

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

December 15, 2015

CALL TO ORDER

1. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Delegations wishing to be recognized on any agenda item are to identify themselves at the point on the agenda they wish to be recognized.

2. APPROVAL OF THE AGENDA

ACTION NEEDED: Consider a motion to approve the agenda as presented or amended at the meeting.

3. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of November 24, 2015 as presented or amended.

4. PERSONNEL/CONSENT CALENDAR

Action by the Board of Trustees in “A motion to adopt the Consent Calendar” means that all items appearing herein are adopted by a single motion unless a member of the Board or the Director requests that any item be removed from the Consent Calendar and voted on separately.

ACTION NEEDED: Consider a motion to approve the December Personnel Consent Calendar as presented or amended at the meeting.

5. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the November 2015 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year-to-date revenues and expenses. (See Item 6).

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the November 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of bills for November 2015.

9. Old Business

There is no old business to come before the board.

10. New Business

a. Gifts:

The Library is in receipt of the following gifts:

Unrestricted:

\$50.00 from the Westerville Garden Club, in memory of Ellen Huelf.

Restricted:

\$500.00 from Verna Bell, for the Outreach Department.

ACTION NEEDED: Consider a motion to accept with appreciation the gifts presented.

b. Establishment of Agency Fund for Flexible Spending Account

The Library needs to establish an Agency Fund for the purpose of tracking receipts and expenditures in the Flexible Spending Accounts for employees.

ACTION NEEDED: Consider a motion to establish the Flexible Spending Account Fund (Agency Fund).

c. Amended Annual Appropriation Resolution for 2015

The Fiscal Officer will present an amended Annual Appropriation Resolution for 2015, to make necessary adjustments for year-end.

ACTION NEEDED: Consider a motion to approve the amended Annual Appropriation Resolution for 2015 as presented or amended at the meeting.

d. Temporary Appropriation Resolution for 2016

The Fiscal Officer will present a Temporary Appropriation Resolution for 2016.

ACTION NEEDED: Consider a motion to approve the Temporary Appropriation Resolution for 2016 as presented or amended at the meeting.

e. Request for Advance of Taxes Collected

The Fiscal Officer requested approval of a resolution to authorize the request for advance payment from the County Auditor of property taxes collected during the year 2016, as authorized under Section 321.24 of the Ohio Revised Code.

ACTION NEEDED: Consider a motion to authorize the fiscal officer to request advance payment from the County Auditor of property taxes collected during the year 2016, as authorized under Section 321.24 of the Ohio Revised Code.

f. **Resolution for Joshua R. Platt**

As you know, this is Josh Platt's last meeting as a board member. During his tenure, the library has continued to grow and develop into one of our nation's finest public libraries. This was possible in large measure due to his dedication and support over the years. President McDaniel will read a resolution of gratitude for Mr. Platt's contribution to the library reflecting the board and library staff's deep appreciation. This public recognition of gratitude will be included in the Library Board's permanent record.

11. **INFORMATION AND DISCUSSION ITEMS**

a. **Director's Report**

1. **RFID**

Staff continues to do an outstanding job tagging library items. I will have a tag count for the board at the meeting. Don met with Jack Hedges of Design Group to develop a plan for the material handling system. The plan is currently being reviewed to develop a cost estimate.

2. **Imagination Library**

Everything is in play for the kick-off of the Imagination Library Program on January 9, 2016. We will actively promote the program on our website, newsletters and take out an ad in the local paper. I would like to have 1,000 to 1,500 kid's signup for the program in the first year.

3. **Security Protection Plan**

The keyless entry system is complete and panic buttons are currently being installed. We hope to have the system up and running by middle to end of January 2016. Once the system is operational, we will give the board a tour of the system.

4. **Automatic Renewals**

As you know, many libraries are moving to automatic renewals for the convenience of their customers. We are indeed getting requests from our users as well. The Computer Services Department is working to develop the API to permit our system to accomplish this. We anticipate providing automatic renewals by March 1, 2016.

b. **Department Reports**

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

12. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|-----------------|
| 1. Finance & Facilities | Mike Fultz |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl |
| 4. Technology | Deanna McDaniel |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Martin Luther King Breakfast – Monday January 18, 2016 at Villa Milano.
- b. Next Board Meeting – Tuesday January 26, 2016 at 7:00 PM in the Board Room.

17. Executive Session

ACTION NEEDED: Consider a motion to move into Executive Session at _____.

