

OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES

October 12, 2023

Vice President Bethany Baker called to order the regular meeting at 5:01 p.m. Roll call: Melissa Stalnaker, Marcia Peterson, Phyllis Yarber Hogan, Lili Sandler, Megan Newson, and Bethany Baker were present. Meredith Gadsby arrived later as noted. Also present were David Fausnaugh, Director, Kristin Cioffi, Fiscal Officer, and members of the public.

PUBLIC PARTICIPATION

Anita Lock (40 Colony Drive) asked for an update on the status of the Friends of OPL book sales. Fausnaugh explained that the Friends have suspended book sales for the time being. They are currently looking into revamping the lobby and installing a more permanent fixture for ongoing lobby sales. Fausnaugh noted the Friends will consider holding large sales again in the future.

MINUTES

Peterson moved, seconded by Newson, to accept Resolution # R-23-10-1, approving the minutes of the October 5, 2023 Policy Review Committee meeting and the September 14 regular meeting. Roll call vote: Stalnaker, Peterson, Hogan, Sandler, Newson, Baker, ALL AYES.

MOTION PASSED

FISCAL OFFICER'S REPORT

Cioffi reviewed the September 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the library has received the 2024 Certificate of Estimated Resources from the County Auditor and noted that there are other financial items later in the agenda. Peterson moved, seconded by Newson, to accept Resolution # R-23-10-2, accepting the September 2023 Financial Reports Roll call vote: Stalnaker, Peterson, Hogan, Sandler, Newson, Baker, ALL AYES.

MOTION PASSED

PERSONNEL

Fausnaugh reported that Public Service Assistant Jenn Bedard and Facilities Team Leader Tim Diewald have both resigned their positions. Fausnaugh is in the process of filling the vacant Public Services position. Fausnaugh explained that the Facilities position was very part time and would not need to be filled. The Board thanked Jenn and Tim for their service to the library. Peterson noted that Bedard was a valuable and personable employee, and she is sorry to see her leave. The other Trustees agreed.

Gadsby arrived at 5:10 p.m.

OLD BUSINESS

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Fausnaugh explained that the Building Fund does not have a revenue source, so it is necessary to transfer money from the General Fund to the Building Fund on a regular basis. Stalnaker moved, seconded by Peterson, to accept Resolution # R-22-10-3, instructing the Fiscal Officer to transfer \$60,000.00 from the General Fund into the Building Fund. Roll call vote: Stalnaker, Peterson, Hogan, Sandler, Newson, Baker, Gadsby, ALL AYES.

MOTION PASSED

NEW BUSINESS

Fausnaugh reported that the library received a Medical Loss Ratio Rebate check from United Healthcare. The Affordable Care Act requires the library to refund a portion of the rebate back to the participating employees. One method of doing so is to provide employees with a health insurance premium holiday. Hogan moved, seconded by Stalnaker, to accept Resolution # R-23-10-4 authorizing Cioffi to give participating employees a health insurance premium holiday for the two paychecks in November. Roll call vote: Stalnaker, Peterson, Hogan, Sandler, Newson, Baker, Gadsby, ALL AYES.

MOTION PASSED

Stalnaker moved, seconded by Gadsby, to accept Resolution # R-23-10-5, accepting the amounts and rates as determined by the budget commission, and authorizing the necessary tax levies, and certifying them to the county auditor (official form in 2024 budget file). Roll call vote: Stalnaker, Peterson, Hogan, Sandler, Newson, Baker, Gadsby, ALL AYES.

MOTION PASSED

Fausnaugh noted that the 2024 Organizational Meeting will take place in December. At that time, the Trustees will need to assign officers for the upcoming year. There was discussion about forming a Nominating committee, as the Board has done in the past. Baker and Peterson volunteered to be on that committee.

DIRECTOR'S REPORT

Fausnaugh noted that the Board received the draft Policy Manual to review for next month's meeting. Fausnaugh thanked the Policy Review committee for their time and work on the manual. Fausnaugh reported the library held a staff in-service day on Monday and reviewed the topics covered that day. Gadsby asked about trauma informed care, and Fausnaugh provided additional details.

Stalnaker commented that she is excited that Stephanie Jones will be offering notary services at The Bridge. Gadsby asked if there was a fee for notary service, and Fausnaugh replied that there is no fee. Hogan asked if Jones will be paid

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more for providing notary service. Fausnaugh responded that Jones does not get paid more, but the library paid for her training and for her notary supplies. Fausnaugh noted that there is a notary policy in the policy manual.

PUBLIC PARTICIPATION none

Gadsby pointed out a typo in Policy Review Committee meeting minutes. Gadsby thanked Baker for stepping in and chairing the meeting.

Gadsby moved, seconded by Peterson, to adjourn. Roll call vote: Stalnaker, Peterson, Hogan, Sandler, Newson, Baker, Gadsby, ALL AYES.

MOTION PASSED

The meeting adjourned at 5:26 p.m.

President

Attest