THE DELAWARE COUNTY DISTRICT LIBRARY BOARD OF TRUSTEES MET IN REGULAR SESSION AT THE DELAWARE COUNTY DISTRICT LIBRARY ON DECEMBER 20, 2022 AT 5:00 P.M. PRESENT WERE BOARD MEMBERS ALLEN, BAKER, LEAR, MCCOY, QUAINÉ, SKINNER, TIEDE; MR HOWARD, DIRECTOR AND INTERIM FISCAL OFFICER AND MEMBERS OF THE PUBLIC

**MOTION MOVED SECONDED AND CARRIED – TIEDE/BAKER**

TO APPROVE CHANGE ORDER 41 AS SUBMITTED IN THE BOARD PACKET

**MOTION MOVED SECONDED AND CARRIED – SKINNER/BAKER**

TO APPROVE THE MINUTES OF THE REGULAR MEETING ON NOVEMBER 15, 2022

PRESIDENTS REPORT

FISCAL OFFICERS REPORT

**MOTION MOVED SECONDED AND CARRIED – SKINNER/TIEDE**

TO APPROVE THE OCTOBER AND NOVEMBER FINANCIAL REPORTS, INVOICES AND INVESTMENTS

**MOTION MOVED SECONDED AND CARRIED – SKINNER/TIEDE**

TO APPROVE THE SUPPLEMENTAL APPROPRIATIONS

201.00.52100 SUPPLIES – GRANTS  4,500

101.00.59900 TRANSFER TO OTHER FUNDS  3,350,000.00

401.00.55900 OTHER CAPITAL OUTLAY  500,000.00

450.00.52110 SUPPLIES, OFFICE/MINOR EQUIP LIBRARY CONSTRUCTION 20,000.00

450.00.53410 PROPERTY INSURANCE - FOR CONST. PERIOD  5,000.00

450.00.53610 UTILITIES  100,531.00

450.00.53710 CONSULTANT FEES – LIBRARY CONSTRUCTION  10,000.00

450.00.53730 FEES, ARCHITECT  150,000.00

450.00.53799 OTHER PROFESSIONAL SERVICES  50,000.00

450.00.54100 MATERIALS OPENING DAY  100,000.00

450.00.55310 BUILDINGS  200,000.00

450.00.55510 FURNISHING AND EQUIPMENT  222,000.00

450.00.57200 PROPERTY TAXES  5,000.00
MOTION MOVED SECONDED AND CARRIED – TIEDE/MCCOY

TO APPROVE THE CREDIT CARD COMPLIANCE REPORT

MOTION MOVED SECONDED AND CARRIED – SKINNER/MCCOY

TO APPROVE THE RESOLUTION FOR FIRST COMMONWEALTH BANK

Be it RESOLVED, that the following officers/agents/employees of the Delaware County District Library are authorized to carry out the duties stated here:

Sign checks or drafts, wire funds, draw on loans (as applicable), deposit funds or transfer funds between accounts, establish and assign online banking access for all banking accounts (to include credit cards) for all users as needed, establish credit card accounts, add/change/delete credit card users as needed. Open, close, make changes to bank accounts and services as needed in order to carry out the daily activities of managing the finance functions of Delaware County District Library as appropriate and necessary.

Director/Interim Fiscal Office, Bryan Howard
Deputy Fiscal Officer, Samantha Valesky

MOTION MOVED SECONDED AND CARRIED – SKINNER/TIEDE

TO APPROVE NAMING SUTTON DURFEE AS CREDIT CARD COMPLIANCE OFFICER AND REMOVING SAMANTHA VALESKY AS CREDIT CARD COMPLIANCE OFFICER.

