

The Delaware County District Library Board of Trustees met in a regular session at the Liberty Branch of the Delaware County District Library on October 15, 2024 at 5:00 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 – there were several individuals who requested time for Public Participation

Mr. Howard requested to move the Director's Report up in the agenda in order to address comments and accusations made during the Public Participation portion of the meeting. The board agreed to the change to the agenda.

Mr. Howard provided the Director's Report. He shared truths about what transpired at the staff in-service meeting held on October 14 and the information that was shared with staff. Mr. Howard provided updates on the status of the DCDL system for 2025. He shared information about levy funding and unionization. Staff were not told that there would be layoffs if the union goes through. There was discussion of staff adjustments should additional levy funding not come to fruition.

Mr. Howard shared a letter from union representatives that discussed union expectations and definitions related to neutrality and behaviors of the board as well as management. Mr. Howard addressed the information in the letter and indicated his approach to neutrality. Comments from board members were made related to the letter content as well.

(2024-070) Motion moved, seconded, and carried – Skinner / McCoy

To approve the minutes of the regular meeting of September 17, 2024.

For the President's Report, Mr. Tiede shared additional information about the letter received from the Union that was part of Mr. Howard's Director's Report.

Ms. Grossenbacher provided the Fiscal Officer's report.

She spoke about PLF receipts. The PLF receipts continue to be lower than the 2023 amount received. Expenditure amounts are reasonable for the time in the fiscal year.

Ms. Grossenbacher spoke about continued changes to the place where supplies are being purchased and the need to provide a credit card for Kyle Halstead, Technical Services Coordinator. The normal purchasing practices would continue to be followed; the method of payment is what would change.

According to discussion with Nina Jackson, the Charles Harris and Associates auditor for the library, there will be verbal discussions, but should not be any findings. She made several suggestions for ways to do things slightly differently to be better aligned with best practices. There were a couple of wording updates within the notes. We are still waiting for final reviews and submission to the auditor.

Ms. Grossenbacher shared additional information about updated values for the dashboard graph that is shared each month. The amounts for Health, Dental and Vision benefits have been updated with current increase amounts as well as future year's increases. Additional legal fees were added for 2025 and forward. An amount has been added for elections costs in 2025 for a potential level ballot. The Board of Elections will be contacted for a better estimate of a potential cost.

(2024-071) Motion moved, seconded, and carried – Ike / Quaine

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

(2024-072) Motion moved, seconded, and carried by Roll Call – Kipfer / Quaine

To approve Kyle Halstead, Technical Services Coordinator, to be an Authorized User of a credit card from First Commonwealth Bank in the amount of \$1,000.

(2024-073) Motion moved, seconded, and carried – Kipfer / Quaine

To approve with gratitude the following donations:

- The Delaware County Foundation & The Friends of the Delaware County District Library (Teen Books)
- From Carolynn Joseph (unrestricted)

Friends of the Library report – Ms. Klatte shared information from the written report. She spoke about the experience of helping with the staff in-service event.

Committee Reports:

Finance – nothing to report at this time. A meeting for the 2025 Budget review will be scheduled.

Liberty – We still do not have a permanent occupancy permit.

HR – nothing to report at this time.

Policy – discussion was held about the potential need for a review of the Political Info Policy. It was determined not to be needed at this time.

Unfinished Business – There was no Unfinished Business.

New Business –

Information was shared about the updates needed at the Powell Branch and the need to close the building to the public during the renovations. Discussion was held and questions were answered.

(2024-074) Motion moved, seconded, and carried – Quaine / Skinner

To approve closing the Powell branch from Monday, October 28, 2024 to reopen Monday, December 2, 2024 for restroom plumbing fixes and floor slab leveling.

(2024-075) Motion moved, seconded, and carried through role call vote – Kipfer / Ike

To go into Executive Session to discuss, prepare for, conduct, or review collective bargaining issues at 5:52 PM

Mr. Allen – yes, Mr. Ike – yes, Ms. Kipfer – yes, Mr. McCoy – yes, Ms. Quaine – no, Ms. Skinner – yes, Mr. Tiede – yes

The Director, Deputy Director, Fiscal Officer, Deputy Fiscal Officer and HR Coordinator were requested to remain for the Executive session.

(2024-076) Motion moved, seconded, and carried through role call vote – Allen / Skinner

To come out of Executive Session at 6:32 PM

Mr. Allen – yes, Mr. Ike – yes, Ms. Kipfer – yes, Mr. McCoy – left meeting at 6:30 PM,
Ms. Quaine – left meeting at 6:10 PM, Ms. Skinner – yes, Mr. Tiede – yes

(2024-077) Motion moved, seconded, and carried – Skinner / Allen

To adjourn the meeting at 6:33 PM.