

The Delaware County District Library Board of Trustees met in a regular session at the Liberty Branch of the Delaware County District Library on March 19, 2024 at 5:01 PM. Present were board members Allen, Ike, Kipfer, McCoy, Quaine, Skinner and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, and members of the public were also in attendance.

Public Participation –one member of the public requested to speak. Ms. Kipfer also provided some highlights.

(2024-020) Motion moved, seconded, and carried – Skinner/McCoy

To approve the minutes of the records commission meeting of February 20, 2024.

(2024-021) Motion moved, seconded, and carried – Skinner/McCoy

To approve the minutes of the regular meeting of February 20, 2024.

Mr. Tiede provided the President’s Report. He encouraged board members to visit branches and events as time allows, and to introduce yourself to staff. He provided updates related to the Liberty Branch.

Ms. Grossenbacher provided the Fiscal Officer’s report.

She shared that the 2023 Financial Report has been submitted to the Auditor of State’s (AOS) Office through the Hinkle System and has been advertised as available through the local newspaper. It is also posted on the library’s webpage. Approval has been granted by the AOS Office, as well as the independent auditor Charles Harris and Associates, to do a one-year audit for 2023 and then return to a 2-year audit cycle in order to be able to sunset the CMI software.

Ms. Grossenbacher spoke about the change in the way the fiscal office is approaching payments and the need to increase the line of credit on DCDL’s credit cards in order to better approach this new way of doing business. Using credit cards for purchasing and payments can lessen the number of checks that issued and help prevent potential lost checks.

She also updated the board on the investments of the library. A meeting was held with the representatives for our account from 5/3 Bank. A new strategy for investing funds currently in a money market account as well as funds currently in lower yielding holdings was discussed and a new plan was formulated.

(2024-022) Motion moved, seconded, and carried – Quaine/McCoy

To approve the February financial reports, payment transaction listing, and investments.

(2024-023) Motion moved, seconded, and carried –Quaine/Kipfer

To allow the Fiscal Officer to update the line of credit with First Commonwealth Bank for credit/purchasing cards to \$40,000 for purchasing needs related to DCDL.

(2024-024) Motion moved, seconded, and carried – Quaine/Kipfer

To approve the following DCDL employees to be Authorized Users of Credit Cards from First Commonwealth for DCDL:

Issuer/Type of Credit Card	Credit Card Account	Account Maximum Credit Limit	Title
First Commonwealth	DCDL (7051)	350.00	Gas Card in Vehicle
First Commonwealth	DCDL (7069)	350.00	Gas Card in Vehicle
First Commonwealth	DCDL (1467)	350.00	Gas Card in Vehicle
First Commonwealth	Alex Zallanta	1,000.00	Facilities Specialist
First Commonwealth	Angie Grossenbacher	5,000.00	Fiscal Officer
First Commonwealth	Bryan Howard	5,000.00	Director
First Commonwealth	Greg Pappas	1,000.00	Facilities Specialist
First Commonwealth	Julie Miller	6,000.00	Facilities and Admin Support Coordinator
First Commonwealth	Kelly Cochran	500.00	Youth Services & Programming Coordinator
First Commonwealth	Molly LaBadie	5,000.00	Deputy Director
First Commonwealth	Nicole Fowels	500.00	Communications Coordinator
First Commonwealth	Traci Higgins	3,000.00	Information Technology Coordinator

Mr. Howard provided the Director's Report – he shared that an all staff zoom meeting was held to share Library Finance 101 with the staff in order to increase staff understanding of library funding and DCDL's overall financial standing. Great questions were asked and meaningful dialog was had.

Kellen Freeman has been promoted to the new Maker Studio Supervisor position.

Mr. Howard is holding office hours at each of the branches. He also covered a Saturday shift. Both of these activities have allowed valuable feedback and insight and allowed him to start conversations with staff and library users.

The Strategic Plan continues. Mr. Howard thanked the board members for meeting with Jayna to provide feedback. He also shared that approximately 2,500 responses have been received from community surveys. This significantly surpasses the goal of 1,000 responses. Jayna will provided an update on the Strategic Plan at the next board meeting.

Great Geekfest was held on March 9th at the Delaware branch. It was a huge hit with over 800 attendees. A huge thank you to all those who helped to make the event such a success.

Ms. Mackey provided an update and presentation on Early Learning and Kindergarten Readiness.

Friends of the Library report provided by Ms. Klatter. – \$91,000 has been raised to support the Maker Studio. FOL is working toward \$150,000. The Zibby Owens event being sponsored during PLA will now be a free event for attendees. A new bench project is being investigated. Benches are made from recycled plastic bags. The goal is to collect enough to donate a bench at each branch.

Committee Reports:

Finance – nothing outside of what was presented in the Fiscal Officer's Report.

Liberty – there is a broken window in the building.

HR – Ms. Skinner asked for feedback on the new form for the Fiscal Officer review.

Policy – No update.

Unfinished Business – There was no unfinished business.

New Business – There was no new business.

(2024-025) Motion moved, seconded, and carried – Allen / McCoy

To adjourn at 6:05 PM