Motion Made _____ Seconded by _____

Executive Session, pursuant to ORC §121.22(6)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Action Needed: Consider a motion to move back to regular session at _____

Motion Made _____ Seconded by _____

ACTION NEEDED: Consider a motion to adjourn the meeting at _____

Motion Made _____ Seconded by _____

Regular Meeting
Library Board of Trustees
Westerville Public Library

December 15, 2015

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Shinnock, Ms. Scholl, Ms. McDaniel, Mr. Platt, Ms. Hodek, Ms. Lightbody and Mr. Fultz.

Also attending: the Director, Mr. Barlow; Deputy Director, Ms. Albury; Mr. Griscom, Fiscal Officer and Elena Vleugels, Administrative Assistant.

In attendance were the following department managers: Katrina Plourde, Human Resources; Linda Uhler, Youth Services; Kristin Michel, Customer Services; Jen Thomas, Customer Services; Steve Owley, Support Services; Amanda Fensch, Adult Services and Belinda Mortensen, Collection Development.

Not Present: Linda Wilkins, Marketing Coordinator; Julie Kerns, Outreach Services and Erin Huffman, Program and Community Coordinator.

Members from the Public: Shawn Smith, New Board member attended as a guest.

Ms. McDaniel called the meeting to order at 7:30 PM.

Ms. Hodek made a motion to approve the agenda as presented at the meeting.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Mr. Fultz moved to approve the minutes of November 24, 2015 as corrected.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Ms. Hodek moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent Calendar for December 2015.

- Resignation: Patty Miller – Coffee Service Assistant, effective December 5, 2015.
- Change Assignments: Siona Webster – Adult Service Page Trainee, part-time [r8] to Coffee Service Assistant, part-time \$11.04/hr. [r12], effective December 11, 2015.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Mr. Platt made a motion to approve the November 2015 Statistical Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Griscom, Fiscal Officer, presented the monthly report, assessing year-to-date revenues and expenses.

Ms. Hodek moved to approve the November 2015 Financial Report.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Platt moved that the bills for November 2015 in the amount of \$304,997.65 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Old Business

There was no old business to come before the board.

New Business

Gifts:

The Library is in receipt of the following gifts:

Unrestricted:

\$50.00 from the Westerville Garden Club, in memory of Ellen Huelf.

Restricted:

\$500.00 from Verna Bell, for the Outreach Department.

Ms. Lightbody made a motion to accept with appreciation the gifts presented.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Mr. Shinnock made a motion to establish the Flexible Spending Account Fund (Agency Fund).

Seconded by Ms. Scholl.

The Chair declared the motion passed.

**2015 AMENDED ANNUAL APPROPRIATION RESOLUTION
December 15, 2015**

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 15th day of December, 2015 at the Library with the following members present:

Michael K. Fultz	Present
Melissa Hodek	Present
Mary Lightbody	Present
Deanna McDaniel	Present
Joshua Platt	Present
Karen Scholl	Present
John B. Shinnock	Present

