

Organizational Board Meeting

Board Room

January 15, 2025 ♦ 6:00 p.m.

AGENDA

- 1. Call to Order: 6:00 p.m.**
- 2. Trustee Appointment**
 - a) BE IT RESOLVED that Robert S. Plantz be appointed to the Westlake Porter Public Library Board of Trustees, and that his term of office shall be from January 15, 2025 until the organizational meeting of 2032.
- 3. Nominating Committee Report and Election of 2025 Officers**
 - a) President
 - b) Vice-President
 - c) Secretary
- 4. Appointment of Fiscal Officer and Deputy Fiscal Officer 2025**
 - a) BE IT RESOLVED that Jana Nassif be appointed Fiscal Officer, at an hourly rate of \$50.46 with a bond in the amount of \$100,000, and that her term of office shall be from January 15, 2025 until the organizational meeting of the Board in 2026;
 - b) and BE IT FURTHER RESOLVED that Shelly Waryk be appointed Deputy Fiscal Officer and compliance officer (per section 3.9 of the Board Manual), with a bond in the amount of \$100,000, and that her term of office shall be from January 15, 2025 until the organizational meeting of the Board in 2026.
- 5. Oath of Office – to be administered by CJ Lynce, Notary**
 - a) Present copy of oath for signature
 - b) Present copy of Ethics Policy for signature
- 6. Appointment of 2025 Board Committees**
 - a) Finance & Facility
 - b) Operations
 - c) Nominating
- 7. Resolutions**
 - a) **1-25:** Resolution To Authorize the Fiscal Officer to Invest Funds 2025
 - b) **2-25:** Resolution To Allocate Interest
 - c) **3-25:** Resolution To Use General Fund for Staff Awards & Recognition
 - d) **4-25:** Resolution to Change Signatures on Checking Account (new)
- 8. Adjournment**

WESTLAKE PORTER PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION #1-25

January 15, 2025

**A RESOLUTION TO AUTHORIZE THE FISCAL OFFICER
TO INVEST FUNDS FOR THE YEAR**

moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of Porter Public Library, Westlake, Cuyahoga County, Ohio, that the Fiscal Officer is hereby authorized to invest Library funds on a continuing basis for the fiscal year of 2025.

seconded the motion. The roll call was as follows:

Golick
Krupka
Nolde
Plantz
Schindler
Sheehe
Perry

WESTLAKE PORTER PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION #2-25

January 15, 2025

RESOLUTION TO ALLOCATE INTEREST

moved the adoption of the following resolution:

WHEREAS, the Ohio Revised Code 3375.391 states in part: "The board of library trustees of any free public library district may adopt a resolution requiring the treasurer of the district to credit the earnings made on the investment of the principle of the moneys specified in the resolution to the fund from which the earnings arose or any other fund of the district as the board specifies in its resolution;" and,

WHEREAS, the Auditor of State's Office has interpreted "free public library district" to include all public libraries;

THEREFORE, BE IT RESOLVED that the Board of Library Trustees of Porter Public Library, Westlake, Cuyahoga County, Ohio, authorizes the Fiscal Officer of said library to credit the earnings made in 2025 on the investment of the principle of all funds that the Board holds to the fund from which the earnings arose, except the Development Fund and the Friends of the Library Fund, until further resolution by the Board.

seconded the motion. Roll call vote followed.

Golick
Krupka
Nolde
Plantz
Schindler
Sheehe
Perry

WESTLAKE PORTER PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION #3-25

January 15, 2025

**RESOLUTION TO USE LIBRARY FUNDS
FOR STAFF AWARDS/RECOGNITION**

moved to approve the following resolution:

WHEREAS, Employees of Westlake Porter Public Library are a valuable and essential resource for providing excellent library service to the community; and,

WHEREAS, An Awards and Recognition Program is a recommended personnel tool to reinforce excellent job skills and to motivate and retain high caliber employees; and,

WHEREAS, An Awards and Recognition Program is a widespread and accepted business practice;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Porter Public Library, Cuyahoga County, Ohio, authorizes the Director and the Fiscal Officer to disburse funds to provide staff awards and recognition in 2025, in accordance with the financial appropriations, as they are approved and amended throughout the year.

seconded the motion. Roll call vote followed.

Golick
Krupka
Nolde
Plantz
Schindler
Sheehe
Perry

WESTLAKE PORTER PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION #4-25

January 15, 2025

RESOLUTION AUTHORIZING SIGNERS ON FINANCIAL ACCOUNTS

moved the adoption of the following resolution:

WHEREAS, the Ohio Revised Code 3375.35 states in part: "Except as provided in section [3375.351](#) of the Revised Code, no moneys credited to a free public library shall be paid out except on a check signed by the fiscal officer of the board having jurisdiction over said moneys and the president, vice-president, or secretary of said board;"

WHEREAS, the Ohio Revised Code 3375.36 gives authority to the board of trustees to appoint an assistant to receive and disburse library funds in the absence of the fiscal officer;

WHEREAS, the Auditor of State's Office has interpreted "free public library district" to include all public libraries;

THEREFORE, BE IT RESOLVED that the Board of Library Trustees of Porter Public Library, Westlake, Cuyahoga County, Ohio, authorizes the Fiscal Officer, Deputy Fiscal Officer and the Officers of the Board to be signers on the library's financial accounts.

seconded the motion. Roll call vote followed.

Golick
Krupka
Nolde
Plantz
Schindler
Sheehe
Perry