

## **OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES**

**Meeting held virtually via Zoom**

**February 11, 2021 Regular**

President Bruce Ente called to order the regular meeting at 5:03 p.m. Roll call: Anita Lock, Marcia Peterson, Megan Newson, Bruce Ente, Bethany Baker, Patrick Prosser and Meredith Gadsby were present. Also present were Darren McDonough, Director, and Kristin Cioffi, Fiscal Officer. Erin Shiba, Robin Lauren, and Ann Ingram were present from the public.

Newson moved, seconded by Lock, to accept Resolution # R-21-2-1, approving the minutes of the January 14, 2021 regular meeting. All present voted in favor.

**MOTION PASSED**

Fiscal Officer Cioffi reviewed the January 2021 financial reports, consisting of Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation. Cioffi gave a presentation with an overview of the information included each month in the financial reports. Cioffi noted that she had completed all the necessary financial filings for 2020, including filing the 2020 financial reports with the Auditor of State. Gadsby moved, seconded by Peterson, to accept Resolution # R-21-2-2, accepting the January 2021 financial reports. All present voted in favor.

**MOTION PASSED**

### **DIRECTOR'S REPORT**

Director McDonough gave an overview of his written report. McDonough reported that the library had added evening hours two nights per week, and if COVID-19 case numbers do not increase, the library plans to expand hours starting in March. McDonough shared library usage statistics specific to the evening hours. McDonough noted that the library has a renewal levy on the ballot on May 4, 2021. A nonpartisan informational fact sheet will be created for display and distribution in-house once the Board of Elections finalizes the levy information.

McDonough reported on the library's Black History Month resources and activities, including access to anti-racism resources, virtual story times, Padlet, and a community Underground Railroad Quilt. McDonough noted that Children's Services Team Leader Amanda Guttman has been in touch with Oberlin City Schools, and they will let her know of any resources they might need.

Gadsby commented that the Black History Month virtual experience is lovely and she commends the staff for their efforts. She also thanked Adult Services Team Leader Rebecca Wedge for quickly responding to the trustees' comments and concerns. Prosser thanked Wedge for her work on Padlet. Baker thanked Guttman for reaching out to the schools. Newson noted she agrees. Lock thanked Wedge for her work on the library's website. She also commented that she appreciates Circulation Team Leader Kelly Molesky for passing out quilt squares and Guttman for reaching out to the schools. Peterson commented, "ditto." Gadsby and Ente both commented about keeping all trustees informed by ensuring they receive copies of the levy information fact sheet.

McDonough noted that since Bridge Director Stephanie Jones typically attends a Board meeting twice a year in Spring and Fall to report on the Bridge, let him know if he should set up a date for her to attend this year. The trustees indicated that they would like Jones to attend a meeting. Ente will get back to McDonough at a later time with a date. Prosser asked about inconsistency with the numbers

## **OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES**

**Meeting held virtually via Zoom**

**February 11, 2021 Regular**

on the Bridge report. McDonough responded that the numbers appear to be correct, but the corresponding bar graph doesn't seem to match. He noted that Jones would be able to answer questions when she attends a Board meeting.

Before moving onto committee reports, Ente noted a quote from another trustee had precisely captured his view of the relationship between staff and the Board: "Programming suggestions to the Director and team leaders can be made by any patron or trustee. Ente continued, "however, as a trustee, I don't believe that it's my role to develop or implement programming; mine is to encourage and support programming. The expertise and responsibility for programming lie with the team leaders and other OPL staff." Ente commented that there were some rocky steps but that McDonough and the staff put together a meaningful and significant array of online, virtual ways to recognize Black History Month and asked that the Board's appreciation be shared with the staff. He concluded by noting that every member of the Board had advanced many creative ideas. Some might return as part of next year's Black History Month programming, especially if planning for 2022 starts further in advance.

### **COMMITTEE REPORTS**

#### **BUILDING, FINANCE, & AUDIT**

Peterson reported that the committee met and discussed various building issues and Permanent Appropriations. Building issues discussed included updates to the electric panel, the boiler, carpet, and geothermal heating. Baker reported that McDonough contacted the city regarding the Sustainable Reserve Program and funding available to make the building greener.

The committee moved and seconded, to accept Resolution # R-21-2-3, approving 2021 Permanent Appropriations as follows: General Fund \$1,950,000.00, comprised of \$1,135,000.00 salaries and benefits, \$297,950.00 purchased and contracted services, \$314,200.00 library materials, information and supplies, \$2,850.00 other objects, \$30,000.00 capital outlay, \$170,000.00 transfers and contingency; Building Fund expenditures of \$100,000.00; and Johnston Fund \$8,000.00 for a grand total of \$2,058,000.00. Roll call vote: Lock, Peterson, Newson, Ente, Baker, Prosser, Gadsby, ALL AYES.

**MOTION PASSED**

#### **LIBRARY SERVICES**

Prosser reported that the committee met with Adult Services Team Leader Rebecca Wedge and learned about her position and department. They also discussed Black History Month events, programming decisions during Covid-19, and communication. Lock reported that the committee also discussed the Library's new app. Lock complimented Wedge for her work on the app, noting that she has used it several times. Lock commented she was pleased with the updates on the website and stated that it was a difficult meeting.

#### **PERSONNEL**

Gadsby reported that the committee met and discussed the evaluation process for staff and the Director. She noted that according to the OLC Trustee Handbook, the Board is responsible for hiring the Director and Fiscal Officer and evaluating them. The Director has the responsibility for hiring and evaluating the employees. Looking forward, the committee recommends looking more closely

**OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES**

**Meeting held virtually via Zoom**

**February 11, 2021 Regular**

at and updating the current evaluation processes. Newson reported that the committee also discussed reviewing and updating the library's Personnel Policy.

**OLD BUSINESS**

Ente reminded the trustees that OLC is holding an online Trustee Workshop on March 6, and if anyone wants to attend, the library will pay the registration fee. The registration deadline is February 28. Ente and Prosser are planning to attend. Ente noted that besides the Director, the Board is also in charge of hiring and evaluating the Fiscal Officer.

**NEW BUSINESS**

Baker reported that she attended the Friends of OPL meeting as a liaison from the Board. The meeting largely focused on their budget for the upcoming year and what their committees are working on. Baker noted that the group was very welcoming and that she will continue attending meetings in the future.

**COMMUNICATIONS AND GIFTS**

McDonough noted the library received an email of compliment.

**PUBLIC PARTICIPATION**

Robin Lauren commented that the meeting was good and thanked everyone. Ann Ingram commented that she was very impressed by the meeting.

Newson moved, seconded by Lock, to accept Resolution # R-21-2-4, to go into executive session at 6:13 p.m. to discuss personnel issues related to the employment of a public employee. Roll call vote: Lock, Ente, Newson, Peterson, Prosser, Gadsby, Baker, ALL AYES.

**MOTION PASSED**

Lock moved to adjourn executive session. Roll call vote: Lock, Gadsby, Newson, Peterson, Baker, Ente, Prosser, ALL AYES. The Board returned from executive session at 7:54 p.m.

Ente noted the meeting schedule for next month had been emailed with McDonough's reports and that the Personnel Committee meeting is back to the usual date and time.

Newson moved, seconded by Peterson, to adjourn. All present voted in favor. The meeting adjourned at 7:56 p.m.

---

President

---

Attest