

## OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES

**November 11, 2021 Regular**

President Bruce Ente called to order the meeting at 5:02 p.m. Roll call: Marcia Peterson, Anita Lock, Megan Newson, Bethany Baker, and Bruce Ente were present. Meredith Gadsby and Patrick Prosser were absent. Also present were Darren McDonough, Director, and Kristin Cioffi, Fiscal Officer. The meeting was well attended by the public.

Peterson moved, seconded by Lock, to accept Resolution # R-21-11-3, approving the minutes of the October 21, 2021, regular meeting. All present voted in favor.

**MOTION PASSED**

Peterson moved, seconded by Newson, to accept Resolution # R-21-11-4, approving the minutes of the November 1, 2021, special meeting. All present voted in favor.

**MOTION PASSED**

### FISCAL OFFICER'S REPORT

Fiscal Officer Cioffi reviewed the October 2021 financial reports, consisting of Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation. Baker moved, seconded by Peterson, to accept Resolution # R-21-11-5, accepting the October 2021 Financial Reports. Roll call vote: Peterson, Lock, Newson, Baker, Ente, ALL AYES.

**MOTION PASSED**

### DIRECTOR'S REPORT

Director McDonough reported that things were starting to get back to normal, but it was still slow. He also mentioned that OPL distributed over 780 COVID-19 test kits. Lock asked if the distribution of test kits had increased or decreased. McDonough answered that distribution numbers have stayed steady. McDonough explained that based on usage statistics, the State would be changing the type of test offered in the kits from proctored (COVID-19 verification for work and school eligible) to un-proctored. That switch may affect test kit popularity. Baker asked if there was a limit on how many test kits a patron could take. McDonough replied the limit was three test kits.

McDonough reported that there several new hires that need to be approved. McDonough noted that the Personnel Committee usually looks over the applications, but they did not meet this month. Ente asked the trustees if they would like to review the employment applications of the new hires. Newson and Lock

## OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES

November 11, 2021 Regular

both responded that they would like to see the applications. McDonough retrieved the applications and the trustees reviewed them. While McDonough left to retrieve the applications, Thomas Futch from the public asked to speak. He commented that he wanted to bring it to the Board's attention that the print on the monthly financial reports is too small. Ente replied that the Board hasn't had a problem reading them and offered to enlarge the reports for Futch. said he responded that the enlargement was not necessary. Baker asked if COVID-19 staff reductions created employment vacancies. McDonough replied that they did not.

Peterson moved, seconded by Lock, to accept Resolution # R-21-11-6, approving the following hirings:

- The hiring of Adult Public Services Team Member Josephine Lee, effective 9-1-2021.
- The hiring of Circulation Clerk Cameron Hogan, effective 9-27-2021.
- The hiring of Shelver Jack Page, effective 10-11-2021.
- The hiring of Technical Services Clerk Bailey Jones, effective 10-19-2021.

Roll call vote: Ente, Baker, Peterson, Newson, Lock, ALL AYES.

MOTION PASSED

### COMMUNICATIONS AND GIFTS

Newson moved, seconded by Lock, to accept Resolution # R-21-11-7, to accept the following gifts:

- \$10.00 from Marilyn L. Myerson
- Book donation- Celebration of Light: Ecclesiastical Stained Glass in Lorain County, Ohio from The Lorain County Sacred Landmarks Initiative

Roll call vote: Baker, Peterson, Newson, Lock, Ente, ALL AYES.

MOTION PASSED

Ente commented that four people attended seven webinars since October 20. He noted that The Bridge report was in the packet. Baker commented that The Bridge report suggested that The Bridge is just as busy as it has been in the past, even being open fewer hours. She asked if the public computers were available at the library. McDonough answered that the public computers are only available at the library on Sundays, because The Bridge is closed on Sundays.

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

**November 11, 2021 Regular**

### **PRESIDENT'S REPORT**

Ente noted that the minutes of the November 1 special meeting mentioned concerns regarding parking. He reported that the problem had been addressed, and McDonough confirmed it was.

