eve (paid*) |
| Monday, December 25 | Christmas Day (paid*) |
| Tuesday, December 26 | Unpaid Closing |
| Sunday, December 31 | New Year's Eve (paid*) |

*Part time staff paid for holiday

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 10:39 a.m.