

Board of Trustees of the Upper Sandusky Community Library

Minutes

June 14, 2018

The Upper Sandusky Community Library Board of Trustees convened on Thursday, June 14, 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 Andrew Wilson 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 May 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. There was a question as to what kinds of payments fall under the Professional Services line item. Ms. Whitt replied that this is for cleaning services, legal fees, auditor's fees, and such services. Board members also asked what line items the credit cards are paid under. Ms. Whitt said this depends on what was purchased: meeting fees would be under Travel/Meeting Expenses, program materials would go under the appropriate line item, etc. There was also a question about an item noted "credit" on the Visa payment. Ms. Whitt said she would check up on this and report to the Board next month. 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, the Board considered a resolution requesting the Board of Education of the Upper Sandusky Exempted Village School District to submit to the electors of the Upper Sandusky Exempted Village School District the question of a renewal tax levy for current operating expenses of the Upper Sandusky Community Library. Adoption of this resolution requires a two-thirds majority of the Board. Ms. Scheck introduced the Resolution and moved its passage. Mr. Leightey seconded the motion. In a roll call vote, all present approved the motion.

Under new business, the Board considered possibilities for addressing the future need to replace current lighting with LEDs. Ms. Whitt had obtained a quote in August 2017 from Hoepf Electric to replace all the lighting – the cost was then estimated at about \$56,000. It would also be possible to replace fixtures on an as-needed basis as the current ones fail, or to replace the fixtures in specific areas of the library, one area at a time. The Board asked Ms. Whitt to request an updated quote from Hoepf Electric, as well as trying to get a second quote from another company, and to ask for the quote to be broken down to show the costs for each area of the library. They suggested this would be a good project to submit for a grant request, such as from the annual Upper Sandusky Fantasy of Lights.

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

1. On May 15, Lynn went found 20-30 gallons of water in elevator shaft, which he removed with a shop vac (we put in a dehumidifier to deal with this issue) – but there was oil in the water. When he turned elevator power back on and got into the elevator to come up, it wouldn't move and the doors wouldn't open, so we had to get him out through the emergency hatch. We took the elevator out of service to prevent anyone else being trapped,

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and called Davis and Newcomer to report a potential oil leak in the hydraulic system. They found oil leaking from the holeless jacks the packing needed to be replaced – the quote for this work was \$3,875. We had to wait several weeks for the parts to come in but the repairs were finally complete on June 13. I rescinded the previous order to install an oil tank heater, as the issues with the elevator car not resting level with the exterior floor were likely the result of oil loss rather than cool temperatures. We have also asked for a quote to replace or repair the control panel, as there are some issues with the system resetting after a power outage.

2. We are in the midst of the summer reading program, “Libraries Rock.” So far we have had The Storytellers on June 4, for an exciting program featuring musical instruments from around the world and lots of audience participation, an interactive multimedia showing of Disney’s “The Little Mermaid” on June 11 (we had about 50 people for this), live onstage entertainment by members of the community, adult crafts and movies, and numerous other events every day, Monday through Friday. Programming will continue through the month of June. Adult movies will continue through July, and kids can keep earning reading rewards until school resumes.
3. Over the last year we gathered statistics to find out how often the magazines we subscribe to are being used. We looked at the number of checkouts and in-house uses. I then identified a number of titles with little to no usage, and decided to discontinue titles with fewer than five total uses. This came to approximately 20 different magazines out of 120, so we will be saving some money by not purchasing items with little or no interest to our patrons, which can be used for materials that people do want, and potentially open up some space for other uses.
4. Memorial/Honor/Donations May 2018:

In Honor/Memory of:

Donation

Donor:

USANDO

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 12:45 p.m.

President

Secretary