

Board of Trustees of the Upper Sandusky Community Library

Minutes

August 9, 2018

The Upper Sandusky Community Library Board of Trustees convened on Thursday, August 9, at 1:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Ms. Laurie Scheck, and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey, Mr. Todd Leightey and Ms. Jill Logsdon 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 June regular meeting and the July 26 emergency 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. Ms. Scheck asked if the payment to W. T. Cox represented all of the library's magazine subscriptions. Ms. Whitt responded that it is most of them, but a few are paid directly. There was also a question about the purchase of a replacement computer. Ms. Whitt said this was for a staff member whose office computer had failed. Ms. Scheck asked about a payment to a certain vendor, which was then cancelled. Ms. Whitt replied that the name on the check was wrong, so it was voided and a new one written. The final question concerned a payment for landscaping. Ms. Whitt said that a member of the community had submitted a proposal to clean up the landscaping around the sign and to replace some ornamental trees that had died; this was for that work. There being no further questions, 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 gave an update on the status of a staff member who has been unable to work for a couple of weeks due to illness. She hopes the staff member will be able to return full time next week. If not, she will determine whether a temporary replacement needs to be found and take the necessary steps.

The next topic of discussion was next steps to prepare for the library levy renewal effort for the November election. Ms. Whitt said all of the resolutions required to put the levy on the ballot have been passed, and the Board of Elections has the necessary documentation. Ms. Whitt has been scheduled to speak to a number of community groups about the library and its activities. She will also contact all of the Board members and the officers of the Friends of the Library to determine a time for the first meeting of a political action committee, and check to see if the signs from five years ago can be used again.

Under new business, the Board discussed the date of the September meeting. The regularly scheduled date of September 13 falls within the week of the Wyandot County Fair. At least one Board member is sure she will not be able to attend and a couple of others are unsure. Ms. Whitt will send an e-mail to all of the Board members to determine whether enough are planning to attend to make a quorum.

Next, Ms. Whitt submitted a Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the

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County Auditor. The motion to adopt the Resolution was moved and seconded, and in a roll call vote, all present approved the motion.

Ms. Whitt then submitted for the Board's consideration a solicitation from the Rotary Club to sponsor their annual pancake breakfast. The Board decided not to sponsor the breakfast.

The next item on the agenda was a request to purchase six laptop computers and a laptop storage cart. The library staff plan to use the laptops for programs such as a youth coding club and computer training for the community. Board members expressed interest in the possibilities that this equipment would open up for programming and education. Ms. Scheck asked if Ms. Whitt anticipated the need for additional large computer or technology purchases this year. Ms. Whitt said she does not foresee any. It was moved and seconded to authorize the expenditure of up to \$5,000 to purchase six laptop computers and a laptop storage cart. In a roll call vote, all present approved the motion.

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

1. June was very busy as we hosted the annual summer reading programs for library visitors of all ages. We registered 46 Tiny Tots (ages 0-3), 667 children aged 3 to 5th grade, 80 tweens and teens, and 81 adults. Although registration numbers are a little lower than last year, participation in programming was very good. Weekly programs were scheduled for each age group. For children we had the "Storytellers" musical duo, violin music with the Lortz Family, the popular FFA petting zoo, a puppet show with Lori Arnold-Grines, scavenger hunts and information challenges, and a weekly build-your-own-snack buffet. Tween and teen activities included sheet music art, an interactive showing of Disney's "The Little Mermaid," and music trivia game shows. For adults we had movies, crafts, a karaoke evening, and the local bluegrass band "Fret Mashers." Adult movies continued through July, and kids are encouraged to keep earning reading rewards until school resumes.
2. The library teamed up with Tristan Joy of Edward Jones and the Wyandot County Young Professionals to sponsor a second annual coloring contest for children in grades preK-5. This year's theme was "My Favorite Thing to Do." All participants received a goodie bag, and a grand prize winner from each grade received a fully-stocked backpack. The winners were announced at a party at the library on August 1, where over 75 people enjoyed games, crafts and snacks.
3. We have submitted an application to the Wyandot County Community Foundation for a grant to purchase an indoor digital sign to be installed over the circulation desk to help increase our visitors' awareness of the library's programs and services.
4. The Friends of the Library held their annual book sale at the library August 1-4, with a preview for Friends members only on Wednesday evening, and open to the public during regular library hours on Thursday through Saturday. They made over \$1,300 this year. Many of the remaining books will be going to nursing homes, the police department and the Salvation Army.

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5. We have received notice from the Wyandot County Budget Commission that, based on information from the Ohio Department of Taxation, the projections for 2018 Public Library Fund distributions have been slightly increased. The estimated distribution for the Upper Sandusky Community Library has been increased from \$254,839.72 to \$261,600.46.
6. The Wyandot County Budget Commission's annual budget hearing will be held from 10:00 until noon on August 23. Representatives from all of the Wyandot County Libraries are invited to make a presentation; board members are encouraged to attend.
7. Memorial/Honor/Donations June/July 2018:

In Honor/Memory of:

Judge John Hunter
Millie Hartle
Betty Miller

Donor:

Andrea Hoerig
Laurie Scheck
Van & Vicki Orians
Mary Ekleberry
Van & Cynthia Rothlisberger
Jayne Wolford
William & Julia Lammers
J. Badertscher & families
Eugene & Sheila Roszman
Tim & Linda Holbrook
Jean Moon
Rita & Leslie Walton
Peggy & Gary Sandridge
Dorothy Cheney
Curt & Betty Gottfried
Ruthann & Vernon Grubel
Don & Kay Doll
Friends of the Library
Sue Rothermel
Bonnie Needs

Bob Batton
Harpster Alumni deceased in 2018
In honor of "The Quest" Table Leaders

There were no Items Not on the Agenda.

Ms. Romich asked if there were any other items for discussion. Hearing none, Ms. Romich asked for a motion to adjourn. The motion being made and seconded, the meeting was adjourned at 1:25 p.m.

President

Secretary