Present: Joseph Braun, Judith Kocica, Bob Pautke, Patricia Pryor, M. E. Steele-Pierce, Anthony Cardinal

Staff: Chris Wick, Maura Gray, Theresa Herron, Marcia Troknya, Leslie Jacobs, Lynn Baird, Hilda Lindner-Knepp, Amy Vogel, Melanie Smithey

Absent: Chris Hamm, arrived at 6:44 p.m.

Guest: Kevin Rogers, CPS Ltd.

Board members and staff present toured the Miami Township construction site. Ms. Wick gave a brief overview of the layout. Mr. Rogers was present to answer questions from the board members.

Mr. Braun called the meeting to order at 6:32 p.m.

ROLL CALL:

Roll Call: Joseph Braun, here; Judith Kocica, here; Bob Pautke, here; Patricia Pryor, here; Dr. Steele-Pierce, here; Anthony Cardinal, here.

Everyone rose to recite the Pledge of Allegiance.

PUBLIC DISCUSSION:
Mr. Braun invited any public matters to be brought forth to the board. No discussion occurred.

MIAMI TOWNSHIP PROJECT UPDATE:
Kevin Rogers provided an update on the Miami Township project. He stated significant progress has been made in the past month. The roof deck and trusses are complete; parking lot remediation is complete; studs, sheathing and moisture barrier installation is in progress; electrical conduits have all been run to the building; and, brick is scheduled to be delivered on Tuesday, June 13, 2017. Mr. Rogers stated that the completion date for the project is ahead of
schedule. Originally, it was March 1, 2018 and now the estimated completion date is February 21, 2018.

Mr. Rogers presented, and discussion occurred, regarding the potential change orders for the project. PCO 14B- Miscellaneous interior clarifications $5,396.79 included the installation of salvaged beams for the fireplace mantels that were donated by DER. Dr. Steele-Pierce made a motion to approve PCO 14B. Mr. Cardinal seconded the motion. All present were in favor, none opposed. The motion was approved.

PCO 19-Civil changes $13,665.91 was distributed at the meeting and discussed. It included additional labor and heavy equipment hours for grading revisions per Roberts Engineering drawing. Mr. Rogers stated it was for miscellaneous grading issues around the parking lot to address potential ponding issues.

Mr. Hamm arrived at 6:44 p.m.

Mr. Rogers stated that PCO 19 has not been vetted. Ms. Kocica made a motion to refer the change order to the building committee that is scheduled to meet on Friday, June 16, 2017, for a full discussion and disclosure to make the determination with the authority to approve if warranted. Mr. Hamm seconded the motion. All present were in favor, none opposed. The motion was approved.

Ms. Kocica and Mr. Braun discussed the need to continue to work with outside counsel to review documents regarding the work being done by the engineer.

FISCAL OFFICER’S REPORT:

Ms. Gray gave an account of the May 2017 financial report which consisted of: the bank reconciliation; the May 2017 check register; the MTD and YTD fund reports; the MTD and YTD bank reports; the system balancing report; and the YTD expenses for the Miami Township project. Ms. Gray stated that the PLF is down $196,391.14.

Kevin Rogers left at 6:57 p.m.

Dr. Steele-Pierce made a motion to approve the May financial report and bills as listed. Mr. Cardinal seconded the motion. All present were in favor, with the exception of Mr. Braun and Ms. Pryor who abstained. The motion was adopted.
DIRECTOR’S REPORT:

Ms. Wick submitted a written report.

Ms. Wick stated that the library received a public records request for wage and hour data regarding the concrete subcontractor for the Miami Township project. Ms. Gray supplied the documentation requested.

The air conditioning unit at Amelia has been replaced due to condition and age. Mr. Hirschauer recommended replacing the unit’s corresponding furnace, also due to age and condition. By doing both units at the same time there was a cost savings for installation. Mr. Hirschauer is also reviewing the condition of another of Amelia’s hvac units to determine if replacement is warranted.

There was a power outage in Owensville that affected the library’s computer systems. Tyco did not notify the library of the outage; as a result the battery back-ups were drained. Most of the systems are now up and running. The IS department continues to troubleshoot the outstanding issues.

A hvac compressor at Owensville has blown and has refrigerant leaks. Mr. Hirschauer and the hvac vendor are looking into the best investment for repair options.

Mr. Hirschauer is working through the capital projects at Amelia and Felicity. Plans and pricing for the Felicity branch renovation are being finalized with LDA. The branch closure for the renovation is scheduled for the month of September.

At the request of Ms. Kocica, Ms. Wick and Ms. Vogel will look into the option of an alternate location to conduct library business during the Felicity renovation. The option of partnering with the Felicity schools was presented.

The J.D Vance author visit was a huge success. Ms. Wick thanked Mr. Pautke and Dr. Steele-Pierce for attending. The program had over 680 attendees. Ms. Wick stated that the library staff in conjunction with the UC Clermont staff did a phenomenal job.

The Summer Reading program is underway.

