

**Finance Committee Meeting
Minutes
July 28, 2020
4:00 p.m.
Remote Conference Meeting**

Call to Order

Finance Committee Chair Dean DePiero called the meeting to order at 4:00 p.m. In attendance were Committee Members, Chairperson Dean DePiero; Trustee Edward Blakemore, Trustee Maria Spangler and Trustee Allyn Davies, Trustee William Leonard, Trustee Patricia Shlonsky, and Trustee Robert Varley as well as Executive Director Tracy Strobel, Deputy Director-Support Services and Fiscal Officer Scott Morgan, Human Resources Director Monique Good, Director Jeff Mori, IT Director Jim Haprian, Technical Services Director Daniel Barden, and other interested observers.

Chairperson DePiero welcomed the Board back and everyone for being here. He thanked the Media Services team for accommodating our meetings and they have done a great job.

Minutes

The June meeting minutes were noted for the record.

Financial Statement Overview – June

Director Morgan reminded us this report does include the changes that the Board approved to the budget in April that was reduced for revenues for \$5 million which we anticipated a decrease because of COVID-19 and we expected decreases in Public Library Fund (PLF) from the State.

Director Morgan stated we have received our first half advances from the County for our General Property Taxes. With this advance we are a little higher than half of our estimate for the year. We did see some additional advances in July, and we should see the majority of that in August.

Director Morgan stated our February and March distribution for the PLF was as anticipated based on our original budget. The April distribution was down slightly from last year and the May distribution was down significantly from last year. The amount we received for the month of June is down some from what we received last year. Overall, we are slightly ahead of what we expect to receive of the reduced budget. He reminded us that we reduced our estimate by 25% based on information we received from the Ohio Library Council. This reduction is a factor of reduced state revenues due to COVID-19. We will continue to monitor these funds but have no additional information to believe we will receive more than our revised estimate.

Director Morgan stated patron fines and fees collected in June were minimal. Since we are now open, we will once again begin collecting fines, but we still cannot process passports. We are not certain when the passport agency will begin to accept applications for passports.

Director Morgan stated we will continue to monitor the other revenue accounts and adjust, as necessary. There may be some overall reductions in those.

Director Morgan stated we will also see a decrease in the amount of resale supplies because of our closures. We have included these decreases based on estimates as part of the overall decrease.

Director Morgan stated the salaries and benefits accounts are within budget based on the revised appropriations. We realized a full month of salary expense reduction based on the SharedWork Ohio program.

Director Morgan mentioned we may have to make an adjustment to the insurance benefits account because of the way the unemployment is being billed we are getting a credit back but the State will not give us the credit back on the unemployment bill until the Federal Government pays them. There may be a lag in between when our credit hits that bill because we must pay it up front and they credit and give it back to us. The bill runs two months behind we just paid that bill and there was no credit available on that bill and we paid full amount on unemployment once we get credit back it will reduce that amount. There is a possibility we get to the end of the year and not have received all the credits we needed if we do, we will see it in a form of a credit.

Director Morgan stated many of the other expense accounts show either a high percentage or 100% spent. This would account for standing order encumbrances. All purchase orders were reviewed and some of them were decreased to realize the savings we needed to reach the total reduction in appropriations.

(See under FINANCE)

Investments – June

Director Morgan stated we purchased several Federal Agency securities, a US Treasury, and several pieces of Commercial Paper. The rates vary between a low of 0.10% for the Treasury note and a high of 0.55% for a Federal Agency security. The proceeds came from the maturity of commercial paper and CDs. We will continue to maximize our yields while diversifying the portfolio.

Transfers

Director Morgan stated there were two transfers for the month. The first transfer was to the Special Agency fund for 2019-2020 Homework Centers for \$71,438.31. The other transfer was to the Special Revenue fund for ASPIRE to pay a required match per the grant agreement of \$65,381.22.

(See under FINANCE)

The investment reports were approved for vote by the full Board.

Purchase Approval List

Director Morgan stated Item #1 and Item #2 are encumbrance increases. He stated Item #1 is for government relations services an increase from \$50,000 to \$56,000 due to additional services needed. Item #2 is for the 2019 additional CAM billing and property tax for CCPL Richmond Heights Branch. Item #3 is for an additional \$20,000.00 for ongoing Personal Protective Equipment (PPE) supplies system wide for COVID-19.

The Purchase Approval List was approved for vote by the full Board.

Gift Report

Director Morgan Director Morgan stated the report includes gifts from the Ford Motor Company for \$5,000 for Homework Centers, The Char and Chuck Fowler Family Foundation we received \$20,000 for the 123 Read program and \$1,000.00 from Parker Hannifin for Grade Level Reading along with other donations from some of Friends Groups.

The Gift Report was approved for vote by the full Board.

Voucher List April

The Voucher List, itemizing expenses in excess of \$5,000.00 was presented for informational purposes.

- **Resolution Authorizing the Library to enter into an agreement with Gardiner to replace the rooftop HVAC unit at the Maple Heights Branch**

Director Morgan stated this resolution is for the replacement of the cooling tower at CCPL Maple Heights Branch. We did encumber money last year to replace the remainder of the HVAC system and one of them went bad. The cost to replace that one tower is \$91,000.00 and this system uses freon that is difficult to get and we have decided to replace the entire system for \$450,000.00 through Gardiner who also did the rest of the replacement system.

The Resolution was approved for consideration by the full Board.

Other:

Adjournment

There was no other business before the Finance Committee, and Committee Chair DePiero called the meeting adjourned at 4:18 p.m.