

Board of Trustees of the Upper Sandusky Community Library

Minutes

July 11, 2019

The Upper Sandusky Community Library Board of Trustees convened on Thursday, July 11, at 12:15 p.m. in the Library Board Room with the following members present: Ms. Dianne Grafmiller, Ms. Amy Aldridge-Ritchey, Mr. Todd Leightey, Ms. Jill Logsdon and Ms. Ann Kemerley. Ms. Jenny Romich and Ms. Laurie Scheck were absent. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

Vice President Dianne Grafmiller asked for public comments. Hearing none, she asked if there were corrections or additions to the distributed minutes of the May meeting. Hearing none, Ms. Grafmiller declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Grafmiller 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.

There was no old business.

Under new business, Ms. Whitt informed the Board that Deputy Fiscal Officer and Technology Coordinator Paris Robertson had submitted his resignation on June 18. She recommended that Patricia Davidson, who had cross-trained with Mr. Robertson and has been carrying out the responsibilities of this position since he went on leave in February, be appointed Deputy Fiscal Officer and Technology Coordinator. She said that Ms. Davidson has been effective in fulfilling these responsibilities, working approximately 25 hours per week, and is not interested in taking a full-time position; she will have extra off-desk time or work extra hours as the need may arise. It was moved and seconded to change the position of Deputy Fiscal Officer and Technology Coordinator from full-time salaried non-exempt to part-time hourly and appoint Ms. Davidson to this position. All present approved the motion.

The next item on the agenda was a quote from Vintage Heating and Air Conditioning to replace the cooling coils in the HVAC system, which have corroded and are leaking. As a result, the system has been losing water pressure, causing the air conditioning to fail. The motion was made and seconded to approve the quote, with the cost to be paid from the capital budget. In a roll call vote, all present approved the motion.

Ms. Whitt then submitted a quote from Johnson Controls to perform a 5-year internal inspection of the sprinkler system. She said that this inspection is mandated by law. The motion was made and seconded to approve the quote. In a roll call vote, all present approved the motion.

Next the Board considered a request from Ms. Whitt to ask Shumaker Painting to repair and paint areas of incidental damage throughout the library. Shumaker previously gave a quote of \$35 per hour (per person). The motion was made and seconded to approve this work. In a roll call vote, all present approved the motion.

Ms. Whitt then submitted for the Board's consideration a policy concerning photography of visitors and participants in library programs by library staff. The motion was made and seconded to approve the photography policy as presented. All present approved the motion. The full text of the policy is attached at the end of these minutes.

The last item on the agenda was a request from Ms. Whitt for direction on whether patrons who no longer have active accounts but still have unreturned materials or overdue fines should be retained or deleted from the library's records. The Board decided that there is no harm in retaining these records, so they will not be purged from the database. The Board also requested that Ms. Whitt report at the next meeting on the amounts of materials and fees that Unique Management Services has recovered on behalf of the library and the mechanisms by which this is carried out.

