

Board of Trustees of the Upper Sandusky Community Library

Minutes

March 14, 2019

The Upper Sandusky Community Library Board of Trustees convened on Thursday, March 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 February 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 reported that she had received authorization from the insurance company to proceed with the repairs for the water damage incurred last September, accepting the estimate from Construction Services, Inc. (CSI), which was the lowest bidder. This was also the company recommended by the director of the Dorcas Carey Library, who said they had done excellent work in their meeting room. The motion was made and seconded to accept the CSI quote and proceed with the repairs. In a roll call vote, all present approved the motion. Ms. Whitt will also contact the other bidders to let them know of the decision.

The next item on the agenda was renewal of the library's property and liability insurance policy. Ms. Whitt said that this appears to be a direct renewal of the current coverage, and asked if the Board would like to have this reviewed further before accepting the renewal. It was suggested that Ms. Whitt contact the insurance agent to ask if liability should be increased due to the increased programming we are doing in recent years.

Ms. Whitt then reported that, in accordance with the Board's direction, she has been working with director Karen Moore of the Forest Jackson library to develop an equitable formula for the distribution of the county's Public Library Fund revenues. The Wyandot County Budget Commission has stated that they would like the four libraries within the county to agree on a formula for the distribution and submit this to the Commission, which consists of the county auditor, treasurer and prosecutor. The Wyandot County library directors have a meeting scheduled in April, and Ms. Whitt will then ask for input from the Carey and Mohawk libraries, as well. It was noted that having a formula will allow for all of the libraries to better plan their annual budgets than the current model, where it is unclear how the Budget Commission decides on the percentages for the annual distribution.

Under new business, Ms. Whitt presented a draft Policy on Visitor Behavior. This codifies the behaviors expected of visitors to the library and outlines the consequences for unacceptable behaviors. The policy does not introduce new rules, but puts into writing the expectations staff are already communicating to visitors on a case by case basis. These are primarily the large number of students who come after school, unaccompanied by adults. The motion was made and

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seconded to adopt the policy as presented. All present voted to approve the motion. The policy is attached to these minutes, and will be posted at the entrances and posted on the library's website. It will also be discussed with the students or other visitors as deemed appropriate.

The last item on the agenda was a request from a patron to make available to the public artwork that he has created, for the purpose of raising funds for charitable work. The Board stated that it is not consistent with the library's mission or policies to allow such activities in the library.

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

1. Paris is on leave of absence as of February 21. I hope that he will be able to return in early May, if not earlier. Patricia Davidson took the oath of office as Deputy Fiscal Officer on February 22, and is serving in that capacity during Paris's absence.
2. The February meeting of What's Cookin' featured Pati Bardon discussing her experience in starting up her hot dog truck business, Pati's Dogs. Pati also offered samples of hot dogs and bratwurst, which were very well appreciated, and regular attendees even asked if she might serve at the annual cook out this summer. The monthly pot luck theme was Jell-O. There were about 42 people in attendance. The March theme will be green foods and foods with green ingredients.
3. On Thursday, March 14, USCL will welcome the USEVS Title 1 Reading presentation with photographer and author David Fitzsimmons. Mr. Fitzsimmons lives in Bellville, Ohio and has written a number of award-winning children's books in the Curious Critters series.
4. On March 21, we will host a presentation and book signing with local authors. Presenters include Lori Arnold, PhD, Cassie Carlson, Jason DeZurik, Dr. Betty Lok and Pat Williams.
5. USCL will "pop up" at the Chamber of Commerce's Amplify Business Workshop on March 25. We will share a number of business related books on topics such as entrepreneurship, small businesses, and business success.
6. On March 7, we held two separate sessions of Kids Can Cook, at 3:00 and 5:00. Both sessions were full, with waiting lists. Participants learned to make gyro sandwiches, Mexican corn and no bake cookies. The next class will be on April 4, also at 3:00 and 5:00. Registration will begin on March 18.
7. Our new after school program, Keepin' It Real, is a partnership with the Wyandot County Mentoring Program. This Monday afternoon activity is an opportunity for youth ages 11-15 to explore issues that affect them, such as bullying, drugs and other peer pressure situations.
8. The annual Clothing Swap will be on April 11. We will accept donations starting a week in advance, on April 4.
9. The update to the library website was completed on March 7. The new look is much cleaner, and gets the content further up on the page, where visitors can see it.
10. I was recently asked to report to the Board on the contents of the library's safe deposit box. it contains:
 - a. the bonds for the director/fiscal officer, deputy fiscal officer and assistant to the deputy fiscal officer;
 - b. backup disc of accounting files;
 - c. property deeds.

