

Board of Trustees of the Upper Sandusky Community Library

Minutes

April 8, 2021

The Upper Sandusky Community Library Board of Trustees convened on Thursday, April 8, at 12:00 p.m. via Zoom virtual electronic meeting according to the provisions of Amended Substitute House Bill 197, which include temporary changes to Ohio's Open Meetings Act, effective until the end of the declared [COVID-19] emergency or Dec. 1, 2020 and amended House Bill (HB) 404 which extends that flexibility through July 1, 2021. The changes allow library boards to have the option of meeting via electronic means. The following members were present in the Zoom meeting: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Ms. Ann Kemerley, Mr. Todd Leightey and Ms. Laurie Scheck. Mr. Brian Kimmel joined the meeting at 12:40. Ms. Aldridge-Ritchey left the meeting at 12:30; Ms. Scheck left the meeting at 12:45. Director Kathleen Whitt and Deputy Fiscal Officer Patti Davidson were also present, as well as Brian Hemminger of the *Daily Chief-Union*.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the March 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 about a payment to Tech Group for \$1908.99; this was for the purchase and set-up of a staff computer which was replaced according to the technology schedule. It was also asked why there were invoices from Philips Lawn Care for snow removal dating back over the past year, whether the service had not been billed earlier or just not paid before; Ms. Whitt replied that the invoices had just been received recently. 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 quotes to replace and update the HVAC building automation system. The Building and Grounds Committee had met the previous week to review quotes from five contractors and made their recommendations to the Board based on the description of the work to be performed, recommendations from organizations (libraries, schools, etc.) for which the contractors had previously done work, and the cost quoted for the work as described. The motion was made and seconded to accept the quote from Smith-Boughan Mechanical to replace the building automation system at a cost of \$39,500. In a roll call vote, all present approved the motion.

Next on the agenda was consideration of quotes to upgrade lighting throughout the building to LED fixtures. Quotes had been received from Harris Electric, H.E.A.T. Total Facility Solutions and Hoepf Electric. Again based on the description of the work to be performed, recommendations from organizations for which the contractors had previously done work, and the cost quoted for the work as described, the motion was made and seconded to accept the H.E.A.T. quote of \$35,215.15. In a roll call vote, all present approved the motion.

Ms. Grafmiller then reported on the status of the proposal to have the Friends of the Library file for 501(c)3 status. She has discussed this with the officers of the Friends, but they would like more information on what is involved. Mr. Kimmel is obtaining more information on the

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paperwork required. Ms. Scheck said she would be able to help with legal aspects of the filing, and an accountant would also need to be retained to assist with the process.

Under new business, the Board considered raising the limit on the Director's corporate credit card from \$2,500 to \$5,000. The \$2,500 limit was established when procurement of corporate cards for the Director, Deputy Fiscal Officer and program coordinators was approved in March 2015. At that time both the Director and Deputy Fiscal Officer were authorized for a limit of \$2,500. It has become customary for many vendors to accept payment only by credit card. This became an issue in replacing a staff computer recently, which cost over \$2,500. It was noted that raising the Director's credit limit to \$5,000 will not raise the total authorized amount of \$7,000 on all of the library's corporate cards, since the current Deputy Fiscal Officer does not have or need a corporate credit card, and there are currently only three program coordinators with limits of \$500 each. It was moved and seconded to authorize an increase of the limit on the Director's corporate credit card from \$2,500 to \$5,000. In a roll call vote, all present approved the motion.

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

1. We have submitted a grant request for the 2021 Upper's Winter Fantasy of Lights to support the elevator upgrade work that needs to be done. The grants will be awarded later this spring or summer, and funds disbursed in early 2022.
2. Baker & Taylor, from whom we order most of our books, has begun a program called "Sustainable Shelves" to help libraries dispose of books that have been weeded from the collection, receiving credit towards future book purchases. We will send them a spreadsheet of the books we no longer need, and they will mark those which can be resold for credit. Any others we send them would be recycled, perhaps even becoming new books. B&T pays the shipping, so there is virtually no cost to the library for this program. This is not intended to take away from Friends' book sales, but we can send them the leftovers that were not sold in the Friends' sale. We can list any book with an ISBN; they do not have to have be books from bought B&T. The only real requirement is that books to be resold must be in good condition.
3. While programming remains primarily virtual at this time, we have begun planning for some in-person events to resume in outdoor settings over the next few months. This will be done in accordance with new guidance from the Ohio Department of Health: groups attending together should be ten or fewer in number, and each such group should be at least six feet from the next. The Common Readers book discussion group is planning to resume meeting at Stepping Stones in May, and we are planning some outdoor events for children and families in June for the Summer Reading Program.
4. On April 15, Miss Jill will present virtual Kids Can Cook with Chocolate Sprinkle Pie. April 19's What's Cookin' demonstration with Cheryl Lyon will feature dishes with the name of a U.S. city: think "Buffalo wings."
5. The Storywalk© book this month is *When Spring Comes* by Kevin Henkes. This is a great way for families to get outdoors in the spring weather and read a book together.
6. April will feature a repeat of last fall's plant swap. Participants are encouraged to bring plants, seeds, or bulb to the library the week of April 19. Then on April 26 and 27, they can

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come in and select from offerings from other participants. It is not necessary to donate plants in order to participate, making this a good way to get one's plant collection started.

7. Memorial/Honor/Donations:

In memory of: **Donor(s):**

Charles "Pat" Logsdon

Sam & Marilyn Litton

There were no Items Not on the Agenda.

Ms. Romich asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:47 p.m.

President

Secretary