

OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES

November 9, 2023

President Meredith Gadsby called to order the regular meeting at 5:00 p.m. Roll call: Phyllis Yarber Hogan, Bethany Baker, Meredith Gadsby, Megan Newson, and Lili Sandler were present. Also present were David Fausnaugh, Director, Kristin Cioffi, Fiscal Officer, and members of the public.

PUBLIC PARTICIPATION

Lauren Hoffman introduced herself as a reporter with the *Chronicle Telegram*. Hoffman asked to speak with someone regarding the upcoming renewal levy after the meeting.

MINUTES

Newson moved, seconded by Baker, to accept Resolution # R-23-11-1, approving the minutes of the October 12, 2023 regular meeting. Roll call vote: Hogan, Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

FISCAL OFFICER'S REPORT

Cioffi reviewed the October 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi noted the \$60,000 transfer from the General Fund to the Building Fund as approved last month and explained the transfer process as reported in the monthly financial reports. Cioffi also reported on carry over projections to 2024. Sandler moved, seconded by Hogan, to accept Resolution # R-23-11-2, accepting the October 2023 Financial Reports Roll call vote: Hogan, Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

PERSONNEL

Fausnaugh reviewed the following personnel changes:

- Una Laubscher-Baumann promoted to Adult Services Library Assistant effective 10-16-2023
- W. Myles Reilly appointed to Circulation Clerk effective 10-31-2023
- Claire Wolfson separated from Circulation Clerk effective 11-4-2023
- Liam Kinahan appointed to Adult Services Library Assistant effective 11-6-2023

Fausnaugh explained that Laubscher-Baumann and Kinahan will be splitting the position formerly held by Jenn Bedard. Reilly will be filling the position Laubscher-Baumann held before promotion.

OLD BUSINESS

Sandler moved, seconded by Newson, to accept Resolution # R-23-11-3, approving 2024 Permanent Appropriations as follows: General Fund \$1,776,735.00, comprised of \$1,170,485.00 salaries and benefits, \$288,250.00

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purchased and contracted services, \$222,500.00 library materials, information and supplies, \$10,500.00 other objects, \$25,000.00 capital outlay, \$60,000.00 transfers and contingency; Building Fund expenditures of \$100,000.00; and Non-Expendable Trust Funds expenditures of \$5,000.00 for a grand total of \$1,881,735.00. Roll call vote: Hogan, Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

Gadsby thanked the Policy Review committee for their time working on the manual. Fausnaugh reviewed a revision to the section regarding check signers. Baker moved, seconded by Sandler, to accept Resolution # R-23-11-4, approving the Library Policy manual with amended language as presented, effective 12-24-2023. Roll call vote: Hogan, Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

Fausnaugh explained that in the new policy manual, New Year's Eve is no longer a floating holiday. However, the Board had approved New Year's Eve as a floating holiday on December 8, 2022, and employees have made plans accordingly. Baker moved, seconded by Sandler, to accept Resolution # R-23-11-5, reinstating the December 31, 2023 floating holiday as previously approved on 12-8-2022. Roll call vote: Hogan, ABSTAINED; Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

Cioffi explained that the Lorain County Auditor issued a corrected Certificate of Estimated Property Tax Revenue for the upcoming March renewal levy. In order for the Board's resolutions to be dated in line with the revised certificate, the Board needs to reapprove the two levy resolutions.

Newson moved, seconded by Hogan, to accept Resolution # R-23-11-6, to request the City of Oberlin to put a 1.5 mill renewal levy for a term of 10 years on the March 19, 2024 ballot (actual resolution attached). Roll call vote: Hogan, Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

Hogan moved, seconded by Baker, to accept Resolution # R-23-11-7, instructing the County Auditor to take the costs associated with being on the ballot out of the Library funds (actual resolution attached). Roll call vote: Hogan, Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

NEW BUSINESS

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Fausnaugh presented 2024 Salary Ranges and explained the reasons for moving to a salary range chart instead of the current step chart. Gadsby commented that moving to the range chart is a welcome change, noting that the steps were unnecessarily complicated. Fausnaugh recommended a 3.5% COLA for all employees except himself, noting that it is his job to advocate for the staff. Fausnaugh answered questions from the Trustees. Baker moved, seconded by Newson, to accept Resolution # R-23-11-8, approving the 2024 Salary Ranges as presented. Roll call vote: Hogan, ABSTAINED; Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

Newson moved, seconded by Sandler, to accept Resolution # R-23-11-9, approving a 3.5% cost of living adjustment, effective 12-24-2023 for all current employees, except the Director, with a position start date of 10-1-2023 or earlier. Roll call vote: Hogan, ABSTAINED; Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

The Nominating committee reported that at the 2024 Organizational meeting they would recommend that Meredith Gadsby be appointed President, Marcia Peterson be appointed Secretary, and either Megan Newson or Melissa Stalnaker be appointed Vice President. Newson indicated she was willing to serve as Vice President if no one else was willing.

DIRECTOR'S REPORT

Fausnaugh noted that The Bridge report from Kriana Bell is included in his report. Fausnaugh reported that the Strategic Planning processing is moving forward. Fausnaugh reported that the library will launch Hoopla on November 15th. Fausnaugh explained that Hoopla provides eBooks, audio books and music and gives the library the ability to provide music without the need to purchase CDs. Fausnaugh answered questions about Hoopla. Fausnaugh reported that he picked up COSI kits at Brunswick Library today. COSI kits are activity boxes donated through COSI Science Center. Fausnaugh noted that the library will distribute the kits to kids in some way. Fausnaugh noted that circulation numbers have been down due to lower renewal numbers, but he is not sure why. Hogan asked what outside meeting room use is on the report. Fausnaugh replied that those figures refer to groups outside the library that use a meeting room. Gadsby commented that she is impressed with the statistics from The Bridge. Gadsby also reported that Peterson sent a letter from the Board to Desmond Bowen, thanking him formally for his efforts improving The Bridge and the Backspace.

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Baker moved, seconded by Sandler, to accept Resolution # R-23-11-10, to enter executive session at 5:50 p.m. to discuss the compensation of a public employee. Roll call vote: Hogan, Baker, Gadsby, Newson, Sandler, ALL AYES.

MOTION PASSED

The Board exited the executive session at 6:30 p.m. via motion by Newson, seconded by Sandler. Hogan left the meeting during executive session.

Gadsby asked Fausnaugh for guidance on the best way to proceed with conducting his evaluation. Options for evaluating the director were discussed.

PUBLIC PARTICIPATION none

Sandler motioned to adjourn. The meeting adjourned at 6:41 p.m.

President

Attest