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11. We have been awarded a Rotary District Grant in the amount of \$4,278 to assist with the purchase of wireless hotspots and other items for Adventure Central. We plan to acquire five Sprint Wifi hotspots and two Roku devices, as well as a Smart Globe. The cost of the hotspots includes unlimited data service for 36 months.
12. March 22 marks the 25th anniversary of Cheryl Lyon's service at the Library. We are planning a reception between 10:00 and 2:00 on that day in acknowledgement of this accomplishment. Please stop by if you are able.
13. Memorial/Honor/Donations February 2019:

In Memory of

Eugene Swinehart

Ronald Thomas

Don Westerman

Donor

Dean and Kathy Beck

Mary and Lowell Evans

Donald Beck and Richard Merrik

USHS Class of 1957

Bruce, Gena & Katie Grafmiller and Seth Fitzgerald

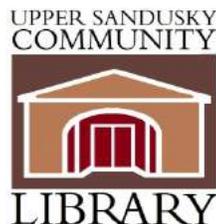
Under Items Not on the Agenda, Ms. Whitt said she had two items to discuss. The lock on the men's room will need to be replaced, due to the amount of wear incurred by having to keep the room locked, and the handle being forced down while locked. The locksmith estimates that the cost will be about \$300 to install a more robust clutch handle and lock which will not be able to be forced.

The second matter concerns a former staff member who resigned to care for her family a couple of years ago. She has applied to return to work evenings and Saturdays. Ms. Whitt said that she was an excellent team member and can use the extra desk hours, so she would like to proceed with the rehire. The Board agreed with this decision.

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 12:55 p.m.

President

Secretary



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USCL Policy on Visitor Behavior

Adopted by the Board of Trustees

Date: 3/14/2019

The Upper Sandusky Community Library seeks to provide quality library service to all users. The following standards of library behavior have been developed to:

- Protect the rights of all individuals to use library materials and services.
- Protect the right of library employees and volunteers to conduct library business without interference.
- Ensure the safety of library users, employees, and volunteers.
- Preserve library materials and property from harm.

Please Do:

- Keep your voice to a level appropriate to indoor conversation.
- Put book bags, instrument cases, etc. on or under tables and out of the way.
- Place coats on the back of your chair or on a table and out of the way.
- Have beverages in a covered container and consume with care to avoid spills.
- Leave the area you were using clean and in order for the next user.
- Return all game pieces, etc., to their boxes and return to the shelf.
- Return any books or other materials you have been using to the circulation desk (unless you have checked them out).
- Place trash in trash cans.
- Check that you have all of your belongings when you leave. The Library is not responsible for items left behind.

Avoid:

- Bringing food (including candy) into the library (Food is permitted only in meeting rooms or in connection with a library program).
- Loud or boisterous behavior, including conversation that is disturbing to other users or library employees.
- Use of cell phones or other devices at a volume that disturbs other patrons or library staff.
- Abusive or vulgar language.
- Disruptive or rowdy behavior including shouting, running, jumping, or chasing.
- Inappropriate use of furniture (sitting on tables, feet on chairs, etc.)
- Threatening behavior or harassment, either verbal or physical.
- Inappropriate physical contact, sexual misconduct, fighting, or physical violence.
- Inappropriate use of the Internet or violation of the library's Internet Use Policy.
- Posting, selling, or distributing materials without permission from library staff.

- Vandalism: damaging or tampering with library property, indoors or outdoors.
- Use of alcohol or tobacco or being under the influence of alcohol or drugs on library property, including electronic substitute devices (e.g. vaping).
- Congregating around or interfering with access to entrances and other library facilities.
- Playing in or walking and running through landscaping stones, bushes, and trees.

Please note:

- Warnings will be issued to the entire group causing a disturbance, and all will be asked to leave if the behavior continues. **DO NOT JOIN A GROUP THAT YOU THINK WILL GET YOU IN TROUBLE.**
- Parents or other caregivers are responsible for their children's behavior while in the library.
- The library does not assume or accept responsibility for unattended minors.
- Criminal or potentially dangerous activity will be reported to the police.

Violators of this policy will be warned once by library staff. If the behavior is continued, the user will be asked to leave the library property—this includes the outdoor grounds. In cases of gross misconduct, violators will not receive a warning and will be asked to leave the library property immediately. If the violator does not leave when asked by library staff, the police will be called. In case of serious or repeated infractions, violators may be banned from the library either temporarily or permanently. Administration of this policy shall be the responsibility of the Library Director, and enforcement of this policy shall be the responsibility of all library employees. Appeals may be made to the Library's Board of Trustees at a regularly scheduled meeting.

Unattended Children Policy

The Upper Sandusky Community Library welcomes and encourages children to visit the library, use library resources and services, and attend library programs. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library staff cannot act *in loco parentis* and are not responsible for children who are unattended or demonstrating inappropriate behavior. The library is not responsible if children leave library property.

Children displaying inappropriate or destructive behavior will be informed of the rules. If inappropriate behavior continues, the child may be asked to leave the library. If a child is unaccompanied by an adult or appropriate-aged caregiver, and, in the judgment of the staff, is too young to travel the streets alone, the staff will attempt to contact a parent, guardian, or assigned caregiver. Library staff are not permitted to give an unaccompanied child a ride home. Local law enforcement may be asked to intervene if the situation warrants.