

Board of Trustees of the Upper Sandusky Community Library

Minutes

September 13, 2018

The Upper Sandusky Community Library Board of Trustees convened on Thursday, September 13 at 12:15 p.m. in the Library Board Room with the following members present: Ms. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey, Ms. Jill Logsdon, and Ms. Ann Kemerley. Ms. Jenny Romich and Ms. Amy Aldridge-Ritchey 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 August 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 discussed staffing issues. The position of Adult Outreach & Program Specialist having fallen vacant, other staff members have expressed interest in taking on the various duties of this position. The outreach portion of the job will be assigned to the Marketing Specialist, while another staff member will take responsibility for adult programming and a third will assume the task of preparing and coordinating delivery of materials for homebound members of the community. A new circulation assistant will be hired to give these staff members time to carry out the additional tasks. Ms. Whitt also plans to have a current staff member who has a business background cross train in the fiscal office, and she is considering hiring an as-needed person to assist with maintenance duties.

Next, Ms. Whitt asked the Board to consider revising the paragraph in the Personnel Policy which deals with nepotism. The policy currently does not allow hiring of family members of employees, and if staff become family members, requires one of them to resign. The Board said the policy seems extremely restrictive. The matter was tabled until the next meeting to allow Board members to have more time to consider a revision.

Ms. Whitt then asked the Board for recommendations of contractors to remove and replace a kitchen unit in the staff break room. Since there is both electrical and plumbing work to be done, it was suggested she ask the electrician who usually does work for the library if there is a plumber he has worked with. Another suggestion was to find a local handy man to do the job.

The next item on the agenda was the purchase of an indoor sign. The library had submitted a grant request for this, but the request was not approved. The cost is about \$1,000, and the sign is listed on this year's library goals. However, with the possible need to replace the elevator control system at a cost of about \$40,000 (see below), the Board felt it was better not to purchase the indoor sign at this time. They suggested that Ms. Whitt ask the Friends of the Library if they would be interested in contributing the sign, as it is the kind of thing they have donated to the library in the past.

Ms. Whitt then presented a quote from Davis & Newcomer for updating the elevator control system; the cost is about \$40,000. The proposed system is capable of handling a much larger elevator system than exists in the library, and Ms. Whitt does intend to verify that a more modest system is not available. The funds for this update are not available in the current year's budget, and would have to be appropriated specifically for this purpose. At this point the current control system is working, but often fails to reset properly after a power outage, requiring staff to repeatedly turn the power to the system off and back on. The last time this happened, a service call was actually made to Davis & Newcomer before the elevator spontaneously came back on line. According to files, it appears that the elevator and control system were installed in 1992, making the system over 25 years old. No action was taken at this time, but if the elevator continues to break down more frequently, it may become necessary to make the update. It was recommended that Ms. Whitt keep a log of such incidents.

The next item on the agenda was the circulation policy for the non-traditional collection, "Adventure Central," which is planned to launch in October. Ms. Whitt proposed a one-week loan period with \$1/day overdue fine, as is the current model for movies. She also suggested that only adults be permitted to check out higher priced items. The Board felt that it is a better policy to make the entire collection "adults only" for consistency's sake. They also asked Ms. Whitt to consult with the library's legal counsel to draft a liability waiver in case of injury or damage resulting from improper use of the items.

The Board then considered a recommendation to raise the fee for filling requests for copies of obituaries from local newspapers from \$2.50 to \$5.00. Ms. Whitt said it takes a staff member about half an hour to fill an average request, and it can take a lot longer, especially for older items. Since the cost of any staff member's time is well over \$8 an hour, the Board agreed that \$5 would be a reasonable charge for this service. The motion was made and seconded to raise the cost for filling a request for a copy of an obituary to \$5. In a roll call vote, all present approved the motion.

Ms. Whitt then reported that the Wyandot County Budget Commission recommended at the August 23 hearing that the boards of all of the libraries in the county meet to agree on a formula or system to distribute the annual Public Library Funds allotted to the county by the State of Ohio. Currently this distribution is at the discretion of the County Budget Commission. Ms. Whitt said that the Board of the Forest-Jackson Public Library had shared a formula similar to one proposed for use in Hancock County. The directors of the Wyandot County libraries are scheduled for a regular quarterly meeting in October, and the subject is likely to be discussed at that time.

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

1. With the arrival of September, we are resuming our school year activities. Story times in the library and at area preschools started last week. First grade visits, That Thursday Thing and S.T.E.A.M.punks will start up again in October.

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2. Adult programming this month includes a presentation on “The Amish and America” last week with Bluffton College’s Gerald Mast. About 17 community members attended this program. We will also have a seminar on Medicare benefits and open enrollment on September 20.
3. We are once again partnering with the other Wyandot County Libraries to appear at Chamber of Commerce’s Business Showcase at the Wyandot County Fair. Local businesses donated gift cards and other items so we have some beautiful door prizes to offer.
4. On October 4, Judy Green will share stories and artifacts in a presentation of Laura Ingalls Wilder’s life and stories. This program is intended for all ages; we are working to increase programming for families to enjoy together.
5. The Friends of the Library have donated \$1,500 towards the purchase of Playaway Launchpad preloaded tablets and \$1,000 towards other items for the Adventure Central collection. We plan to launch Adventure Central with an open house in mid-October.
6. The Wyandot County Budget Commission’s annual budget hearing was held on August 23. Representatives from all of the Wyandot County Libraries were invited to make presentations. The following distribution of 2019 Public Library Funds was set:

Dorcas Carey Public Library	37.45%	\$279,452.56
Forest-Jackson Public Library	4.16%	31,041.99
Mohawk Community Library	22.39%	167,074.58
Upper Sandusky Community Library	36.00%	268,632.64

The figures are based on the State distribution estimate of \$746,201.77 for Wyandot County. The percentages are the same as established in recent years. The Budget Commission encourages “all library boards to engage in conversation to develop a mutually acceptable formula for future distributions of Public Library Funds.”

7. Memorial/Honor/Donations August 2018:

In Honor/Memory of:

Betty Miller

Donor:

Nancy & Paul Coffman

Ruth Gardner

Shelba Gilbert

Kathy Nutter

First Citizens National Bank

There were no Items Not on the Agenda.

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 1:01 p.m.

President

Secretary