

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

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, July 18, 2023 at Fairfield Federal Savings & Loan, 111 E. Main Street, Suite 317, Lancaster, Ohio.

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

TRUSTEES EXCUSED WERE: Margaret Quamme.

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

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

55-23 APPROVE AGENDA

Be it resolved, upon motion by Mark Bohach, seconded by Bryan Everitt, 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 President declared the motion adopted.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- The ArtWalk preparations have been finalized by the Friends of the Library. However, due to the elevator being inoperable, the Lancaster Festival moved the Artist Reception to Provisions and the Hammond Harkin Gallery Exhibit to the Fairfield County Records Center. Yost worked to get Fairfield County Heritage Association to hang their exhibit early so that the Library will be able to participate in the ArtWalk.
- Per their bylaws, the Friends formed an Audit Committee of Muriel Ballou and Marcia Baughman. The audit needs to be finalized by the annual meeting to be held in November.
- The Friends Board approved a donation to the Library levy campaign of \$2,500. Any monies remaining after the campaign will be returned to the Friends.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- Schaade and England will be attending an all-day facilities conference on Wednesday, July 19 hosted by the Ohio Library Council (OLC). The conference will focus on the legal and practical aspects of facilities construction/renovation.
- The Library is finalizing its plans for the Wands and Wizards weekend. There will be a lot of events across Fairfield County on August 10, August 11, and August 12.
- Since the last Board meeting discussion, Deb Silva from Wagnalls Memorial Library (Wagnalls) and Schaade met where Schaade proposed the 63% FCDL, 8% Wagnalls, and 29% Pickerington Public Library (PPL) split. Silva was agreeable; however, Pickerington's Library Board voted it down at their June 26, 2023 meeting. After this, all three libraries let the Budget Commission know that they were unable to come to an agreement. After some emails explaining how the libraries got to this place, Auditor Carri Brown, on behalf of the Budget Commission, sent out a summary

and options. It was the Budget Commission's hope that the three libraries could look at the options they laid out and indicate a preference. Among the four options, FCDL's percentage decreased in every scenario. The overall percentages for FCDL ranged from 61.17% to 54.9%, representing a decrease between 2.17% and 8.4%. In real dollars, this would be a decrease between \$108,500 and \$420,000. Schaade spoke with Brown regarding these scenarios and the potential budget impact to FCDL. Brown indicated that from her perspective, any long-term formula for distributing PLF funds in our county would need to focus heavily on population. In the last decade, PPL has seen an increase of 16% in population whereas FCDL, based on the numbers the Budget Commission is using, has had a 2.17% decrease. Schaade could see that there was no scenario where FCDL's budget remained the same or had a slight reduction and her focus became to minimize the percentage reduction to the Library. After another meeting with Howard and Silva, the libraries agreed to recommend to the Budget Commission that percentages for 2024 as follows: 60% for FCDL, 32.5% for PPL, and 7.5% for Wagnalls. This is how the Budget Commission will resolve the PLF allocation of funding for 2024. The Budget Commission's intention is to have a one year agreement with the recommendation that discussions continue in September of 2023 with the goal of having a funding formula that provides stability over time. It is Schaade's plan to dig deeper into some of the issues that have been discussed such as geographic area served and poverty levels in service areas. England and Schaade have discussed coverage of a potential revenue shortfall. They have budgeted for 2024 a transfer of an additional \$500,000 to Capital Projects. If there is not enough funds to do the full \$500,000 without leaving the operating budget short, England and Schaade will transfer an amount that they are comfortable with at that time.

- The County Commissioners approved putting the levy on the ballot. FCDL worked with the Commissioners' office, as well as the Board of Elections, to confirm placement and ballot language for the November 7 election.
- The Limestone Façade project is coming along well. The contractor believes that they can install the front door area on Sunday mornings or Monday evenings to prevent having to install an ADA accessible ramp. The project should be wrapped up by the end of August if not earlier.
- The latest update from OTIS on July 13 regarding the elevator repair project, they indicated that the cylinder would not be ready from the manufacturer for another eight weeks due to the current extremely high volume of work. Schaade asked if there was any way to speed up this process since the Library is already at the four month mark and if the cylinder isn't ready for another eight weeks, it would be six months before onsite work started. The customer representative replied that they will push the supplier to expedite the cylinder since it is past the original delivery date. Schaade believes this still will not speed up the process.
- The National Veterans Museum and Memorial passes are now available. The paper pass is good for seven days for two adults and up to five children.
- Coordinator of Branch Services Samantha Betts worked to make changes to how the Franklin Park Conservatory passes were being circulated. The Library had over 100 holds. Betts worked to allow the library to have a flat 15 passes each month, per membership. The Main Library has three memberships and each branch has one. These passes are no longer accepting holds but as long as we have not exceeded our allotment for the month, passes are always available. Franklin Park Conservatory also allowed the library to 'purchase' 100 individual checkouts so that the original hold list could be cleared.

Personnel

RESIGNATION, Denise Robberts, Custodian, 37.5 hours per week, \$16.11 per hour, hire date October 25, 2017, resignation effective June 24, 2023.

PROMOTIONAL TRANSFER, Rikki Thompson, from Library Assistant III – Circulation Services, 20 hours per week to Library Assistant III – Floater (Circulation), 37.5 hours per week, \$15.34 per hour, effective July 17, 2023.

APPOINTMENT, Matthew Rogers, Custodian, 37.5 hours per week, \$15.34 per hour, effective July 31, 2023.

SECRETARY'S REPORT

56-23 JUNE REGULAR MEETING MINUTES

Be it resolved, upon motion by Lisa Evangelista, seconded by Nathan Hale, that the minutes of the June 20, 2023 regular meeting be approved as submitted.

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

FINANCIAL REPORT – Alyssa England

- The July PLF was up 2.14% over original estimates which takes into account the change to the 1.7% in permanent law. It is \$6,291 more than estimated.
- The Library's insurance renewal begins in July. Medical insurance increased by 7.98%; dental insurance increased by 5.75%; and vision increased to 2.5%. Stark GOC has approved one premium holiday.

57-23 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Bryan Everitt, seconded by Mark Bohach, that the financial report and the check register as of June 30, 2023 be approved as submitted.

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

DONATION

58-23 DONATION - UNRESTRICTED

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

\$200.00 from Ms. Pamela Patula

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

59-23 FLU SHOTS

Be it resolved, upon motion by Lisa Evangelista, seconded by Mark Bohach, that the Board of Trustees approves that Library Administration may offer free flu shots to Fairfield County District Library personnel and that such cost to the Library will not exceed \$1,000.00.

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

60-23 SALE AND DISPOSAL OF LIBRARY EQUIPMENT

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, 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 President declared the motion adopted.

There being no further business, the meeting adjourned at 10:57 a.m.

Furniture & Equipment for Discard			
Type of Equipment	Description	Barcode	Discard Plan
DESK	PC TABLE LAMINATE 48" X 30" on rollers	000017	Per Board Policy
DESK	PC TABLE LAMINATE 48" X 30" on rollers	000025	Per Board Policy
DATE APPROVED:	July 18, 2023	Resolution No. 60-23	