

The Delaware County District Library Board of Trustees met in a regular session at the Liberty Branch of the Delaware County District Library on June 18, 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 –Ms. Kipfer shared that she has been hearing great things about DCDL within the community. A gentleman shared his thought and opinions about what should and should not be included or excluded from circulation. Kay Coughlin provided comment. Staff member, Kaie Russo, shared that several comments had been received from the public requesting additional displays.

**(2024-037) Motion moved, seconded, and carried – Skinner/McCoy**

To approve the minutes of the regular meeting of May 21, 2024.

Mr. Tiede provided the President’s Report. He shared a statement on the library’s settlement with Marker Construction related to the Liberty Branch.

Ms. Grossenbacher provided the Fiscal Officer’s report.

She spoke about PLF receipts which continue to be lower than the previous year. The Office of Budget and Management continues to state they are not concerned about the state’s financial picture. Overall, library revenues are up approximately 2% despite the sluggish PLF performance. The library has seen increases in the receipts from the levy, patron fees, as well as donations.

Investment Update – Two holdings matured in the month of May. Those funds along with additional earnings returns were invested into three holdings that will mature in May of 2026. The new holdings have return rates of 4.9%, 4.95% and 5% as opposed to the 1.6% and 2.0% rates held by the matured holdings.

Expenditures remain in line with those of 2023. 33% of the 2024 appropriations budget has been spent in the first five months, or through 32%, of the year. Expenditures were higher than typical in May as there were three pay periods, several annual subscription renewals, as well as the magazine subscriptions renewal. In addition, the first interest payment for 2024 for the bond note was made in May. Funds from the Friends Group were utilized to fund supplies and programming for the Summer Reading Program.

Administrative staff had a meeting with SEBO to begin work for benefits renewal and open enrollment. Staff participant information will be gathered and then shopped for coverages. Conversations will continue and additional information will be shared as it becomes available.

An updated agreement has been signed between the Auditor of State’s Office, Charles Harris and Associates, and DCDL. The new agreement provides for a 1-year audit for 2023 financial reporting and then back to a 2-year audit cycle for 2024-2025.

**(2024-038) Motion moved, seconded, and carried – Quaine/McCoy**

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

**(2024-039) Motion moved, seconded, and carried – Quaine/McCoy**

To approve the credit card compliance report.

**(2024-040) Motion moved, seconded, and carried – Kipfer/McCoy**

To approve with gratitude the following donations:

- From Pamela S. Lewis (unrestricted)
- From members of her team at OSU Physicians in Memory of Trisha Klein (books)

Mr. Howard provided the Director's Report. He shared information about the Ballot Workshop offered by OLC. He encouraged those that were unable to attend the live event to watch the recording.

Friends of the Library report – Ms. Klatte shared that they had a very good book sale. Additional pop-up book sales are being added. There is an author even coming soon. An author visit has been added for this fall.

Committee Reports:

Finance – attended the OLC Ballot Issus Workshop

Liberty – There was a call today with legal counsel, DCDL representatives and Marker. There are still outstanding issues that need to be reconciled. We still don't have permanent occupancy permits for the building.

HR – Information will be shared during Executive Session.

Policy – nothing to update at this time.

Unfinished Business – Questions were raised and answered about how library board meetings are publicized.

New Business:

Discussion was held and questions were answered related to policy updates.

**(2024-041) Motion moved, seconded, and carried – Quaine/Skinner**

To approve the revisions to the Patron Regulations/Code of Conduct Policy.

**(2024-042) Motion moved, seconded, and carried – Quaine/Ike**

To approve the revisions to the Meeting/Community Room Policy.

**(2024-043) Motion moved, seconded, and carried – Quaine/Skinner**

To approve the revisions to the new Study Room Policy.

**(2024-044) Motion moved, seconded, and carried – Quaine/Kipfer**

To approve moving the September 17, 2024 board meeting from the Orange Branch Library to the Liberty Branch Library; and approve moving the December 17, 2014 board meeting from the Orange Branch Library to the Delaware Main Library.

Information was shared about the proposed Strategic Plan for DCDL. Mr. Howard shared how that plan was derived and what will happen next. This is a plan that asked the community, the board, as well as employees what was needed to make DCDL thrive.

**(2024-045) Motion moved, seconded, and carried – Quaine/Skinner**

To approve the DCDL Strategic Plan.

**(2024-046) Motion moved, seconded, and carried through roll call vote– Skinner / Kipfer**

To go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 6:15 PM. Ms. Sheterom was asked to stay.

Yes – Allen, yes – Ike, yes – Kipfer, yes – McCoy, yes – Quaine, yes – Skinner,  
yes – Tiede

**(2024-047) Motion moved, seconded, and carried through roll call vote– Quaine/Skinner**

To come out of Executive Session 6:30 PM.

Yes – Allen, yes – Ike, yes – Kipfer, yes – McCoy, yes – Quaine, yes – Skinner,  
yes – Tiede

**(2024-048) Motion moved, seconded, and carried – Skinner/Kipfer**

To approve a 7% salary increase for the Fiscal Officer, Ms. Grossenbacher with the next pay period beginning June 29, 2024.

**(2024-049) Motion moved, seconded, and carried – Quaine / McCoy**

To adjourn at 6:33 PM