

The Delaware County District Library Board of Trustees met in a regular session at the Main Delaware Branch of the Delaware County District Library on March 17, 2026 at 5:01 PM. Present were board members Ike, Kenter, Kipfer, Kraft, Neff, Skinner, and Tiede. Mr. Howard, Director; Ms. Grossenbacher, Fiscal Officer; and members of the public were also in attendance.

Public Participation – There were no requests for Public Participation.

(2026-019) Motion moved, seconded, and carried – Skinner / Neff (All yes votes)

To approve the minutes of the records retention meeting of February 17, 2026.

(2026-020) Motion moved, seconded, and carried – Skinner / Neff (All yes votes)

To approve the minutes of the regular meeting of February 17, 2026.

(2026-021) Motion moved, seconded, and carried – Skinner / Kipfer (All yes votes)

To approve with gratitude the following donations:

- In Memory of John Tetz
 - From David E. Mansperger (unrestricted)
 - From Mike & Terry Fesenmyer (unrestricted)
 - From Nancy & Bob Rietz (unrestricted)
 - From Kenneth B & Pauline Scott (teen)
- In Memory of Richard F. Glesenkamp (unrestricted)
 - From Stephen J. Vatsures
 - From Williams Insurance Agency
 - From Bill & Mike Williams
- In Memory of Gary McClelland
 - From Kim Porter (unrestricted)

Committee Reports:

Facilities – no update

Finance – no update

HR – Ms. Kipfer handed out packets for the Performance Evaluation for the Fiscal Officer, Ms. Grossenbacher and shared timelines for the process.

Nominating – no update

Policy – no update

Friends of the Library Report – Ms. Klatte provided an update on Friends of the Library activities and highlighted items from her written report. She encouraged attendance at the Night at the Races Fundraiser being held on April 30, 2026.

Director's Report – Mr. Howard shared information from his written report. He answered questions from Board members.

Fiscal Officer's Report – Ms. Grossenbacher referred to information found in the Fiscal Officer narrative as well as the included budget narrative. She spoke about the importance and need for a permanent budget to be passed before the end of March. She also explained why there was a request to add Fiscal Specialist Nancy Stanfill as an Authorized User of a Credit Card for DCDL.

Ms. Grossenbacher shared an update on the information received from Charles Harris and Associates regarding the 2024-25 financial audit. She asked for and answered questions from the board.

Discussion related to the proposed 2026 Permanent Appropriations Budget was held. Mr. Kenter presented an alternative budget from what was submitted by administration in the packet. Discussion was held.

(2026-022) Motion moved, seconded, and carried through roll call vote – Kenter / Kraft

To approve the 2026 Amended Appropriation Budget as presented by Mr. Kenter.

Salaries and Wages	\$ 9,237,366.66
Supplies	\$ 301,300.00
Purchased and Contracted Services	\$ 2,396,890.45
Library Materials and Information	\$ 1,514,159.47
Capital Outlay	\$ 447,153.41
Debt Service	\$ 971,350.00
Other Objects	\$ 43,000.00
Contingency	\$ 7,455,610.00
Advances/Transfers to Other Funds	\$ 6,881,434.57
Total Expenditures	\$29,248,264.56

Mr. Ike – yes, Mr. Kenter – yes, Ms. Kipfer – abstain, Ms. Kraft – yes, Ms. Neff – yes, Ms. Skinner – no, Mr. Tiede - yes

(2026-023) Motion moved, seconded, and carried – Tiede / Kenter (All yes votes)

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

(2026-024) Motion moved, seconded, and carried – Kipfer / Skinner (All yes votes)

To approve Nancy Stanfill, Financial Specialist, to be an Authorized User of a credit card from First Commonwealth Bank in the amount of \$2,500.

Unfinished Business:

Discussion about timing for board members to receive materials was initiated by Mr. Kenter.

Record Of Proceedings Regular Meeting Held March 17th 2026
(2026-025) Motion moved, seconded, and carried – Kenter / Tiede (2 no, remaining yes votes)

To amend the Delaware County District Library Code of Regulations to add new subsections H and I as follows to the Article VIII Meetings:

H. The Director and /or Fiscal Officer shall cause the following materials to be sent to all Board members at least seven (7) days prior to each regular Board meeting:

1. Financial Reports
2. Director's Report
3. Minutes of the previous month's Board meeting
4. Proposed agenda for the upcoming Board meeting

I. The Director and/or Fiscal Officer shall cause any proposed permanent, temporary, or supplemental budget, or any proposed union contract, to be sent to all Board members at least fourteen (14) days prior to the Board meeting at which such budget or contract is to be considered.

Mr. Kenter shared information that he learned about committee meetings in a recent Sunshine Laws training.

(2026-025) Motion moved, seconded, – Kenter / Kraft

To disband Committee meetings for the Delaware County District Library Board of Trustees.

After additional discussion, Mr. Tiede moved to table the motion. Ms. Kraft seconded the tabling of the motion. All voted to approve the tabling of the motion.

(2026-026) Motion moved, seconded, and failed – Neff / Ike

To table discussion and approval of open positions presented at the February meeting.

Discussion about positions.

(2026-027) Motion moved, seconded, and failed – Skinner / Kipfer

To approve the Administrative Services Director position as presented at the February meeting.

(2026-028) Motion moved, seconded, and failed – Skinner / Kipfer

To approve the Public Services Director position as presented at the February meeting.

(2026-029) Motion moved, seconded, and failed – Skinner / Kipfer

To approve the Community Engagement Director position as presented at the February meeting.

To approve the Development Coordinator position as presented at the February meeting.

(2026-031) Motion moved, seconded, and failed – Skinner / Kipfer

To approve the Human Resources Specialist position as presented at the February meeting.

(2026-033) Motion moved, seconded, and carried – Skinner / Neff

To approve allowing the Director to add positions and hire employees as needed within the confines of an approved budget.

(2026-034) Motion moved, seconded, and carried – Skinner / Tiede

To approve the proposed changes to the 2026 Compensation Chart as presented. (There are no financial changes to the chart. Positions are being added.)

(2026-035) Motion moved, seconded, and carried through roll call vote – Kraft / Kenter

To go into Executive Session to discuss, prepare for, conduct, or review collective bargaining issues at 6:30 PM

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

The Director, Fiscal Officer, Deputy Director, HR and Communications Coordinators were requested to remain in addition to the Contract Lawyers present.

(2026-036) Motion moved, seconded, and carried through roll call vote– Tiede / Kipfer

To come out of Executive Session at 7:16 PM

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

New Business

(2026-037) Motion moved, seconded, and carried through roll call vote – Kipfer / Skinner

To approve the Collective Bargaining Agreement with Delaware County United Library Staff (DCULS) effective April 1, 2026 – March 31, 2029

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

To approve adding Easter as a recognized holiday for 2026 and going forward into perpetuity.

(2026-039) Motion moved, seconded, and carried – Neff / Kraft

To approve extending the increases as outlined in the bargaining agreement, Article, 24, to those outside the bargaining unit effective retroactively to 1/1/26.

(2026-040) Motion moved, seconded, and carried – Tiede / Skinner (All yes votes)

To adjourn the meeting at 7:20 PM.

Reginald Ike, President

Connie Skinner, Secretary