

**FAIRFIELD COUNTY DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
APRIL 18, 2023**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, April 18, 2023 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

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

**TRUSTEES EXCUSED WERE:** Bryan Everitt & Mary Mesi.

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

The meeting was called to order at 10:12 a.m. by Matt Wideman, President.

**32-23 APPROVE AGENDA**

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

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

**FRIENDS OF THE LIBRARY REPORT – Becky Schaade**

- The Friends of the Library have decided to continue with the book sale set for May 5, May 6, and May 7 despite the elevator outage. The Lancaster High School boys' soccer team will help with setup.
- The Friends sent "Thank You" cards to volunteers for April's National Volunteer Month.
- Terri Garret set up a Kroger Community Rewards account for the Friends of the Library. It will soon be ready to advertise to customers.

**PUBLIC PARTICIPATION**

There was no public participation.

**DIRECTOR'S REPORT – Becky Schaade**

- Transparent Language, which is paid for through OPLIN, will stop on July 1, 2023. This software was expensive with low usage. The Central Library Consortium (CLC) will look at consortium pricing for Transparent Language and Mango Languages. However, with the low level of usage, it is difficult to imagine that pricing would be low enough to justify the cost per use even with a consortium discount.
- The Rebecca Fannin author event was successful. Approximately 50 guests were in attendance and there was good feedback from the attendees.
- Staff Development Day is set for Monday, April 24. Keith Trembley and Jennifer Beckley-Watson from Fairfield County Juvenile Court will be presenting their "Expanding Resiliency" training. Wes Osborn and Kalee Burkett from CLC will be doing LEAP training. The Friends of the Library are providing lunches for staff and there will be time for library updates and department meetings.
- April 26, 2023 is Library Legislative Day at the Statehouse. Schaade, England, and both the Coordinator of Customer Service, Tara Hutson, and the Coordinator of Branch Services, Samantha Betts, will be in attendance.

- Schaade will be attending a Public Library Safety Summit on April 27 and April 28.
- The Library has received quotes on a new phone system from three different vendors. Schaade and England have decided to go with Danny Morris (Morris Systems) whom the Library has worked with in the past. His quote for a hybrid phone system hosted by his company but with some equipment purchase up front by the library, represents both a good value with a 5-year total cost of \$44,000 and a proven record of good service.
- The Library has received the Certificate of Estimated Property Tax Revenue from Fairfield County Auditor's Office. The Auditor's Office verified that a replacement of the Library's .5 mil levy would generate approximately \$1,875,000. This equates to \$17.50 per \$100,000 of the county auditor's appraised value. Schaade will present a resolution for consideration at the May meeting to place the operating levy on the November ballot.
- The Ohio House released a substitute version HB 33. According to OLC, upon initial review of the substitute bill, it appears that none of the local property tax changes proposed in HB 1 are included. The bill continues to recommend funding the Public Library Fund (PLF) at 1.7% of permanent law.

#### Personnel

APPOINTMENT, Joshua Heskett, Maintenance Technician, 37.5 hours per week, \$20.67 per hour, effective April 17, 2023.

RESIGNATION, Cora Lamneck, Library Assistant III – Circulation Services (Floater), 20 hours per week, \$15.34 per hour, hire date November 15, 2021, resignation effective April 21, 2023.

#### SECRETARY'S REPORT

##### 33-23 MARCH REGULAR MEETING MINUTES

Be it resolved, upon motion by Nathan Hale, seconded by Margaret Quamme, that the minutes of the March 21, 2023 regular meeting be approved as submitted.

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

#### FINANCIAL REPORT – Alyssa England

- England reported that the PLF is down for the year by \$9,745. She hopes with interest rates rising, it should help to offset some of the shortage in the PLF.
- Perry & Associates has started to conduct the Library's audit. They will be onsite April 27 and April 28.

##### 34-23 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Lisa Evangelista, seconded by Mark Bohach, that the financial report and the check register as of March 31, 2023 be approved as submitted.

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

#### DONATIONS

No new donations.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## ***NEW BUSINESS***

### **35-23 WAIVING COMPETITIVE BIDDING BASED UPON AN URGENT NECESSITY FOR THE ELEVATOR REPAIR PROJECT**

Be it resolved, upon motion by Nathan Hale, seconded by Mark Bohach, that the Fiscal Officer recommends that the Fairfield County District Library Board of Trustees (the "Board") waive competitive bidding based upon an urgent necessity for the construction work needed for the Elevator Repair Project (the "Project").

#### **Rationale:**

Otis Worldwide Corporation ("Otis") performed a Load Leak Test and determined that the Library's elevator has a cracked cylinder shaft which is leaking oil. This presents a safety issue and the elevator must be shut down until this issued is repaired. The cylinder shaft must be custom made for the Library's elevator which requires 3-4 months. The cylinder shaft must be ordered for manufacturing and replaced as soon as possible to ensure accessibility for all patrons and employees.

The services of a contractor are required to perform the construction work for the Project. ORC Section 3375.41 provides an exception to the statutory competitive bidding process for contractors when there is an urgent necessity.

Based upon the urgent need to repair the elevator, the Fiscal Officer recommends waiving competitive bidding based upon the urgent necessity exception in ORC Section 3375.41.

The Fiscal Officer solicited a price proposal for the Project from Otis and recommends an agreement with Otis in the amount of \$80,454.70, subject to negotiation of agreement terms by the Library Director, Fiscal Officer, and the Library's legal counsel.

During construction of the Project, there may be changes to the Work that impact the Scope of the Work, Contract Sum, and/or Contract Time. These changes may be documented via Amendment, Change Order, or Construction Change Directive ("Modifications") and to avoid Project delay and related costs, the Library Director or Fiscal Officer may be authorized to approve and execute such Modifications which shall not individually exceed the amount of \$10,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Fairfield County District Library Board of Trustees as follows:

The Board determines there is an urgent necessity, based upon the authority granted to the Board by Ohio Revised Code Section 3375.41, and waives competitive bidding for the Elevator Repair Project. The Board approves the solicitation of pricing proposals and authorizes the Library Director and Fiscal Officer to proceed with the Project based upon the proposal submitted by Otis Worldwide Corporation and to execute an agreement for such work and related documents with Otis Worldwide Corporation in the amount of \$80,454.70, subject to negotiation of agreement terms by the Library Director, Fiscal Officer, and the Library's legal counsel.

The Board further authorizes the Library Director and Fiscal Officer to sign Modification(s) related to the Project where such Modification individually does not exceed \$10,000. Should a Modification exceed this amount, it will be brought to the Board for approval.

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

### **36-23 ADVANCE PAYMENT ON ELEVATOR REPAIR**

Be it resolved, upon motion by Lisa Evangelista, seconded by Margaret Quamme, that the Board of Trustees approves a fifty percent (50%) down payment on the repair of the elevator to Otis Worldwide Corporation. Upon completion of the repairs and final inspection, 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"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

The suggestions was made by the Board President to move the Board meetings to a more accessible location due to the elevator being down for an extended amount of time. Wideman has offered meeting room at Fairfield Federal Savings & Loan. The meeting will be moved to 111 E. Main Street, Lancaster through July.

### **37-23 SALE AND DISPOSAL OF LIBRARY EQUIPMENT**

Be it resolved, upon motion by Nathan Hale, seconded by Lisa Evangelista, 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"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

There being no further business, the meeting adjourned at 10:50 a.m.

