

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 December 17, 2024 at 5:01 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 was one person who participated.

(2024-087) Motion moved, seconded, and carried – Quaine / Skinner

To approve the minutes of the regular meeting of November 19, 2024.

Mr. Tiede spoke about pausing and appreciating blessings.

Ms. Grossenbacher provided the Fiscal Officer's report.

She spoke about receipts and expenditures. Amounts for both are reasonable and on track for the time in the fiscal year. She spoke about the PLF and concerns about its volatility.

Ms. Grossenbacher provided an update about the investments at 5/3 and the work happening to create an account for endowment funds to realize a greater return.

She shared with the Board an update on the 2023 Audit. She has received the management letter to review and sign as well as the exit meeting waiver. The independent auditor has concluded their work and submitted everything to the Auditor of State (AOS) for review and final approval. Each board member should receive a notification from the AOS when they are finished and the reports are accepted.

Ms. Grossenbacher shared that there was a need to transfer appropriation outside of object classifications in the month of November. There was a need to preform the following transfer to properly record and report a specific expense. There were funds budgeted as supplies but were used for a contracted service.

From 1000-230-451-2000 General Admin Supplies – PR (\$9,500)

To 1000-230-390-2000 Other Purchased & Contracted Services – PR \$9,500

She explained the cash balances in the Major and Minor Capital Funds and what each fund is used for. After discussion with the Facilities Coordinator about future needs, the request is made to transfer \$350,000 to the Major Capital Fund. This allows for us to begin saving for future larger capital needs while minimizing the impact to the General Fund.

(2024-088) Motion moved, seconded, and carried – Ike / Quaine

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

(2024-089) Motion moved, seconded, and carried – Skinner / Quaine

To approve the Credit Card Compliance Report.

(2024-090) Motion moved, seconded, and carried – Quaine / Kipfer

To approve the transfer of \$350,000 from General Funds to Major Capital Funds

From 1000-910-910-0000 Transfers Out

To 4002-931-000 Transfers In

(2024-091) Motion moved, seconded, and carried – Kipfer / Skinner

To approve with gratitude the following donations:

- From Susan Brenner (unrestricted)

Mr. Howard encouraged the Board to read his written Director's report for pertinent information. He also discussed concerns about the stability of the PLF and provided examples of significant cuts being made in other library systems. He also talked about challenges for 2025.

Friends of the Library report – Ms. Klatte shared information from the written report and shared what a success Giving Tuesday was. She shared some 2024 highlights and that the Friends is committed to providing \$25,000 for Children's Programs Summer Reading Program Support in 2025.

Committee Reports:

Finance – Mr. Allen spoke about and shared thoughts and opinions about the proposed levy. He asked questions and iterated his concerns.

Liberty – no updates available

HR – there is a need for Executive Session

(2024-092) Motion moved, seconded, and carried – Skinner / Kipfer

To table approving changes to the 2025 Compensation Chart until the January 2025 meeting.

Policy – no update

Nominating Committee – information was shared about 2025 Officer selection

(2024-093) Motion moved, seconded, and carried – McCoy / Ike

To accept the slate of officers for the Library Board of Trustees, with terms commencing January 21,2025 as follows: President – Mr. Scott Tiede, Vice-President – Mr. Brad Allen, and Secretary – Ms. Connie Skinner.

(2024-094) Motion moved, seconded, and carried – Quaine / McCoy

To approve the slate of officers - President – Mr. Scott Tiede, Vice-President – Mr. Brad Allen, and Secretary – Ms. Connie Skinner with terms commencing January 21,2025.

Unfinished Business – there was no unfinished business.

New Business – discussion related to the need for a new levy and the required resolution to begin the official process of putting it on the ballot in May 2025.

(2024-095) Motion moved, seconded, and carried by roll call vote – Quaine / Skinner

Mr. Allen – abstain, Mr. Ike – Abstain, Ms. Kipfer – yes, Mr. McCoy – Yes, Ms. Quaine – yes, Ms. Skinner – yes, Mr. Tiede - yes

RESOLUTION REQUESTING THE DELAWARE COUNTY AUDITOR TO CERTIFY
THE CURRENT TAX VALUATION OF THE DELAWARE COUNTY DISTRICT
LIBRARY AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF
COLLECTION OF AN ADDITIONAL TAX LEVY FOR CURRENT EXPENSES OF THE
DELAWARE COUNTY DISTRICT LIBRARY AND RELATED MATTERS

(R.C. Sections 5705.03, 5705.23)

Additional Library Operating Levy

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the Library the question of an additional tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Delaware County District Library, Delaware County, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. The Delaware County Auditor is hereby requested to certify the current tax valuation of the Library and the amount to be generated during the first year of collection of an additional tax levy for the benefit of the Library for current expenses at a rate not exceeding 1 mills for each \$1 of taxable value, and the corresponding amount in whole dollars for each \$100,000 of the County Auditor's appraised value, for current expenses of the Library, for the following period of time: 15 years commencing in 2025, first due in calendar year 2026.

Section 2. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Delaware County Auditor. The question of such levy shall be submitted to all the electors of the Library at the election to be held therein on May 6, 2025. All the Library's service area is in Delaware County.

Section 3. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Discussion about salary increases for staff for 2025. Mr. Howard and Ms. Grossenbacher suggested a 3% increase for staff effective 12/28/2024. The provided information supporting their recommendation and answered questions.

(2024-096) Motion moved, seconded, and carried – Quaine / Skinner

To provide a 3% increase to staff other than the Director and Fiscal Officer.

(2024-097) Motion moved, seconded, and carried through role call vote – Quaine / Kipfer

To go into Executive Session to discuss, prepare for, conduct, or review collective bargaining issues and to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 6:55 PM

Mr. Allen – yes, Mr. Ike – yes, Ms. Kipfer – yes, Mr. McCoy – yes, Ms. Quaine – yes, Ms. Skinner – yes, Mr. Tiede – yes

The Director and Deputy Director were requested to remain for the collective bargaining portion of the Executive session.

(2024-098) Motion moved, seconded, and carried through role call vote –

To come out of Executive Session at 7:25 PM

Mr. Allen – yes, Mr. Ike – yes, Ms. Kipfer – yes, Mr. McCoy – yes, Ms. Quaine – yes, Ms. Skinner – yes, Mr. Tiede – yes

(2024-099) Motion moved, seconded, and carried – Quaine / McCoy

To amend the resolution for staff raises to be 3% effective with the pay period commencing on 12/28/2024.

(2024-100) Motion moved, seconded, and carried – Quaine / Ike

To approve a 3% raise for the Library Director effective December 28, 2024.

(2024-101) Motion moved, seconded, and carried – Quaine / Ike

To adjourn the meeting at 7:26 PM.