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

1. CSI has completed the repairs to the areas affected by our water emergency last fall.
2. On May 24, the air conditioning was not working, so Lynn Gottfried called Vintage Heating and Air (formerly ThermoTech). When the technician arrived, he found that the pressure in the cold air loop was down to about 5 psi. He filled it back to about 25. On June 6, when Chase from Eagle Engineering came to check and adjust the chemicals in the system, he found the pressure back down to 7 psi, and refilled it to 27. I called Vintage to come check the system, as there appeared to be a leak somewhere. On June 10, the technician found the pressure back down to 10 psi. He checked the large air handler and found that the cooling coil is completely corroded out and will need to be replaced. On July 2, the pressure was reported to be at 27 PSI, but found to be around 13 again on July 5.
3. On May 22, there was an incident with a teenaged patron who became enraged and started pushing over bookcases, lamps and computers, and threatened to kill a staff member. 9-1-1 was called, and staff and patrons were able to get out of the building or into a locked office, and no one was hurt. The police were able to subdue the young man. His mother was called, and he was released to go home with her. We filed an incident report and the police submitted that and their report to the juvenile prosecutor. There was some property damage, and this has been reported to the insurance company and the prosecutor's office. At the prosecutor's suggestion, a letter has been sent to the youth's mother, informing her that he may not come to the library or its property indefinitely.
4. On June 18, Paris Robertson submitted his resignation. Patti Davidson continues to carry out his duties as deputy fiscal officer and technology coordinator.
5. This year's summer reading theme was "A Universe of Stories." Our first program was the Exotic Zoo on June 3, featuring a number of animals: a kangaroo, a lemur, a python, and many more. Over 200 people attended this event. Other programs throughout the month of June included a Reptile Rescue presentation, the FFA barnyard petting zoo, a family cookout sponsored by the What's Cookin' group, a concert of Renaissance madrigal music, and an escape room for tweens, teens and adults, as well as weekly crafts and movies. We registered over 725 elementary school students, 212 middle and high school students, and 100 adults in this year's summer reading programs.
6. We are starting a monthly afternoon easy crafting program. This is in response to a request by Westbrook Assisted Living who wanted a regular outing, and who will cosponsor the program. It is open to all members of the community of every age. Young children must be accompanied by an adult. The first Crafternoon group met on July 3 to make a July 4-themed paper lantern, with 35 in attendance.
7. The third annual coloring contest sponsored by Edward Jones is now under way. Grade school children are invited to draw or color a story book scene. All participants receive a prize for entering, and will be entered in a drawing to win a fully-stocked backpack. The deadline to enter is Friday, July 26.
8. On July 17, we are hosting a social media round table for those interested in sharing ideas to improve social media outreach for their organizations. This concept is based on the grant writers' round table we previously hosted.

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9. On Friday, July 19, we will present an after-hours Apollo Moon Landing 50th Anniversary Party with memorabilia and guest speakers to remember and learn about the early era of space exploration, Neil Armstrong's connection to Upper Sandusky, and Ohio's contribution to the space program.
10. What's Cookin's July 22 meeting will feature guest speaker Deb Fry with a presentation on chocolate. The potluck theme is food made from recipes found in fiction titles in the library's collection.
11. The Friends of the Library book sale will be held August 1-3, with a Friends only presale on the evening of July 31. Donation will be accepted through Friday, July 26.
12. Memorial/Honor/Donations May-June 2019:

In Memory of

Betty Weisenauer Gottfried

Howard Wesley Walton

Donation

Donor

Gena Grafmiller & Family

Vicki Orians & Friends

USANDO Literary Club

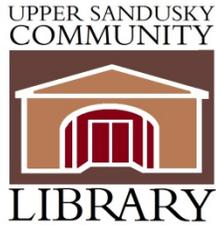
Under Items Not on the Agenda, Ms. Whitt said that Paris Robertson, who has left the library, was a notary public. Two other staff members have offered to take the exam to be appointed as notaries public so the library can continue to offer this service to patrons. The Board agreed that this is a helpful service for our community.

Ms. Whitt then requested that, in view of recent events affecting the safety of the staff and visitors and damage to library property, the Board consider installation of security cameras. The Board directed her to look into the costs to do this.

Ms. Grafmiller 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 1:00 p.m.

President

Secretary



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Upper Sandusky Community Library Photography Policy

Adopted by the Board of Trustees

Date: 7/11/2019

The Upper Sandusky Community Library staff may photograph and/or video record library programs, events and other activities to advance the mission of the library. By attending library programs and events, you authorize the use and reproduction of any photographs, audio, or video taken while at the Upper Sandusky Community Library or library sponsored event, without compensation. Photos, audio, and/or video are used for library publicity only. Photos may be posted to the library's media sites including, but not limited to, Facebook and the Upper Sandusky Community Library website. For safety and privacy reasons, children's names will not be published with accompanying photos without parental/guardian permission. All Upper Sandusky Community Library Photos are copyrighted and may not be used as stock photography. **Please notify staff if you do not wish to be photographed.**