Mr. Fultz moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Westerville Public Library, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2015 be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund		Previous (9/29/2015)	12/15/2015	Amended
		<u>Appropriation</u>	<u>Amendment</u>	<u>Appropriation</u>
1000	Salaries & Benefits			
1100	Salaries and Leave Benefits	3,136,329.00	\$ -	3,136,329.00
1400	Retirement Benefits	466,013.00	-	466,013.00
1600	Insurance Benefits	635,167.00	(5,000.00)	630,167.00
1900	Other Employee Benefits	<u>27,503.00</u>	<u>5,000.00</u>	<u>32,503.00</u>
	Total Salaries and Benefits	4,265,012.00	-	4,265,012.00
2000	Supplies			
2100	General Administrative Supplies	122,901.00	(3,000.00)	119,901.00
2200	Property Maintenance/Repairs, Supplies & Parts	22,725.00	-	22,725.00
2300	Motor Vehicle Fuel, Supplies & Parts	412.00	-	412.00
2500	Supplies Purchased for Resale	35,821.00	3,000.00	38,821.00
2900	Other Supplies	-	-	-
		<u>181,859.00</u>	-	<u>181,859.00</u>
3000	Purchased & Contracted Services			
3100	Travel & Meeting Expenses	57,019.00	-	57,019.00
3200	Communication, Printing and Publicity	60,616.00	-	60,616.00
3300	Property Maintenance, Repair & Security	474,635.00	(1,000.00)	473,635.00
3400	Insurance	25,878.00	1,000.00	26,878.00
3500	Rents & Leases	156,569.00	-	156,569.00
3600	Utilities	236,450.00	-	236,450.00
3700	Professional Services	222,961.00	-	222,961.00
3800	Library Material Control	54,807.00	-	54,807.00
3900	Other Contracts and Professional Services	<u>1,812.00</u>	-	<u>1,812.00</u>
		1,290,747.00	-	1,290,747.00
4000	Library Materials & Information			
4100	Books	443,184.00	(15,000.00)	428,184.00
4200	Periodicals/Software/Internet Services	249,080.00	15,000.00	264,080.00
4300	Audiovisual Materials	357,665.00	-	357,665.00
4600	Inter-Library Loan Fees/Charges	10,883.00	-	10,883.00
4700	Library Material Repair & Restoration	1,000.00	-	1,000.00
4900	Other Library Materials	<u>144.00</u>	-	<u>144.00</u>
		1,061,956.00	-	1,061,956.00
5000	Capital Outlay			
5400	Building Improvements	184,370.00	(30,000.00)	154,370.00
5500	Furniture & Equipment	191,826.00	30,000.00	221,826.00
5700	Motor Vehicles	-	-	-
5900	Other Capital Outlay	-	-	-
		<u>376,196.00</u>	-	<u>376,196.00</u>
6000	Debt Service			
6100	Redemption of Principal	-	-	-
6200	Interest Expense	-	-	-
		-	-	-
7000	Other Expenses			
7100	Dues and Memberships	15,943.00	-	15,943.00
7200	Taxes and Assessments	4,766.00	-	4,766.00
7300	County Auditor and Treasurer Fees	64,890.00	-	64,890.00
7500	Refunds and Reimbursements	4,315.00	-	4,315.00
7900	Other Miscellaneous Expenses	-	-	-
		<u>89,914.00</u>	-	<u>89,914.00</u>
9000	Interfund Transfers			
9900	Transfers Out	<u>500,000.00</u>	-	<u>500,000.00</u>

Grand Total General Fund	7,765,684.00	-	7,765,684.00
Special Revenue Funds:			
Muslim Journeys Grant			
4100 Books	594.75	-	594.75
Columbia Gas Grant			
5400 Building Improvements	-	-	-
Target Grant			
2100 Supplies	-	-	-
Imagination Library			
4100 Books	-	-	-
LSTA Grant			
3700 Programs	<u>4,800.00</u>	<u>-</u>	<u>4,800.00</u>
Total Special Revenue Funds	5,394.75	-	5,394.75
Building and Repair Fund			
5900 Other Capital Outlay	1,800,174.00	-	1,800,174.00
9900 Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Grand Total Building Fund	1,800,174.00	-	1,800,174.00
TOTALS BY FUND	Previous (9/29/2015)	12/15/2015	Amended
	<u>Appropriation</u>	<u>Amendment</u>	<u>Appropriation</u>
GENERAL FUND	7,765,684.00	-	7,765,684.00
MUSLIM JOURNEYS GRANT	594.75	-	594.75
COLUMBIA GAS GRANT	-	-	-
TARGET GRANT	-	-	-
IMAGINATION LIBRARY	-	-	-
LSTA GRANT	4,800.00	-	4,800.00
BUILDING AND REPAIR FUND	<u>1,800,174.00</u>	<u>-</u>	
GRAND TOTAL - ALL APPROPRIATIONS	9,571,252.75	-	9,571,252.75

Ms. Hodek seconded the Resolution.

Ms. Hodek moved and Mr. Fultz seconded that the Resolution be amended as follows:

In addition, the Board hereby approves a Fund to Fund Transfer of \$500,000 from the General Fund to the Building and Repair Fund in December 2015. The Fiscal Officer is hereby authorized to make adjustments in December 2015 to this Amended Annual Appropriation to move \$500,000 from the various General Fund line items to the General Fund Transfers Out line item to accomplish this Fund to Fund Transfer to the Building and Repair Fund by December 31, 2015. The Fiscal Officer will present the final 2015 Amended Appropriation to the Board for ratification at the January 26, 2016 Board meeting.

Mr. Fultz seconded the amendment to the Resolution and the roll called upon its adoption the vote resulted as follows:

Mr. Fultz	Aye
Ms. Hodek	Aye
Ms. Lightbody	Aye
Ms. McDaniel	Aye
Mr. Platt	Aye
Ms. Scholl	Aye
Mr. Shinnock	Aye

The Chair declared the amendment passed.

