The Delaware County District Library Board of Trustees met in a regular session at the Liberty Branch of the Delaware County District Library on November 21, 2023 at 5: 00 PM. Present were board members Allen, Ike, Kipfer, Skinner and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, and members of the public were also in attendance.

Public Participation –one person asked to speak.

**Motion moved, seconded, and carried by roll call vote –Allen / Skinner**

To go to Executive Session at 5:08 PM for a presentation from Jonathan Downes to discuss, prepare for, conduct, or review collective bargaining issues.

Roll Call Vote – Allen(yes), Ike(yes), Kipfer(yes), Skinner(yes) and Tiede(yes)

**Motion moved, seconded, and carried by roll call vote –Ike / Allen**

To come out of Executive Session at 6:02 PM

Roll Call Vote – Allen(yes), Ike(yes), Kipfer(yes), Skinner(yes) and Tiede(yes)

**Motion moved, seconded, and carried – Skinner / Allen**

To approve the minutes of the regular meeting of October 17, 2023.

President’s Report – Need Nominations for 2024 Board Officers. Ms. Kipfer and Ms. Skinner will work on this for the next meeting.

Mr. Howard provided the Director’s report.

Ms. Grossenbacher provided the Fiscal Officer’s report. She provided additional information about UAN, future audits, transfers of funds and the 2024 Temporary Appropriations Budget.

**Motion moved, seconded, and carried –Ike / Skinner**

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

**Motion moved, seconded, and carried –Skinner / Ike**

To approve the adoption of the Auditor of State’s Uniform Accounting Software by DCDL for a January 1, 2024 go live date.

**Motion moved, seconded, and carried – Ike / Skinner**

To approve giving the Fiscal Department permission to reallocate appropriations within the fund but outside of object classification for the remainder of the 2023 fiscal year. A schedule of any adjustments between object classifications will be reported to the board at the next meeting.

**Motion moved, seconded, and carried–Allen / Skinner**

To approve the transfer of funds from 101 General Fund to 450 Permanent Improvement for $250,000.

**Motion moved, seconded, and carried –Skinner / Ike**

To approve the 2024 Temporary Budget Appropriations

**Motion moved, seconded, and carried –Kipfer / Ike**

To approve with gratitude, the donations from the following individuals and organizations:

* From Doris J. Penry in Memory of Joan Rife (adult)
* From Mary O’Kane (unrestricted)
* From First Commonwealth – credit card rewards

Friends of the Library report provided by Ms. Cowan.

Committee Reports:

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

Liberty – Mr. Tiede provided an update indicating that preparation continues for

Arbitration, discussed additional issues with the building, and a meeting was held with the Powell Building Inspector’s Office.

HR –

**Motion moved, seconded, and carried – Ike / Kipfer**

To approve changes to the Delaware County District Library 2024 Compensation Chart.

**Motion moved, seconded, and carried – Kipfer / Ike**

To approve the updated Library Director position profile.

Policy – No update.

Unfinished Business – none

New Business –

**Motion moved, seconded, and carried – Kipfer / Ike**

To approve the closing of all Library locations on Monday, October 14, 2024, for staff In-Service Day.

**Motion moved, seconded, and carried – Kipfer / Allen**

To approve the closing of all Library locations on Monday, April 8, 2024, for the Solar Eclipse.

**Motion moved, seconded, and carried – Kipfer / Allen**

To approve giving each part-time staff member, excluding Substitute, a one-time $150.00 lump sum bonus, to be paid on December 15 2023.

**Motion moved, seconded, and carried – Kipfer / Ike**

To adjourn at 7:19 PM