Mr. Braun asked for a status update on the Three for Me pilot program. Discussion regarding the return rate of items occurred. Ms. Wick will submit a detailed report of the program in July for the board to review. Ms. Wick stated that the program has been most successful in the communities with strong support from the schools.
May 15, 2017 MINUTES:
Mr. Braun asked for amendments, corrections or additions to the May 15, 2017 minutes. Ms. Kocica submitted revisions.

Mr. Cardinal made a motion to approve the May 15, 2017 minutes, as amended. Mr. Hamm seconded the motion. All present were in favor, with the exception of Mr. Pautke and Ms. Pryor who abstained. The motion was adopted and the minutes were approved.

OLD BUSINESS:

HR Policy Manual Review:
Ms. Jacobs briefly updated the board on the changes and additions that have been proposed, including military leave and prohibited activities. Ms. Jacobs stated that in order to be in compliance with the law, the conceal carry wording in the prohibited activities section of the HR Policy Manual must be updated with regard to library and private vehicles.

Ms. Nichols read aloud the March 21, 2017 statute for the board and answered questions regarding open and concealed carry. A discussion occurred regarding the open carry and the conceal carry law as it relates to the library’s policy and the HR manual.

Ms. Kocica made a motion to reaffirm the library’s policy on conceal carry that was adopted by the board on April 11, 2016.

Mr. Braun recommended the board pass the revisions to the prohibited activities section of the HR policy manual to be in compliance with the law. He stated he would like more time for the board to have their questions and concerns answered by Ms. Nichols regarding the conceal carry issues that were raised at the meeting. Mr. Braun stated he did not see a need to reaffirm the policy at this time.

Ms. Kocica withdrew her motion.

Ms. Pryor submitted changes to the HR Policy manual draft to Ms. Jacobs. Ms. Jacobs stated she will make the necessary changes and distribute an updated draft to the board.

Mr. Hamm made a motion to revise the HR Policy manual prohibited activities section to comply with the law regarding conceal carry as it relates to library and private vehicles. Mr. Pautke seconded the motion. All present were in favor, none opposed. The motion was adopted.
NEW BUSINESS:

*Miami Township Road Widening Discussion:*

Ms. Wick stated that the original estimate from Roberts Engineering for the road widening project of $100,000 has been increased to $180,000 with a 10 percent contingency to bring the road up to current compliance.

Ms. Wick stated that the Building Committee met with Ron Roberts of Roberts Engineering, Jeremy Evans from the Clermont County Engineers Office, and Jeff Wright from Miami Township and TID to gain clarification on the proposed cost increase for the road work. Dr. Steele-Pierce stated that she and Mr. Cardinal questioned Mr. Roberts about the error in estimation of the scope and cost of the road work.

Discussion to determine the responsible party or parties for the cost of the road work occurred. The board discussed the need to reach out to the County, Miami Township and Milford Schools to share the cost of the project, as all parties will benefit from the road work improvement. Mr. Hamm proposed sharing the cost of the project with the Miami Township and Milford Schools, with the library being the major contributor. Ms. Kocica proposed that the library reach out to Ron Roberts to share in the cost, as well.

Discussion occurred regarding the miscalculation of the estimate and the scope of the work required.

Ms. Pryor asked what the result would be if the road work was not done. Ms. Wick stated that the road work will need to be done prior to occupancy being granted for the Miami Township branch.

Ms. Kocica made a motion to approve Resolution R-2017-18: Acceptance of gifts to the library: donations as listed. Dr. Steele-Pierce seconded the motion. All present were in favor, none opposed. The resolution was adopted.

Dr. Steele-Pierce made a motion to approve Resolution R-2017-19: Disposal of unneeded or obsolete library material. Mr. Cardinal seconded the motion. Roll call vote: Mr. Braun, aye; Ms. Kocica, aye; Mr. Hamm, aye; Mr. Pautke, aye; Mr. Cardinal, aye; Ms. Pryor, aye; Dr. Steele-Pierce, aye. All present were in favor, none opposed. The resolution was adopted.
Ms. Kocica made a motion to approve Resolution R-2017-20: Authorizing staff development day expenses. Mr. Pautke seconded the motion. All present were in favor, none opposed. The resolution was adopted.

2018 Tax Budget:

Ms. Kocica made a motion to authorize the fiscal officer to file the 2018 tax budget with the county auditor on or before July 20, 2017. Mr. Hamm seconded the motion. All present were in favor, none opposed. The motion was adopted.

EXECUTIVE SESSION:
Mr. Braun entertained a motion to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official per the terms and conditions of ORC 121.22 (G) (1). Ms. Pryor made a motion to go into executive session; Mr. Hamm seconded the motion. Roll call vote: Mr. Braun, aye; Ms. Kocica, aye; Mr. Hamm, aye; Mr. Pautke, aye; Mr. Cardinal, aye; Dr. Steele-Pierce, aye; Ms. Pryor, aye. The board went into executive session at 8:15 p.m.

The board came out of executive session at 8:26 p.m.

Ms. Pryor made a motion to adjourn. Mr. Hamm seconded the motion. All present were in favor, none opposed. The meeting adjourned at 8:26 p.m.