

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 September 16, 2025 at 5:02 PM. Present were board members Ike, Kipfer, Kenter, Kraft, Quaine, Skinner, and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, and members of the public were also in attendance.

Public Participation – Mr. Armon Chrismer, representing the Free Masons, shared that his organization has medical equipment that they would like to be able to share for public use. He is investigating whether a partnership with DCDL would be a possibility. He provided contact information for further discussion.

**(2025-059) Motion moved, seconded, and carried – Skinner / Ike**

To approve the minutes of the regular meeting of August 19, 2025.

President's Report – Mr. Tiede spoke about respecting one another. Everyone has differing opinions and passions, but we need to be respectful and agree to disagree in some instances.

Director Report – Mr. Howard thanked the Board and staff for their participation in the Grand Reopening events held at each branch on Monday morning to celebrate the new extended hours for the library. He emphasized that A LOT has been accomplished so far in 2025 as well as since the passage of the levy. He talked about the fact that 3 years prior on that same day, discussions were being held on how to make extensive cuts to the budget.

Mr. Howard shared his vision for how the library should operate in the future. He spoke about updating and evolving the organizational structure and had a presentation about how it would look. This new structure would better allow for future growth and expansion. He also spoke about the need for an Operations Center and the potential space available to rent. Discussion was held and questions were answered.

The Director also shared his thoughts on transferring cash from the General Fund to Capital funds in preparation to fulfill findings from the Facilities Master Plan. He also talked about the proposals received from potential vendors to create a Facilities Master Plan on behalf of the library. Discussion was held and questions were answered. Ms. Grossenbacher will follow up with the Auditor of State to validate questions about allowability of transfers back to General Fund from Capital Funds should the need arise.

**(2025-060) Motion moved, seconded, and carried – Quaine / Kipfer**

To allow the Director authority to negotiate a potential lease agreement with First Commonwealth Bank for the lease of a space for an Operations Center.

Fiscal Officer Report – Ms. Grossenbacher directed the board to the information on revenues and expenditures in the written report. She explained to the board about the budget process and the back and forth of information with the county. She described the need for the approval of the revenue estimates received from the county. Discussion about the process, the back and forth with the County Budget Commission, and the potential impact of future levy funding was held and questions were answered.

She explained the needs for a supplemental budget to cover the cost of the May primary that was outside of what was estimated and originally budgeted. Ms. Grossenbacher had to transfer budget within object class to post the August related expenses. The supplemental budget amount will repay that allocation adjustment.

Discussion about transferring funds from General Funds to Major and Minor Capital funds was held. Conversation about cash flows, calculation of transfer amounts, and future capital needs was held. Questions were answered and follow up on some questions will be provided at the next meeting.

**(2025-061) Motion moved, seconded, and carried – Quaine / Skinner**

To approve the August financial reports, payment transaction listing, investments and bank reconciliation.

**(2025-062) Motion moved, seconded, and carried – Quaine / Ike**

To accept and adopt the 2026 Revenue amounts approved by the Delaware County Budget Commission.

**(2025-063) Motion moved, seconded, and carried – Quaine / Kenter**

To approve a supplemental budget adjustment to cover additional cost associated with the levy ballot – 1000-230-373-0000 Tax Collection Fees - \$5,000.00

**(2025-064) Motion moved, seconded, and carried – Quaine / Kipfer**

To approve a supplemental budget adjustment to establish amounts to be transferred from General Funds to Major and Minor Capital Funds – 1000-910-910-0000 Transfers – Out \$6,100,000.00.

**(2025-065) Motion moved, seconded, and carried – Tiede / Kraft**

To approve the transfer of funds from General Funds to Minor and Major Capital Funds for future project costs.

- 1000-910-910-0000 Transfers – Out \$3,000,000
- 4001-931-0000 Transfers In – Minor Capital Funds - \$500,000
- 4002-931-0000 Transfers In – Major Capital Funds \$2,500,000

**(2025-066) Motion moved, seconded, and carried – Kipfer / Skinner**

To approve with gratitude the following donations:

- From Robin Knowles-Wallace (unrestricted)
- From Lori Kipfer in Memory of Leon Caulley, my cousin (adult)

Friends of the Library Report – Ms. Klatte shared that the Friends Group raised \$3,000 in revenues in August. Book Clubs were successfully held. She offered thanks to Bryan and the staff for the Behind-the-Scenes Tour held at the Orange Branch. Enough plastic has been collected to make the first bench. In October, the Friends will host an author visit with June Hamilton. They are planning a local authors event for 2026.

## Committee Reports:

Finance – no update

HR – Ms. Kipfer handed out evaluation materials for the Director. Please return by the next meeting. Information about updates to the compensation chart were provided and discussion was held.

**(2025-067) Motion moved, seconded, and carried – Quaine / Skinner**

To approve the change to the 2025 Compensation Chart reclassifying the Circulation Manager from Classification 51 to Classification 52.

Liberty – no updates available

Policy – no updates available

Nominating Committee – no

Facilities Committee – This committee is being generated to assist with the Facilities Master Plan process. They will assist in the selection of an FMP provider. Board members Kenter, Quaine, and Tiede were appointed to the committee.

## Unfinished Business:

**(2025-68) Motion moved, seconded, and carried through rollcall vote – Quaine / Skinner**

To go into Executive Session to discuss, prepare for, conduct, or review collective bargaining issues at 6:29 PM

Mr. Ike – yes, Ms. Kipfer – yes, Mr. Kenter – yes, Ms. Kraft – yes, Ms. Quaine – yes, Ms. Skinner – yes, Mr. Tiede – yes

The Director, Fiscal Officer, Deputy Director, HR and Communications Coordinators were requested to remain for the Executive Session.

**(2025-069) Motion moved, seconded, and carried through rollcall vote – Quaine / Kipfer**

To come out of Executive Session at 6:38 PM

Mr. Ike – yes, Ms. Kipfer – yes, Mr. Kenter – yes, Ms. Kraft – yes, Ms. Quaine – yes, Ms. Skinner – yes, Mr. Tiede – yes

New Business: There was no new business.

**(2025-070) Motion moved, seconded, and carried – Quaine / Kipfer**

To adjourn the meeting at 6:39 PM.

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Scott Tiede, President

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Connie Skinner, Secretary