

The Delaware County District Library Board of Trustees met in a regular session at the Delaware Main Branch of the Delaware County District Library on August 23, 2024 at 5:00 PM. Present were board members Allen, Ike, Kipfer, McCoy, Skinner and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, and members of the public were also in attendance.

Public Participation – due to not being able to be in attendance due to a prior commitment, Ms. Quaine submitted a written statement which was read by Mr. Tiede. Mr. Collin Clemons read a prepared statement regarding the proposed collective bargaining unit. Ms. Amy Winningham shared her thoughts and opinion about unionization.

(2024-052) Motion moved, seconded, and carried – Skinner/McCoy

To approve the minutes of the regular meeting of June 18, 2024.

(2024-053) Motion moved, seconded, and carried – Skinner/McCoy

To approve the minutes of the special meeting of July 2, 2024.

Mr. Tiede provided the President's Report.

Ms. Grossenbacher provided the Fiscal Officer's report.

She spoke about PLF receipts which continue to be lower than the previous year. Overall revenues are up 1.1% for the year compared to the prior year of the same time.

Investment Update – There was one holding that matured in June and none in July. The proceeds from that maturity as well as some of the interest received were transferred back to First Commonwealth. Funds from Star Ohio were also transferred back to the primary checking account. DCDL needs to maintain a balance of at least \$1,500,000 in the primary checking account. In order to maintain that minimum balance and to make the agreed upon payment to Marker, funds were needed.

When the next installment of levy funds is received, decisions will be made on how and where to invest the idle cash until needed. In August, there will be a \$1,000,000 holding maturing in the 5/3 investment pool. Representatives at 5/3 will be contacted to reinvest the funds into better yielding investments with appropriate maturities for cash needs.

Expenditures remain in line with those of 2023. At the end of July, 46.3% of the General Fund appropriation budget has been spent. This compares to 46.7% for the same time frame for 2023. Salary and benefits have increased 13.8% from 2023 which coincides with the salary increases approved and additional needed positions. Other increases in expenditure groups are a result of the Liberty Branch as well as inflationary factors. In all, the library remains in a strong position for 2024. Revenues as well as expenditures will continue to be monitored and adjustments made as the year progresses.

Additional information related to insurance benefit renewals has been obtained. Preliminary information indicates a much lower increase to premiums than what was experienced in 2023. Several entities were contacted, but they declined to submit a proposal for coverage. Health insurance premiums will either increase 8.7% or 8.2% dependent upon other coverage options selected. Dental coverages will increase 5%. Vision coverage will either remain the same or decrease a bit dependent upon coverage selection. The admin team is comparing options to ensure that any changes to plan selections offer the best cost for the library, as well as the employee, while maintaining adequate benefit coverages.

Estimated revenues for 2025 were calculated and provided to both Delaware and Franklin Counties. This is the first step in the preparation of the 2025 Appropriation Budget. Anticipated PLF revenue amounts have been received from Franklin County on their 2025 Certificate of Estimated Resources. The 2025 certificate from Delaware County has not yet arrived.

Communication about our 2023 audit continues with Charles Harris and Associates. Since our audit had not been started or concluded by the end of July, an extension has been filed and approved. As of the last conversation held, Charles Harris hopes to do the 2023 audit in August or September. Schedules are being looked at and aligned. If additional extensions need filed with the Auditor of State, they will be done.

DCDL has been awarded a grant from Delaware County Board of Developmental Disabilities in the amount of \$76,681.37. This grant will be used to purchase an Outreach vehicle, AlbacMat rescue mats for two library locations, website updates to help meet disability requirements, and install a PA system at Liberty. This funding will allow DCDL to complete necessary projects without having to consume general funds. The revenue for the grant has been reported to the county and an updated Certificate of Estimated Resources for 2024 has been issued. In order for DCDL to spend the awarded funds and meet the time requirements of the grant, the appropriation budget needs board approval. The budget is \$26,191.37 Furniture & Equipment (1000-760-750-9002), \$50,000 Motor Vehicles (1000-760-770-9002), and \$490.00 Other Purchased Services (1000-230-390-9002).

DCDL hired an additional Facilities Specialist, Ken Fetting. Ken has completed his probationary period and is doing a fantastic job. Board approval for Ken to be an Authorized User of a credit card from First Commonwealth is being requested. The limit for his credit card would be \$1,000 which is the same as the other Facilities Specialists. Having the credit card allows him to purchase facilities supplies when needed. Purchasing policies and best practices will be explained and followed.

The library's Amazon Business Prime account has been updated to have workflow approvals built into orders. Dependent upon the purchase initiator and other required fields on the order, each order will automatically go through an approval process before the item gets ordered. This electronic workflow streamlines the purchasing process, locks in pricing, and speeds up the time it takes to make a purchase. This method is currently only available for Amazon orders. Ms. Grossenbacher is investigating options for purchasing software that will allow requests to be made and routed for approval without the need for the paper requisition. Orders are routed for approval to direct supervisors, building managers, coordinators, and then to fiscal for PO creation and final approval. Training materials are in process and staff seem to be doing well with the change. There are still a few things to work out with the new process, but overall it's working well and has reduced the amount of time needed to approve the purchase of items.

