

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*May 9, 2019*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, May 9, at 12:15 p.m. in the Library Board Room with the following members present: Ms. Dianne Grafmiller, Ms. Amy Aldridge-Ritchey, Ms. Laurie Scheck, Ms. Jill Logsdon and Ms. Ann Kemerley. Ms. Jenny Romich and Mr. Todd Leightey were absent. Director Kathleen Whitt and Callan Pugh 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 March 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. Ms. Scheck noted that the appropriations status for Computer Services showed that 81% of the annual budget for this line item has already been expended, and wondered if additional funds will need to be appropriated. Ms. Whitt replied that certain annual fees were paid in the first quarter, so the appropriation should be sufficient. A question then arose concerning the appearance of multiple identical-seeming entries under Bill Payments for the same purpose. Ms. Whitt said that the Deputy Fiscal Officer pro tem is still learning to use the UAN accounting system and had to back out the entry and resubmit it in order to have a check printed rather than going to electronic payment. The last question was about a payment for advertising with the Council on Aging. Ms. Whitt reminded the Board that it was decided last year to place an ad in the Councils' newsletter to promote the library's Homebound delivery program. She decided to renew this ad this year; the payment shown is for an entire year of ads. Ms. Whitt noted that the number of Homebound patrons has increased in recent months. Hearing 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 then reported that directors, staff and Board members of the four libraries of Wyandot County have met with County Auditor Bill Kitzler to discuss the annual distribution of the county's Public Library Fund revenues by the Wyandot County Budget Commission, which consists of the county auditor, treasurer and prosecutor. Mr. Kitzler was asked on what basis this distribution decision is made. He stated that, speaking for himself, he considers the previous year's distribution, as well as the libraries' proposed annual budgets for the following year and any specific or urgent needs brought to the Commission's attention. Discussion then turned to the proposal that a formula be developed for the equitable distribution of the county's Public Library Fund revenues based on population for each library's service area within Wyandot County, circulation, visitors, staff, building size, etc. The Wyandot County Budget Commission has stated that they would like the four libraries within the county to agree on such a formula and submit it to the Commission. However, since formulas so far considered would result in significant changes in the percentages allotted to each library, it seems unlikely that such agreement is possible. Mr. Kitzler said that he would talk to the other members of the Budget Commission in regard to the Commission itself developing a formula.

Under new business, the Board considered the annual renewal of the health insurance policy made available to eligible staff members. Structured Employee Benefits of Ohio (SEBO) had shopped the available plans on behalf of the Library and presented a few different options. The cost of renewing the current plan with United Healthcare (an 11.49% increase in premiums) was substantially higher than for two options submitted by Anthem for a plan available to Chamber of Commerce members (an 8.42% and 14.95% decrease) for much lower deductible and out of pocket maximums, but with doctor office copays. Ms. Whitt had discussed the options with staff members, who said they would prefer the lower premiums, deductibles and out of pocket amounts, even if they had a copay for doctor visits. The motion was made and seconded to accept the quote for

the Anthem SOCA MEWA Blue Access 1 plan, effective June 1, 2019. In a roll call vote, all present approved the motion.

The next item on the agenda was an update of the Circulation Policy to include the library's new WiFi hotspots. Like other items in the Adventure Central collection, these will have a one-week loan period with \$1/day overdue fine. Parents/guardians must give permission for their children to borrow a hotspot. Only one hotspot should be checked out per household at one time, and service will be shut off for overdue hotspots. A motion was made and seconded to approve the amendments to the Circulation Policy. All present approved the motion.

