

Board of Trustees of the Upper Sandusky Community Library

Minutes

August 8, 2019

The Upper Sandusky Community Library Board of Trustees convened on Thursday, August 8, at 12:15 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Ms. Laurie Scheck, Ms. Jill Logsdon and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey and Mr. Todd Leightey were absent. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, she asked if there were corrections or additions to the distributed minutes of the July meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there were any questions about the bills. Hearing none, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

Under old business, Ms. Whitt reported that she is still waiting for Boes Gosche to provide a quote for security cameras, and from Tech Group for new telephone and intercom equipment. Spectrum has submitted a quote for telephone service that would be about half what we are currently paying First Communications. The Board asked whether there is a difference in service to account for such a large difference in cost. Is the quote for the same number of lines? Ms. Whitt said that she believes the service would be the same but will investigate and report back next month.

Under new business, Ms. Whitt requested that the Board create a new Library Assistant Specialist position for an Administrative Assistant who, in addition to the typical Library Assistant duties (helping at the circulation desk, shelving, assisting computer users, etc.) would take on some of the administrative tasks currently done by the director and other staff members, allowing them to spend more time on the work specific to their own positions. One of the as-needed staff members has expressed interest in increasing her hours to part-time, and Ms. Whitt plans to give her this position. She would continue to work the same number of circulation desk hours, and the increased time would be dedicated to administrative duties. The motion was made and seconded to create the position of Library Assistant/Administrative Assistant, with the same pay grade as existing Library Assistant Specialist positions (Cataloger and Marketing Specialist). All present approved the motion.

Ms. Whitt next reported that she would like to attend the annual Ohio Library Council Convention and Expo with Karen Shuman, the library's marketing specialist, on September 25-27. Ms. Whitt has not attended the convention before, but the topic this year, Sharing Our Stories, is very much in line with recent activities around reaching out into our community. The cost for two staff to attend is well within the remaining amount budgeted for professional development for the year. The Board agreed that this is an excellent opportunity, and approved the plan to attend the convention.

The last item on the agenda was presentation of a plan for a one-day bus tour of Carnegie libraries in northwest Ohio that still serve as libraries. The Friends of the Library have agreed to sponsor the tour, to be led by USCL's Cheryl Lyon; proceeds from fees to participate in the tour will benefit the Friends. The tour is planned for the spring of 2020.

In the Director's Report, Ms. Whitt reported that:

1. At the last meeting, a number of questions about account collections (overdue fines and fees) for the library by Unique Management Systems were raised. I believe the following will address these questions.
 - a. UMS bills the library a set amount (\$8.95) for each new placement. If the library does not receive this amount in a given month, we are only billed for the amount we received.
 - b. UMS contacts patrons by alternating phone calls and letters, up to a total of 6 attempts. If phone numbers or addresses are found to be "bad," UMS will attempt to obtain current information. This is reported to the library in a monthly Change of Address report.
 - c. As of a year or two ago (the letter was not dated), "the national credit reporting agencies...no longer allow the reporting of fines, tickets and other assessments. ...all library debt is encompassed in this exclusion." So it seems that accounts are no longer being "sent to collections."
 - d. UMS reports monthly to the library on the amounts collected, value of materials returned, and amounts waived, as well as the patron accounts which have been paid, either partially or in full.
2. On July 25, I attended OLC's conference on Keeping Up with the Upkeep, where I learned about maintenance schedules, requirements for bids for construction and repairs, community engagement for facilities planning, and office ergonomics. I hope to be putting this information to use in the near future, especially for developing a maintenance schedule and budget planning.
3. On August 16, I plan to attend the OLC Small Libraries Forum in Sunbury. This will feature updates on state library issues from OLC, including budgetary and legal information. It will also give me a chance to connect with directors from libraries outside the northwest part of the state.
4. Patti Davidson continues to build her knowledge and skills as deputy fiscal officer and technology coordinator. She will be attending OLC's Fiscal Officer 102 workshop on August 23. She is also identifying computer work stations and software that needs or will need updates or upgrades in the near future. She is working on a technology plan, as well.
5. Jenny McKee returned on August 1 on an as-needed basis, primarily staffing the circulation desk.
6. The third annual coloring contest sponsored by Edward Jones was a success. Fifty-five children in pre-K through grade 5 submitted coloring pages or drawings from their favorite books. All participants received a prize for entering, and one child at each grade level was selected to win a backpack fully-stocked with school supplies. The winners were announced at a party on July 31.
7. On Friday, July 19, we hosted an after-hours Apollo Moon Landing 50th Anniversary Party, with Dr. K. K. Solacoff telling of his memories of Neil Armstrong, in a life-long friendship that started in their middle school years as Boy Scouts. Wyandot County Museum curator Ron Marvin also talked about Ohio's contributions to exploration. The presentation was very well attended, with the large meeting room filled with over 100 guests.
8. On August 15, community members are invited to our Terrarium Party. Participants are asked to bring their own container to fill with a personalized miniature garden. Since space is limited, we are asking those who wish to participate to call or come to the library to register.
9. LinkedIn, which owns Lynda.com, has decided to integrate the learning platform more closely with the LinkedIn system. This will require users of Lynda.com to have a LinkedIn account and access Lynda through this. Librarians all over are pushing back against this decision, even to suggesting that the State Library cancel the the 3-year subscription contract for this service. The issues involved concern privacy and the use of data collected from library users by LinkedIn to sell for profit.
10. There were no Memorial/Honor/Donations in July.

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Under Items Not on the Agenda, Ms. Whitt reported that Deputy Fiscal Officer Patti Davidson, in reviewing the history of cash receipts from the public copier, had discovered a steady decline in receipts over the past several years, but that over the last several months, the amount received has increased to earlier levels. This seems to coincide with the tenure of a former staff member who had control over copier cash receipts and its reporting. However, while it should be possible to learn the number of copies made each year, it is unclear whether it is possible to determine the number of copies made using the cash function versus those made using the staff bypass key. The Board asked Ms. Whitt to contact the copier service company, who should have these records, to see if this information is available. Ms. Whitt also reported that she and Ms. Davidson have instituted a procedure for counting and reporting copier cash receipts to increase security and accountability.

Ms. Romich asked if there were any other items for discussion. Hearing none, she asked for a motion to adjourn. The motion being made and seconded, the meeting was adjourned at 12:50 p.m.

President

Secretary