### **VICE PRESIDENT'S REPORT**

Ente reported that although he attended the Friends of OPL Board meeting in place of Baker, he accidentally left his notes at home. He did recall that there was no time-sensitive business to note. Ente commented that the Friends of OPL have an Oberlin College student who joined the Friends of OPL Board.

### **COMMITTEE REPORTS**

#### **LIBRARY SERVICES**

Lock reported about the well-attended Library Services Committee (LSC) meeting. The committee discussed hiring Library IQ to do a Community Needs and Assessment survey. McDonough mentioned that he, along with Adult Services Team Leader Rebecca Wedge and Bridge Director Stephanie Jones, met with Library IQ to discuss the survey. Once Library IQ presented a proposal, Darren and his team met again with the company. Library IQ thought the proposed timeline was unrealistic and suggested meeting with LSC via Zoom to discuss it further. McDonough asked LSC to let him know a day and time that works for a Zoom call. Ente commented that the LSC meeting was very productive, and he is very encouraged to move forward. He commended the library staff members for contacting Library IQ and organizing the assessment. Lock noted that the company works exclusively with libraries and Rebecca Wedge took the initiative to research and contact them. Ente asked Cioffi about public bidding requirements. Cioffi replied that only construction contracts over \$50,000 must be publicly bid.

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

Cioffi presented Temporary Appropriations for 2022. The committee moved and seconded to accept Resolution # R-21-11-8, approving 2022 Temporary Appropriations as follows: follows: General Fund \$1,700,000.00, comprised of \$1,054,100.00 salaries and benefits, \$309,150.00 purchased and contracted services, \$299,000.00 library materials, information and supplies, \$2,750.00 other objects, \$20,000.00 capital outlay, \$15,000.00 transfers and contingency; Building Fund expenditures of \$100,000.00; and Non-Expendable Trust Funds expenditures

**OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES**

**November 11, 2021 Regular**

of \$5,000.00 for a grand total of \$1,805,000.00. Roll call vote: Peterson, Newson, Lock, Ente, Baker, ALL AYES.

**MOTION PASSED**

Cioffi reviewed balances in the General Fund and recommended transferring the appropriated transfers out funds into the Building Fund at this time. The committee moved and seconded to accept Resolution # R-21-11-9, instructing the Fiscal Officer to transfer \$150,000.00 from the General Fund into the Building Fund. Roll call vote: Newson, Lock, Ente Baker, Peterson, ALL AYES.

**MOTION PASSED**

McDonough thanked the Board and noted that the transfer puts the balance of Building Fund at a more comfortable level, which provides the opportunity for some needed building improvements to be made.

PERSONNEL none

OLD BUSINESS none

**NEW BUSINESS**

Ente asked for volunteers to serve on the Board's Nominating Committee for 2022 officers. Lock and Peterson volunteered. They will bring a recommendation for 2022 Board officers to the Organization meeting on December 9.

PUBLIC PARTICIPATION none

Baker moved, seconded by Newson, to accept Resolution # R-21-11-10, to go into executive session at 5:50 p.m. to discuss the employment of a public employee. Roll call vote: Lock, Ente, Baker, Peterson, Newson, ALL AYES.

**MOTION PASSED**

The board returned from executive session at 7:37 p.m. via motion by Baker, seconded by Newson.

Baker moved, seconded by Lock, to accept Resolution # R-21-11-11, directing the President and Personnel Committee to meet with the Director to review his evaluation and goals. All present voted in favor.

**MOTION PASSED**

**OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES**

**November 11, 2021 Regular**

Peterson moved, seconded by Baker, to accept Resolution # R-21-11-12, directing the Personnel Committee to begin the evaluation process with the Fiscal Officer. All present voted in favor.

**MOTION PASSED**

Ente reviewed the meeting schedule for December.

Newson moved, seconded by Lock, to adjourn. All present voted in favor. The meeting adjourned at 7:45 p.m.

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President

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Attest