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

1. Paris is still on leave of absence, and may not return until July. Patti is doing a good job as Deputy Fiscal Officer, learning as she goes along. Because of the additional hours required, I have changed her employment status from as-needed to part-time. Other staff members are also stepping up to help with the technology issues Paris would usually handle.
2. On March 14, Shannon Roper submitted her resignation. We were sorry to lose her. In addition to rehiring Lauren Richey, who has returned to the library for two evenings a week and about one Saturday per month, I have also hired Rachel Keirns-Moore, who will staff the circulation desk on an as-needed basis. Rachel started on March 26.
3. On April 1, CSI began repairs to the areas affected by our water emergency last fall. As of May 6, painting is nearing completion. Baseboards remain to be installed.
4. The annual Clothing Swap was held on April 11. We estimate 100 or so members of the community took advantage of this; for many of them it seems to meet a real need. This year we limited donations to the week previous to the swap. We still received plenty of clothes, and the burden on staff time and the amount of leftovers were greatly reduced.
5. The April 18 plant swap was well-attended, with about 20-25 people sharing cuttings or seeds from their gardens and house plants. Participants were excited to get new specimens for their own collections and share stories about the items they brought.
6. On May 2, we held two sessions of Kids Can Cook, at 3:00 and 5:00. Both sessions were full, with waiting lists. Participants learned to make sloppy joes and a potato recipe, and they iced cutout cookies. This will be the last Kids Can Cook event until school resumes in the fall.
7. USCL will "pop up" at the Leadercast event on May 10, with a collection of books and online resources featuring speakers at Leadercast and other business-related topics.
8. What's Cookin' in May will have a tea party theme, with a special guest from the Swan Tea House giving a presentation on teatime traditions.
9. Monday afternoon's Keepin' It Real, a partnership with the Wyandot County Mentoring Program, concludes the spring session on May 6. This activity is an opportunity for youth ages 11-15 to explore issues that affect them, such as bullying, drugs, drinking, smoking and vaping, and other peer pressure situations. From 5 to 20 young people attended each week. The goal is to help students understand that, despite the impression they may have, "everybody is NOT doing it."
10. Code Club, a weekly after-school event, has concluded its winter-spring session. About a half dozen young people from grade 3 and up attended regularly to learn computer coding and problem solving, sharing their experience and skills with one another. The group decided they would like to resume in the fall with a broader-scoped Tech Club which can tackle some longer-term projects.

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11. Thanks to the Rotary District Grant we recently received, we have acquired five Sprint Wifi hotspots use to circulate through the Adventure Central collection. USCL patrons may borrow a hotspot for a week, with a possibility to renew one time. We hope this will make it possible for folks who do not otherwise have it to get internet access with unlimited data at home or while travelling. We have also ordered two Roku devices, as well as a Smart Globe.
12. The Adventure Central collection as a whole has had 325 uses (checkouts and in house) since its release on October 29, 2018. The collection currently has 79 items. Some of the newest items include a blood pressure monitor and devices for converting analog audio/visual media (e.g., cassettes, VHS recordings) to digital.
13. Registration for the Summer Reading Programs will start on May 20, so we can get to students before summer break starts. This year's theme is "A Universe of Stories," and we have a number of programs with a space-related topic planned, as well as some of more general interest. Programs will be presented through the month of June, while reading rewards will continue until school starts.
14. Memorial/Honor/Donations March-April 2019:

**In Memory of**

Catherine Gillen  
Thomas Newell  
Lizzy DuBois  
Helen Coppler

**Donor**

Marilyn Lee  
Cindy DuBois  
Cindy DuBois  
Christene Gillen

Under Items Not on the Agenda, the Board discussed the renewal of the library's property and liability insurance policy. As suggested at the Board's last meeting, Ms. Whitt has met with the insurance agent to ask if liability should be increased due to the increased programming we are doing in recent years. It was determined that the current level of liability coverage should be sufficient. It was, however, suggested that flood insurance might be added, since even areas outside of flood plains can be affected. The Board said that, having no knowledge of downtown Upper Sandusky ever having flooded, it did not consider it worth adding such coverage.

Ms. Whitt then said she had received a letter from the City of Upper Sandusky asking for donations to help pay for the annual fireworks display, and asked if the Board wished to make such a donation. The Board suggested that there would probably be plenty of other organizations who would support the fireworks, that are not supported by community-based funding themselves, as the library is. It does not consider this to be a responsible use of public funds intended for the operation of the library.

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 12:55 p.m.

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President

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Secretary