

Board of Trustees of the Upper Sandusky Community Library

Minutes

February 14, 2019

The Upper Sandusky Community Library Board of Trustees convened on Thursday, February 14, at 12:15 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey 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 January 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 about the payment to NuWay. Ms. Whitt replied that this is an annual subscription to a database that allows patrons to create wills and other legal documents for free. Ms. Scheck then asked about the purchase of a “book truck,” what exactly that means. Ms. Whitt said this is another term for a book cart. 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 the Board copies of the quotes received for repair of the water damage from last September. She said she had submitted these to the insurance company and is awaiting their reply.

Under new business, Ms. Whitt said that she had requested an estimate from OPLIN to update the library’s website, making it more user-friendly giving it a more up-to-date look. The estimate received was \$375. Board members agreed that it is important to keep the website current. It was moved and seconded to authorize OPLIN to do the requested work on the library website. In a roll call vote, all present approved the motion.

Ms. Whitt then asked the Board to approve a pay rate for snow removal in the alley parking lots by a member of the custodial staff, using his own truck and snow plow, as the city does not usually clear these lots. There is a precedent for this with another staff member who mows the lawns. It was moved and seconded to approve the rate of \$30/hour for a staff member to clear the parking lots using private equipment. In a roll call vote, all present approved the motion.

The next topic was discussion of the large numbers of patrons (30-50) in the library from about 3:00-5:00 on school days, most of whom are unaccompanied minors of upper elementary and middle school age. Many of these young people do not come to study or use the library’s resources, but just want to “hang out” with their friends. That is okay, if they are not disturbing the other library visitors who want to read, study or use the computers, but they are sometimes disruptive and staff have to ask them to settle down or leave. In addition, the men’s restroom door is now being kept locked in the afternoons due to minor vandalism. Ms. Whitt said she is planning to develop a Code of Conduct for library visitors, and will bring it to the Board at the next meeting.

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The last item on the agenda was a discussion of a possible staff/Board member mixer, to allow staff and Board members to get to know one another. Board members said that if the staff would like to do this, they were willing. Ms. Whitt will plan to schedule this later in the spring.

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

1. On January 30, I decided not to open the library due to the extremely cold temperatures. Local schools, the other Wyandot County libraries, and a number of local businesses were also closed on that day.
2. The February STEAMPunks meeting was gameshow night, with a library trivia Jeopardy game. About fifteen young people attended.
3. Our next teen/adult program, scheduled for February 14, will feature Heidi McClain of Sew Nice, who will instruct participants in making a fabric-covered clothing hanger.
4. We have recently begun a weekly after school Code Club to assist kids with computer programming skills. We had planned to have two groups, one for grades 3-5 and another for middle schoolers, but there was not enough initial interest to sustain this. So far we have just had a couple of meetings, but there are several children who are very interested, so we will see how it goes on.
5. The library will "pop up" at Essex Place on February 20 to share the benefits we can make available to residents there.
6. Our popular Kids Can Cook sessions have consistently had to turn away prospective participants due to lack of space. Since interest is so high in this program, we have decided to offer it every month, with two sessions on the same day, to accommodate as many children as possible. We have been offering a single session every other month, with 10-12 participants each time.
7. The library continues to be a popular after-school hangout. We are exploring ways to manage the large number of visitors (typically 30-40 between the hours of 3-4 p.m.), many of whom are here to study, work or read, but some of whom just seem to have nowhere else to go and only want to "hang out" with their friends.
8. Representative Riordan McClain held office hours at the library on February 7. I took advantage of the opportunity to speak with Mr. McClain and ask if there is anything we can do to help his office in addition to making the meeting rooms available for such events. I also shared a copy of our current newsletter and the Ohio Library Council's white paper on how Ohio libraries are funded.
9. The Ohio Library Council's annual trustees' dinners and trustees' workshop have been scheduled for this spring. You should have received a copy of the Trustees Newsletter with

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this information. Please let me know if you are interested in attending these events. It is permissible for the library to pay the registration fees for library trustees' educational programs.

10. We have been notified that the library was mentioned in the will of Mr. Richard S. Fox, who died on December 26, 2018. The amount of the bequest is to be 25% of the remainder after the specific bequests made, and is "to be used to expand, renovate or make other capital improvements to the library building."

11. Memorial/Honor/Donations January 2019:

In Memory of

Members of the Schoenberger Family

Donor

Louis Schoenberger

Under Items Not on the Agenda, Ms. Whitt said she had a staff salary matter to discuss. It was moved and seconded to move to executive session. The Board entered executive session at 12:45.

At 12:52, the regular session was resumed.

It was moved and seconded to authorize the Director to increase a staff member's salary outside the regular schedule for increases, commensurate with increased levels of responsibility. In a roll call vote, all present approved the motion.

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 12:54 p.m.

President

Secretary