The Chair called for a roll call on the amended Resolution, and the vote resulted as follows:

Mr. Fultz	Aye
Ms. Hodek	Aye
Ms. Lightbody	Aye
Ms. McDaniel	Aye
Mr. Platt	Aye
Ms. Scholl	Aye
Mr. Shinnock	Aye

The Chair declared the amended Resolution passed.

**2016 TEMPORARY APPROPRIATION RESOLUTION
December 15, 2015**

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 15th day of December, 2015 at the Library with the following members present:

Michael K. Fultz	Present
Melissa Hodek	Present
Mary Lightbody	Present
Deanna McDaniel	Present
Joshua Platt	Present
Karen Scholl	Present
John B. Shinnock	Present

Mr. Shinnock moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Westerville Public Library, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2016 be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund	2016 Temporary Appropriation
1000 Salaries & Benefits	
1100 Salaries and Leave Benefits	3,238,260.00
1400 Retirement Benefits	481,158.00
1600 Insurance Benefits	650,648.00
1900 Other Employee Benefits	<u>33,559.00</u>
Total Salaries and Benefits	4,403,625.00
 2000 Supplies	
2100 General Administrative Supplies	123,498.00
2200 Property Maintenance/Repairs, Supplies & Parts	23,407.00
2300 Motor Vehicle Fuel, Supplies & Parts	424.00
2500 Supplies Purchased for Resale	39,986.00
2900 Other Supplies	<u>-</u>
	<hr/> 187,315.00

3000	Purchased & Contracted Services	
	3100 Travel & Meeting Expenses	58,730.00
	3200 Communication, Printing and Publicity	62,434.00
	3300 Property Maintenance, Repair & Security	487,844.00
	3400 Insurance	27,684.00
	3500 Rents & Leases	161,266.00
	3600 Utilities	243,544.00
	3700 Professional Services	229,650.00
	3800 Library Material Control	56,451.00
	3900 Other Contracts and Professional Services	<u>1,866.00</u>
		1,329,469.00
		2016 Temporary <u>Appropriation</u>
4000	Library Materials & Information	
	4100 Books	441,030.00
	4200 Periodicals/Software/Internet Services	272,002.00
	4300 Audiovisual Materials	368,395.00
	4600 Inter-Library Loan Fees/Charges	11,210.00
	4700 Library Material Repair & Restoration	1,030.00
	4900 Other Library Materials	<u>148.00</u>
		1,093,815.00
5000	Capital Outlay	
	5400 Building Improvements	159,001.00
	5500 Furniture & Equipment	378,000.00
	5700 Motor Vehicles	-
	5900 Other Capital Outlay	-
		<u>537,001.00</u>
6000	Debt Service	
	6100 Redemption of Principal	-
	6200 Interest Expense	-
		<u>-</u>
7000	Other Expenses	
	7100 Dues and Memberships	16,421.00
	7200 Taxes and Assessments	4,909.00
	7300 County Auditor and Treasurer Fees	66,837.00
	7500 Refunds and Reimbursements	4,445.00
	7900 Other Miscellaneous Expenses	-
		<u>92,612.00</u>
9000	Interfund Transfers	
	9900 Transfers Out	<u>500,000.00</u>
	Grand Total General Fund	8,143,837.00
	<u>Special Revenue Funds:</u>	
	Imagination Library	
	4100 Books	25,000.00
	LSTA Grant	
	3700 Programs	<u>4,800.00</u>

Total Special Revenue Funds	29,800.00
Capital Funds:	
Building and Repair Fund	
5900 Other Capital Outlay	1,549,335.35
9900 Transfers Out	<u> -</u>
Grand Total Building Fund	1,549,335.35
Agency Funds:	
Flexible Spending Account	5,000.00

TOTALS BY FUND

	<u>2016 Temporary Appropriation</u>
GENERAL FUND	8,143,837.00
MUSLIM JOURNEYS GRANT	-
COLUMBIA GAS GRANT	-
TARGET GRANT	-
IMAGINATION LIBRARY	25,000.00
LSTA GRANT	4,800.00
BUILDING AND REPAIR FUND	1,549,335.35
FLEXIBLE SPENDING ACCOUNT	<u> 5,000.00</u>
GRAND TOTAL - ALL APPROPRIATIONS	9,727,972.35

Ms. Lightbody seconded the Resolution and the roll call vote resulted as follows:

- Mr. Fultz: Aye
- Ms. Hodek: Aye
- Ms. Lightbody: Aye
- Ms. McDaniel: Aye
- Mr. Platt: Aye
- Ms. Scholl: Aye
- Mr. Shinnock: Aye

The Chair declared the motion passed.

