

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*December 13, 2018*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, December 13, at 12:15 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey, Ms. Jill Logsdon and Ms. Ann Kemerley. 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 November 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 said that so far she has only received one estimate for repairing the drywall in the basement, but this did not include replacing the ceiling tiles; she had asked the contractor to include them, but has not yet received a quote for that. She received names and numbers for two other potential contractors yesterday, and will contact them for estimates as well.

Under new business, Ms. Whitt informed the Board that Ohio House Bill 312, which was passed by the General Assembly on June 27, 2018 and became effective on November 2, 2018, states that all political subdivisions of the State of Ohio, including public libraries, if they use credit cards, must adopt a credit card policy in compliance with the provisions of this bill no later than February 2, 2019. The credit card policy currently in place at the Upper Sandusky Community Library meets most of these provisions, but in order to be fully compliant a Compliance Officer who cannot be the Director and Fiscal Officer must be named who would review semiannually the number of cards issued, the number of active cards, the expiration dates and credit limits. If the compliance officer is authorized to use a credit card, then the Fiscal Officer or their designee must monthly review the credit card statement and sign an attestation that they have reviewed the statement. It was moved and seconded to adopt the policy as recommended by the Ohio Library Council and as presented by Ms. Whitt, and to appoint the Deputy Fiscal Officer as Compliance Officer; all members present approved the motion. The policy is attached to these minutes.

The next item on the agenda was consideration of a drug free workplace policy for the library. Ms. Whitt noted that the library does not currently have such a policy, and although no issues related to this subject have arisen, it would be as well to be prepared. She presented a policy based on a template from the Ohio Library Council. Board members agreed that this is a standard provision. It was moved and seconded to adopt the policy as presented. All members present approved the motion. The policy is attached to these minutes.

The Board next considered an incentive in thanks and recognition for the hard work of the staff as reflected throughout the year. After reviewing the funds available after the payroll needs for the remainder of the year, it was moved and seconded to award \$200 to each full time staff

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*December 13, 2018*

member and \$100 to each part time staff member, to be paid on the next pay date. In a roll call vote, all present approved the motion.

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

1. Our main showcase is now featuring Charlotte Leeth's beautiful Nativity scene collection. Charlotte has added pieces through her travels around the world and as gifts. We appreciate her allowing us to share her collection with the community through the holiday season!
2. On December 1, we joined the Home for the Holidays festivities with children's crafts, a special story time, and the Santa's Secret Shop hosted by the Friends of the Library. Library staff said the library seemed busier than ever for this event, and the Santa's Secret Shop once again nearly sold out of the over 1,000 gifts they had available for sale.
3. On Thursday, December 6, we held our first Gingerbread House workshop. The Modern Woodmen generously donated decorating materials for this program. Forty participants enjoyed decorating 27 unique creations—pictures are available on our Facebook page. As we had many folks on the waiting list, we hope to expand this program next year to allow more people to participate in an annual family tradition.
4. The Library's annual Mitten Tree collected 96 pairs of gloves, 48 hats, 4 scarves and 4 pairs of socks to help keep our community warm.
5. On December 17, the What's Cookin' group will have their annual cookie contest and gift exchange along with the monthly potluck dinner. Judges for the cookie contest will include Amy Gardner of the Wyandot County Council on Aging, Katie Wentling of Richardson's Flowers, and Amy Aldridge-Ritchey.
6. The Adventure Central Collection enjoyed 80 circulation transactions in its first month. Of these, 49 were check-outs, 4 renewals and 27 uses in house.
7. The 3D printer we borrowed from Norweld and had on display for about 6 weeks was also very popular, with children and adults stopping by frequently to check on the current build. The sample items were distributed to children visiting the library by drawings held on Friday afternoons.
8. We have received the official certification of the results of the November 6 election, reflecting the passage of the library's renewal levy.
9. The Upper Sandusky Exempted Village Schools Board of Education has reappointed Todd Leightey to serve on the Library's Board of Trustees from January 1, 2019 to December 31, 2025.
10. The Library will close for Christmas at 1 p.m. on Monday, December 24 and reopen on Wednesday, December 26, and will close for New Year's at 1 p.m. on Monday, December 31 and reopen on Wednesday, January 2.

*Board of Trustees of the Upper Sandusky Community Library  
Minutes  
December 13, 2018*

11. Memorial/Honor/Donations November 2018.

**In Memory of:**

Pat Thiel  
Mary Hurley

**Donor:**

USHS Class of 1957  
Howard & Andrea Culley  
Ray & Jane Frey  
Clara & Arthur Schertzer  
Philip Orians  
Charles and Verlinda Rall  
Betty & Jim Rhoden

There were no Items Not on the Agenda.