(2024-054) Motion moved, seconded, and carried – McCoy/Ike

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

(2024-055) Motion moved, seconded, and carried – Kipfer/Allen

To approve the appropriations budget for grant funds awarded from Delaware County Board of Developmental Disabilities:

1000-760-750-9002	Furniture & Equipment	26,191.37
1000-760-770-9002	Motor Vehicles	50,000.00
1000-230-390-9002	Other Purchased Services	490.00

(2024-56) Motion moved, seconded, and carried – Allen/McCoy

To approve Ken Fetting, Facilities Specialist, to be an Authorized User of a credit card from First Commonwealth Bank in the amount of \$1,000.

(2024-057) Motion moved, seconded, and carried – Kipfer/Skinner

To approve with gratitude the following donations:

- From Sherry A & Thomas C. Zwayer (unrestricted)
- First Commonwealth Bank – credit card rewards \$100

Mr. Howard provided the Director's Report. He shared that he had been presented with a written statement and copies of unionization cards from a group of staff. Next steps and an update on how this affects other work in which library administration is currently engaged.

Mr. Howard and Ms. Fowles had a meeting relating to next steps and best practices in creating a foundation for the library.

Mr. Howard provided thanks to the Friends of the Library for their sponsorship of a staff appreciation event. Staff and their families were able attend and enjoy themselves. Only positive comments about the event have been received.

Friends of the Library report – Ms. Klatt shared information from the written report. Additionally, she shared that they have held several very good book sales with record receipts. She also spoke about Volunteer Hours. There will be author visits on October 17 and 18.

Committee Reports:

Finance – nothing to report at this time

Liberty – The Settlement agreement with Marker has been signed.

HR – Information related to a proposed new position and the necessary changes to the Compensation and Organization Charts was shared.

(2024-058) Motion moved, seconded, and carried – Kipfer/Skinner

To approve the Learning and Development Coordinator position.

(2024-059) Motion moved, seconded, and carried – Skinner/Ike

To approve the change to the 2024 Compensation Chart.

(2024-060) Motion moved, seconded, and carried – Skinner/Kipfer

To approve the change to the 2024 Organizational Chart.

Policy – Follow up and work on IT Policy is on a to do list.

Unfinished Business – There was no unfinished business.

New Business:

(2024-061) Motion moved, seconded, and carried – McCoy/Allen

To go into Executive Session to discuss, prepare for, conduct, or review collective bargaining issues via roll call vote. In addition to the board members present, Mr.

Howard, Ms. Grossenbacher, Ms. Sheterom, Ms. LaBadie, Ms. Durfee, Ms. Fowles and attorney Jonathan Downes were included.

Roll Call Vote – Mr. Allen-yes, Mr. Ike-yes, Ms. Kipfer-yes, Mr. McCoy-yes, Ms. Skinner-yes, Mr. Tiede-yes.

Executive session was entered at 5:30 P.M.

(2024-062) Motion moved, seconded, and carried –Ike/Kipfer

To approve coming out of Executive Session at 6:35 P.M.

Roll Call Vote – Mr. Allen-yes, Mr. Ike-yes, Ms. Kipfer-yes, Mr. McCoy-yes, Ms. Skinner-yes, Mr. Tiede-yes.

(2024-063) Motion moved, seconded, and carried –McCoy/Ike

WHEREAS, the Delaware County District Library employees initiated the union process with a petition to the State Employment Relations Board; and
WHEREAS, the procedures outlined by the State Employment Relations Board allow for a democratic vote of all employees within the job categories included in the collective bargaining petition;
NOW, THEREFORE, BE IT RESOLVED, that the Delaware County District Library Board of Trustees hereby authorizes the Library Director to petition for an election through the State Employment Relations Board.

Roll Call Vote – Mr. Allen-yes, Mr. Ike-yes, Ms. Kipfer-yes, Mr. McCoy-yes, Ms. Skinner-yes, Mr. Tiede-yes.

The following statement from the Board was read by Mr. Tiede:

Thank you for waiting as we discussed the staff's request to form a collective bargaining unit. We have two options before us - to voluntarily recognize the staff's request or to go through the formal process of administering a secret ballot through the State Employment Relations Board. We make this motion for several reasons,

- o To gain a full understanding of the grievances that exist,
- o To ensure that all employees are fully and consistently informed of the proposed unit,
- o To give all members of staff that would be included in the collective bargaining unit the opportunity to make their voices heard during a fair and secret ballot voting process,
- o And to provide the Board an opportunity to explain its responsibilities, as the Board is prohibited by law from delegating its responsibilities.
- o The Library administration has already pledged to remain neutral and impartial during this process, and the Board of Trustees will echo that pledge.

(2024-064) Motion moved, seconded, and carried – Allen / McCoy

To adjourn at 6:38 PM