Ms. Hodek moved that the Fiscal Officer be authorized to request advance payment from the County Auditor of property taxes collected during the year 2016, as authorized under Section 321.34 of the Ohio Revised Code.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. McDaniel read a resolution of appreciation for Mr. Joshua R. Platt's contribution to the library and reflecting the staff and Board's deep appreciation.

RESOLUTION

A Tribute to Joshua R. Platt

WHEREAS Joshua R. Platt has been a member of the Board of Trustees of the Westerville Public Library since 2011, a period of five years, and

WHEREAS, Mr. Platt has well and diligently served the Board during his membership thereon, and

WHEREAS, Mr. Platt served as President of said Board in 2014, and

WHEREAS, Mr. Platt has helped to guide the Westerville Public Library, so that it has flourished and grown, both in size and stature as a significant educational institution, and in contributing to the cultural welfare of the community,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Westerville Public Library that this Board recognize the contribution of Joshua R. Platt during his years of service on said Board through faithful attendance, personal concern for staff, and concern for all matters pertaining to library operations, and express to him publicly its thanks and appreciation for all his loyal service.

December 15, 2015

Information and Discussion Items

a. Director's Report

1. **RFID**

Staff continues to do an outstanding job tagging library items. I will have a tag count for the board at the meeting. Don met with Jack Hedges of Design Group to develop a plan for the material handling system. The plan is currently being reviewed to develop a cost estimate.

Mr. Barlow reported that 1/3 of our collection has been completed. We are averaging about 1,536 items per day.

2. **Imagination Library**

Everything is in play for the kick-off of the Imagination Library Program on January 9, 2016. We will actively promote the program on our website, newsletters and take out an ad in the local paper. I would like to have 1,000 to 1,500 kids signup for the program in the first year.

3. **Security Protection Plan**

The keyless entry system is complete and panic buttons are currently being installed. We hope to have the system up and running by middle to end of January 2016. Once the system is operational, we will give the board a tour of the system.

Mr. Barlow reported that the key fobs are being entered into the computer system.

4. Automatic Renewals

As you know, many libraries are moving to automatic renewals for the convenience of their customers. We are indeed getting requests from our users as well. The Computer Services Department is working to develop the API to permit our system to accomplish this. We anticipate providing automatic renewals by March 1, 2016.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
Mr. Fultz reported that the Committee met on December 15th. Worked on the Fiscal Policy Manual. Discussed Building Transfer Funds. Reviewed Mr. Griscom's accomplishments for 2015 and 2016. Also working on the 10 year projection budget plan. Mr. Griscom distributed a copy of the rough draft.
2. Human Resources Jack Shinnock
No report
3. Marketing Karen Scholl
No report
4. Technology Deanna McDaniel
No report

BOARD DISCUSSION ITEMS

The playground has been removed from the library property and will be sent down to Mexico. Many great comments were made about the Mitch Albom event. Mr. Platt reported to the board regarding a conversation that had taken place between him and an attendee at the event. The attendee had mentioned how they would like to see more classes offered at the library on self-publishing. Ms. Amanda Fensch reported that there will be more of those classes held in 2016.

LIBRARY FOUNDATION REPORT

The Mitch Albom event was a great success. Both books and CD's were sold out at the event. Over 650 people attended the event. Channel10 did a behind-the-scenes interview with Mitch Albom.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. Martin Luther King Breakfast – Monday January 18, 2016 at Villa Milano.
- b. Next Board Meeting – Tuesday January 26, 2016 at 7:00 P.M. in the Board Room.

DEPARTMENT REVIEW AND TOUR

There was no report for the month.

Executive Session

ACTION NEEDED: Consider a motion to move into Executive Session at 8:32 P.M.

Motion Made Mr. Shinnock Seconded by Ms. Scholl

Executive Session, pursuant to ORC §121.22(6)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Action Needed: Consider a motion to move back to regular session at 8:50 PM

Motion Made Ms. Scholl Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Fultz made a motion of a 2% salary increase for Fiscal Officer effective January 2016 and a \$5,000 merit pay for performance in 2015.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Ms. Scholl made a motion of a 2% salary increase for the Executive Director effective January 2016 plus a \$5,000 merit pay for performance in 2015.

Seconded by Mr. Platt.

The Chair declared the motion passed.

ADJOURNMENT

ACTION NEEDED: Consider a motion to adjourn the meeting at 9:05 PM.

Motion Made Mr. Platt, Seconded by Ms. Hodek

The Chair declared the motion passed.

President

Secretary

