

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, QUAIN, 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 QUAINÉ

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 QUAINÉ

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
QUAINE, 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 – MMCOY/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 CARREID – BAKER/ALLEN

TO ADJOURN AT 7:08 PM

PRESIDENT, HOLLY QUAINE

SECRETARY, CONNIE SKINNER