

Board of Trustees of the Upper Sandusky Community Library

Minutes

October 11, 2018

The Upper Sandusky Community Library Board of Trustees convened on Thursday, October 11 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 Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Mr. Hemminger of the *Daily Chief-Union* said he had been supporting the library and its levy campaign efforts by printing articles on areas of service such as adult and children's programming and homebound delivery. Two such articles have already appeared and one is forthcoming.

Ms. Romich then asked if there were corrections or additions to the distributed minutes of the September 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. It was noted that payments were made for the purchase of laptop computers both in August in September, and asked whether this was for two separate orders. Ms. Whitt said that the first payment was for the laptops themselves and the other for the cabinet to store them. A question was also asked about recurring payments to UAN. Ms. Whitt said this is for the use of the State of Ohio accounting system the library uses. Billing is for quarterly usage, but the bills are not always issued regularly every 3 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, the Board considered the revision of the nepotism paragraph in the Personnel Policy. Current policy does not allow hiring of family members of employees, and if staff become family members, requires one of them to resign. It was moved and seconded to allow the director discretion in the matter of employing relatives of staff members, although related staff may not work within the same department or supervise one another. All present approved the motion.

The next item on the agenda was the circulation policy for the non-traditional collection, "Adventure Central," which will be launched on October 29. Ms. Whitt said that she had discussed liability issues with the library's legal counsel, Wyandot County Prosecutor Doug Rowland. Mr. Rowland said that these items would be covered under current policies concerning any other items the library already makes available. If items such power tools or other dangerous equipment were to be acquired, Ms. Whitt said she would consult the library's liability insurance representative to make sure coverage would be adequate. It was moved and seconded to approve the following circulation guidelines for the Adventure Central collection: a one-week loan period with \$1/day overdue fine, with no age restrictions on use of the collection, although parents/guardians may request restrictions for their children. All present approved the motion.

Under new business, Ms. Whitt reported that the minimum wage for the State of Ohio will increase by 3% to \$8.55 in January 2019. The motion was made and seconded to adjust the schedule of salary and hourly wage ranges upwards by 3% across the board, in accordance with

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the 3% increase in the Ohio state minimum wage effective January 2019, retaining the current schedule for merit increases at each staff member's service anniversary. Individual pay rates will only be affected in the case of staff whose rates fall below the new ranges. In a roll call vote, all present approved the motion.

The Board next addressed the topic of holiday recognition for the library staff. It was moved and seconded to give \$50 in Chamber of Commerce gift certificates to each staff member, as well as two passes each for the annual Fantasy of Lights display, and to authorize the expenditure of up to \$300 towards the staff holiday dinner. In a roll call vote, all present approved the motion.

It was then moved and seconded that the Board move to executive session in order to discuss the director's performance evaluation and potential salary action. The Board entered executive session at 12:45.

At 1:00, the regular session was resumed.

The next item on the agenda was consideration of the director's performance evaluation and salary. It was moved and seconded that the director's salary be increased by 3.75% in accordance to the Library's schedule for salary actions, to be effective November 3, 2018 (the beginning of the first pay period after the anniversary date of November 1); in a roll call vote, all present approved the motion.

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

1. On the morning of Saturday, September 22, when staff arrived to open the library, it was found that there was water overflowing in the men's room. There had been a water main break in Upper on Friday overnight. It seems that when the water service was restored, sand or gravel was forced into the drain in the urinal in the men's restroom, causing it to clog. The additional pressure also caused a valve to fail, allowing water to run into the urinal, which then overflowed and continued doing so for several hours. The northeast area of the first floor was flooded to a depth of an inch or so. Paris turned off the water flow and the water receded – by running down the basement stairs and through the floor and the basement ceiling. Wet ceiling tiles had fallen, and the carpeting in the large meeting room was wet. The board room, rest room and staff and equipment rooms in the basement were unaffected. No books or other library materials were damaged. We called Lena's Cleaning and Lena and Steve came in and extracted as much water as possible and cleaned up the fallen tiles – they responded quickly and did a really nice job.

The library was closed on Saturday, and the What's Cookin' program was cancelled for the following Monday. Story times and other meetings were moved upstairs until the downstairs could be dried out and made safe.

The insurance company was notified early Monday and the appraiser came on Tuesday. It was determined that there was water damage to the walls and ceilings in the large meeting room and the ceiling of the basement vestibule. The carpets in the northwest corner of the 1st floor had been pretty well dried on the surface, but water was found under the tiles, which have a rubber backing. When the adjustor called on Wednesday, he recommended we call Service Master or ServPro. We called ServPro and they sent out a team first thing Thursday morning. They

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determined that the carpet tiles in the affected area had to be removed to be dried and treated. Dry wall in the large meeting room had to be removed, but the carpet there was able to be dried and sanitized in situ.

Curt Frey came in on Monday, October 8, to replace the carpet tiles on the first floor. I have contacted Dick Shumaker about the drywall restoration and painting. Shumakers will do the painting, and Dick is talking with other people he works with about doing the drywall, as there is more of that than he is able to do. Baseboards on both levels also need to be replaced.

2. Karen Shuman, in her capacity as Marketing Specialist, has been going to New Vision 90.1 radio once a month to record interviews and discuss what is going on at the library. The first interview aired on August 20. She also visits local businesses to place announcements of library events with those who are willing to display them.
3. Through the month of October, we are placing small buckets in the library and at businesses all over Upper Sandusky to get feedback from people about what is on their “bucket list.” The idea is to find more opportunities to connect with and support our community.
4. STEAMPunks, our group for middle and high school students, started up again on October 1 with a Halloween make and take activity. About 15 participants made potato “shrunk heads” and fake blood.
5. On October 4 Judy Green gave a Laura Ingalls Wilder presentation in pioneer costume and with many artifacts to display. About 50 people attended this family-oriented program.
6. We will have another Kids Can Cook program on October 18. The group size is limited and has filled up, and we have a waiting list in case some who registered can’t make it.
7. On October 29 we will hold an all-day open house to showcase the new Adventure Central Collection. We have about 50 items, including a telescope, binoculars, sewing machine, many educational toys, and a dozen Playaway Launchpad pre-loaded tablets. We are also borrowing a 3D printer from Norweld for a month to go along with the event.

8. Memorial/Honor/Donations September 2018:

In Honor/Memory of:
Donation

Donor:
Pythian Sisters of Ohio

There were no Items Not on the Agenda.

Ms. Romich 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 1:07 p.m.

President

Secretary