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 12:40 p.m.

---

President

---

Secretary

**Upper Sandusky Community Library Credit Card Policy**  
**Revised December 13, 2018**

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.
2. This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.
3. The Library will not obtain or maintain any debit cards.
4. The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and also to determine which store credit card accounts the Library will utilize.
  - a. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
  - b. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
  - c. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card.
5. Credit cards will be established in the name of the Upper Sandusky Community Library and the specific name of an individual with a maximum credit limit for each set by the Library.
6. Credit cards may be issued to:
  - a. Director and Fiscal Officer with a credit limit up to \$5,000
  - b. Deputy Fiscal Officer with a credit limit up to \$5,000
  - c. Youth Services Coordinator with a credit limit up to \$500
  - d. Youth Services Specialist with a credit limit up to \$500
  - e. Adult Programming Specialist with a credit limit up to \$500

A credit card may not be used by anyone other than the individual to whom it is issued.

7. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.
8. The Board authorizes the use of Library credit cards for use in connection with Board-approved or Library-related activities and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*December 13, 2018*

9. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase.

10. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

11. The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not also serve as the Compliance Officer.

12. The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.

13. The Compliance Officer may not authorize Library personnel to use a credit card, except that the Library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy.

14. If a credit card is lost or stolen, or if Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer and Compliance Officer.

15. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Upper Sandusky Community Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.

16. If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Fiscal Officer (or the Fiscal Officer's designee, who may not be the Compliance Officer) will review the credit card statements and will sign an attestation to such review.

17. On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

**Credit Card Responsibility and Use Procedures**

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Fiscal Officer's office.

**\*\*\*A credit card does not replace requisitions and purchase orders.**

Conditions of Use. Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of your department and budget. The expenditure may only be made after the approval of any required requisition and purchase order. The credit card is not to be used for any personal expenses.

2. Expenditures to be paid must be less than your credit limit of \$\_\_\_\_\_. There are no exceptions.

3. Proper documentation to support the expenditure must be sent to the Fiscal Officer prior to receipt of the monthly statement.

a. Proper documentation is to include:

i. Itemized paid receipt indicating the amount paid, the vendor, and an itemized description of the purchase.

ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and the packing slip or other receiving document.

iii. A hardcopy print-out for any items ordered online.

b. Examples of documentation not allowed:

i. Non-itemized cash register receipts.

ii. Handwritten requests for reimbursement without receipts or other verification.

4. The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available in the Fiscal Officer's office. In some cases, if you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged.

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*December 13, 2018*

**Safekeeping.** You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

**Unauthorized Use.** If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer and Compliance Officer.

**No Right to Credit Card.** The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Director and Fiscal Officer. You must immediately return the credit card to the Library upon termination of your employment with the Library or in the event of a change in your position to a position not authorized to use the credit card.

**Personal Responsibility.** You are personally responsible for any unauthorized credit card expenditures and expenditures made in violation of applicable Library policy.

**Policy.** In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by the Board of Trustees

Date: 12/13/2018

### **Drug Free Workplace**

The library recognizes that the use of illegal or unauthorized drugs or alcoholic beverages on library premises or while conducting library business poses a serious threat to the safety of the employees and library users, and compromises the quality and reliability of work and service to library users. The library complies with the provisions of the Drug Free Workplace Act of 1988. The manufacture, possession, use, distribution, or dispensation of illegal or unauthorized drugs, as defined by law, or of alcoholic beverages on library premises or while conducting library business is prohibited. Employees shall not work, or report to work, under the influence of illegal drugs, nor under the influence of controlled substances, including alcohol; an exception may be made for prescription drug therapy as described below.

Violation of these prohibitions may subject an employee to dismissal.

Under the terms of the Drug Free Workplace Act, employees must notify the director of any conviction for a violation of a criminal drug statute occurring on library premises or while conducting library business no later than five days after such a conviction. Failure to report a conviction may result in disciplinary action up to and including dismissal.

### **Prescription or Over-the-Counter Medications**

Prescription or over-the-counter drugs shall be used in the manner, combination, and quantity prescribed or recommended. An employee who will be using prescription drugs on library premises, or during work time, will determine by consulting with the prescribing physician whether the prescribed drug may impair physical and/or mental abilities. If the medication could affect the employee's ability to perform any aspects of the job, including affecting the employee's behavior, the employee must notify the supervisor. Failure to report may result in disciplinary action up to and including dismissal.

### **Drug Testing**

If the director has a reason to believe that an employee is using illegal drugs or alcohol in violation of the library's policies, that employee may be required to submit to a drug or alcohol test.