MOTION MOVED SECONDED AND CARRIED – SKINNER/BAKER

TO APPROVE A CREDIT CARD FOR BRYAN HOWARD WITH A LIMIT OF $3,000

MOTION MOVED SECONDED AND CARRIED – BAKER/SKINNER

TO APPROVE GIVING THE FISCAL DEPARTMENT PERMISSION TO REALLOCATE APPROPRIATIONS FROM BUDGET LINES WITH EXCESS TO THOSE THAT ARE OVERSPENT WITHIN THE SAME FUND FOR THE END OF THE YEAR. A SCHEDULE OF ALL ADJUSTMENTS WILL BE PRESENTED TO THE BOARD IN JANUARY. THE FISCAL DEPARTMENT WILL REACH OUT TO OTHER FISCAL OFFICERS AND THE STATE AUDITOR FOR BEST PRACTICES

MOTION MOVED SECONDED AND CARRIED – ALLEN/TIEDE
TO APPROVE WITH GRATITUDE, THE DONATIONS FOR THE FOLLOWING INDIVIDUALS AND ORGANIZATIONS:

FROM SUSAN BRUNNER (UNRESTRICTED)
FROM DEB CLYMER IN MEMORY OF WYATT DEAN (CHILDREN’S)
FROM BETTY DEEL IN HONOR OF NORA FARRELL (CHILDREN’S)
FROM JANET A. GRANGER IN MEMORY OF ANNIE MARY DOWDY (TEEN)
FROM THE DELAWARE COUNTY GENEALOGICAL SOCIETY (UNRESTRICTED)
FROM RICHARD & KAREN JAMES IN HONOR OF BARBARA & WILLIAM CANNON, JR. (ADULT)
FROM JOSH ARD (UNRESTRICTED)

DIRECTORS REPORT

FRIENDS OF THE LIBRARY REPORT

FINANCE/BUDGET COMMITTEE REPORT

NOMINATING COMMITTEE REPORT

MOTION MOVED SECONDED AND CARRIED – SKINNER/BAKER

TO ACCEPT THE SLATE OF OFFICERS FOR THE LIBRARY BOARD OF TRUSTEES, WITH TERMS COMMENCING JANUARY 17, 2023, AS PRESENTED BY THE NOMINATING COMMITTEE.

PRESIDENT HOLLY QUAIN
VICE PRESIDENT SCOTT TIEDE
SECRETARY CONNIE SKINNER

MOTION MOVED SECONDED AND CARRIED – TIEDE/MCCOY

TO APPROVE THE SLATE OF OFFICERS FOR THE LIBRARY BOARD OF TRUSTEES, WITH TERMS COMMENCING JANUARY 17, 2023

PRESIDENT HOLLY QUAIN
VICE PRESIDENT SCOTT TIEDE
SECRETARY CONNIE SKINNER

MOTION MOVED SECONDED AND CARRIED – MCCOY/BAKER

TO RETROACTIVELY CLOSE NOMINATIONS FROM THE FLOOR
MOTION MOVED SECONDED AND CARRIED – SKINNER/TIEDE
TO APPROVE THE REVISED 2023 TEMPORARY BUDGET

MOTION MOVED SECONDED AND ROLL CALLED – SKINNER/TIEDE
TO APPROVE THE TEMPORARY APPROPRIATION RESOLUTION FOR 2023
ROLL CALL; MR ALLEN, AYE; MS BAKER, AYE; MR MCCOY, AYE; MS QUAIN, AYE; MS SKINNER, AYE; MR TIEDE, AYE

MOTION MOVED AND SECONDED – ALLEN/MCCOY
TO APPROVE NEW OPERATING HOURS EFFECTIVE JANUARY 14, 2023

MOTION MOVED SECONDED AND CARRIED – ALLEN/MCCOY
TO APPROVE NEW OPERATING HOURS EFFECTIVE JANUARY 28, 2023

MOTION MOVED SECONDED AND CARRIED – MCCOY/SKINNER
TO APPROVE A 3% COST OF LIVING SALARY INCREASE, EFFECTIVE DECEMBER 31, 2022, APPLICABLE TO ALL STAFF, EXCLUDING SUBSTITUTE AND PAGE EMPLOYEES

PUBLIC PARTICIPATION

MOTION MOVED SECONDED AND CARRIED – BAKER/ALLEN
TO ADJOURN AT 7:08 PM

______________________________  ______________________________
PRESIDENT, HOLLY QUAIN  SECRETARY, CONNIE SKINNER