

ADA PUBLIC LIBRARY BOARD OF TRUSTEES November 15, 2021 – 9:00 A.M.

The Ada Public Library Board of Trustees met in regular session on Monday, November 15, 2021 at 9:00 a.m.

Roll Call: Erin Chrissobolis, present; Connie Fleming present; Steve Johnson, absent (Zoom); Jamie Wills, present; Noah Ristau, present; Bethany Spieth, present; and Ann Donnelly Hamilton, present.

The minutes of the October 18, 2021 Regular Meeting was approved by the Board as previously distributed with minor grammar changes.

FISCAL OFFICER REPORTS:

- A. The Fiscal Officer presented the Financial Report which includes a Receipts report, Payment Report, Income Statement, and Bank Reconciliation (see attachment A).
- B. Additionally, the Fiscal Offer reported that the PLF revenue for November was \$18,307.16 from Hardin County.

After discussion Connie Fleming moved, seconded by Noah Ristau to accept the fiscal officer's reports. Roll call: All yea. Motion carried.

CORRESPONDENCE: A letter was read from Noah Ristau announcing his resignation from the Board effective 12/31/2021. Erin Chrissobolis also announced that her term was expiring on 12/31/2021 and she would not be seeking reappointment to the Board. Connie Fleming accepted their resignations with regrets.

The Board discussed individual community members that they felt would make good Board members. Noah suggested that we consider individuals with backgrounds and experience in law, human resources or with other libraries.

DIRECTOR'S REPORT from Rhett (see attachment B).

COMMITTEE REPORTS:

Steve Johnson – Chairperson—Building & Grounds. **The Board discussed that the lights in the parking lot and the heated concrete slab were both repaired.**

Connie Fleming – Chairperson—Audit/Finance/Investment. **Connie commented that she had asked the Fiscal Officer to prepare 2022 payroll estimates for this meeting and a 5-year forecast for the December meeting.**

Jamie Wills – Chairperson – Publicity-Library Relations/Services (includes Employee Recognition). **The Board discussed asking the Kenton Times to write an article publicizing the summer reading program auction.**

Rhett Grant & Nancy Stauffer – Chairpersons – Records Commission. **List of records will be presented for destruction under New Business.**

Noah Ristau – Chairperson - Personnel Committee (includes legislation). **Noah commented that staff evaluations and pay increases will be reviewed before the December Board meeting.**

NEW BUSINESS:

RECORDS DESTRUCTION. The Fiscal Officer presented a list of Library records for destruction. Motion was made by Noah Ristau and seconded by Jamie Wills to approved the list of Library records for destruction, as presented by the Fiscal Officer. (see attached list) Roll call: All yea. Motion Carried.

INVENTORY DELETION. The Director presented a list of library assets for disposal and deletion from the Library's inventory records. Motion was made by Noah Ristau and seconded by Erin Chrissobolis to approve the list of library assets, presented by the Director, for disposal and deletion from the Library's inventory records. (see attached list) Roll call: All yea. Motion Carried.

EXECUTIVE SESSION. Motion was made by Noah Ristau and seconded by Connie Fleming to adjourn into executive session at 10:25 a.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. Roll call: All yea. Motion Carried.

EXECUTIVE SESSION. Motion was made by Noah Ristau and seconded by Connie Fleming to come out of executive session at 10:45. Roll call: All yea. Motion Carried.

2022 STAFF RAISES. Motion was made by Noah Ristau and seconded by Bethany Spieth that the Board approve and assign a 4.0% wage increase to a personnel performance evaluation score of 4 (or Above Expectations) and that each score up or down the scale reduce or add 0.5% to that wage increase (i.e., an evaluation score of 5 = 4.5%, 4 = 4.0%, 3 = 3.5%, 2 = 3.0%, and 1 = 2.5%). All yea. Motion Carried.

STAFF BONUS NET \$100 BONUS:

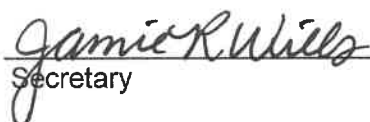
Noah Ristau moved and Jamie Wills seconded to approve a one time \$100 net bonus to each library employee in recognition the staffs' dedication during these unusual and challenging times. Roll call: All yea. Motion Carried.

The Board President provided the Board with an update regarding outstanding personnel matters. No action was taken.

At 11:02 a.m., Bethany Spieth, declared the meeting adjourned.



President

 12-13-21

Secretary