

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*July 8, 2021*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, July 8, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Dianne Grafmiller, Ms. Amy Aldridge-Ritchey, Ms. Laurie Scheck, Mr. Todd Leightey, Mr. Brian Kimmel and Ms. Ann Kemerley. Ms. Jenny Romich was absent. Director Kathleen Whitt and Deputy Fiscal Officer Patti Davidson were also present, as well as Brian Hemminger of the *Daily Chief-Union*.

Vice-President Dianne Grafmiller asked for public comments. Hearing none, Ms. Grafmiller asked if there were corrections or additions to the distributed minutes of the May 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 asked about procedures and oversight for purchases made using the Amazon corporate line of credit. Ms. Davidson replied that a purchase order is written for such purchases, just as for any other orders for materials and services. 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. Grafmiller reported that the Friends of the Library had decided to file for 501(c)3 status. They have updated their organizational constitution and bylaws: Ms. Scheck will review these in her capacity as attorney to verify that they are adequate to the need. Ms. Grafmiller will also send her the list of the officers of the Friends of the Library.

Next, Ms. Whitt submitted a policy for allowing staff to telecommute for part of their work week, depending on the nature of the work and the needs of the library. She said most work done from home was either for program preparation or social media purposes. Ms. Scheck suggested two small changes in wording. It was moved and seconded to adopt the policy as amended; all present approved the motion. The telecommuting policy is attached to these minutes.

Under new business, Board reviewed quotes from Carmar Gardens and from Perennial Landscape and Design to refresh the plantings around the library. The Board had questions on whether the work from the two companies was equivalent, and tabled the matter until the next meeting when these should be answered.

The next item on the agenda was discussion of quotes from Buckeye IT and Tech Group for computer monitoring and maintenance. Buckeye IT's quote was significantly less than Tech Group's, and their home office is located much closer to Upper Sandusky. In addition, Tech Group had recommended purchase of \$2,500 worth of equipment to support the monitoring; Buckeye IT said they did not need this. It was noted that Buckeye IT has a reputation for good work with other entities in town. It was asked what budget line this service would be paid under. Ms. Davidson said that the technology line item was currently used for computer maintenance work by Tech Group. It was noted that it will be good to have constant monitoring, especially for issues of cybersecurity. The motion was made and seconded to accept Buckeye IT's quote for monitoring and maintenance of the computer network; in a roll call vote, all present approved the motion.

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Ms. Whitt then presented quotes from Roszman Roofing and Remodeling to clean the gutters; install new gutters and downspouts; and clean the roof shingles on the north side of the building. They had said that the roof itself does not require replacement at this time. Board members noted that it should be sufficient to clean the gutters now, and replace them when the roof is replaced in a few years' time. They also did not see the need to wash the shingles. It was moved and seconded to accept the quote to clean the gutters; in a roll call vote, all present approved the motion.

Ms. Whitt next noted that the library had been invited to apply for a 2021 Wyandot County Community Foundation grant. She suggested that the library request funding to purchase a 3D printer for program and community use. We borrowed a 3D printer from the Norweld consortium a couple of years ago and it proved to be very popular; visitors were disappointed to find it gone when the lending period was over. The Board agreed that this would be a good addition to the library's resources. Ms. Whitt will submit the grant application to the WCCF.

Next was consideration of the opportunity for library staff and members of the Board of Trustees to rent WiFi hotspots under the library's account with T-Mobile, at the library's discounted cost. Individuals would pay the monthly fee to the library (staff through payroll deduction). The Deputy Fiscal officer will keep track of the units and payments. Ms. Davidson said this will be no additional burden to the tracking she already does for the hotspots circulated in the collection. It was noted that this would be a nice perk to offer to staff. It was moved and seconded to offer staff and members of the Board of Trustees the opportunity to rent WiFi hotspots under the library's account with T-Mobile; all present approved the motion.

The next item for discussion was the Juneteenth federal holiday that was established in June this year. The library's policy currently offers ten paid holidays to part-time and full-time staff; this includes the federal holidays of New Year's Day, Martin Luther King Jr.'s Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. Board members were of the opinion that if other employers in government and business were observing Juneteenth, that the library should do so as well. It was moved and seconded that the Juneteenth federal holiday (June 19) be established as a paid holiday under the Paid Leave Policy of the Upper Sandusky Community Library, effective starting in 2022. All present approved the motion.

The last item on the agenda was a request from Ms. Whitt to close the library at 3 p.m. on August 19 for a staff team building and appreciation event. She said the staff had all worked very hard over the last year to keep providing services and programming (mostly virtual) while access to the library was limited. Staff also worked in small groups called pods for over a year and are now readjusting to working together with more staff in the library at any given time. It was moved and seconded to authorize the staff team building and appreciation event, and to close the library at 3:00 p.m. on August 19; in a roll call vote, all present approved the motion.

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

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1. The Ohio Department of Taxation (ODT) posted the June 2021 Public Library Fund (PLF) distribution of \$50,768,301 – which is \$17.45 million (+ 52.35%) above ODT’s original estimate that was issued in July 2020; and \$13.72 million (+ 37.04%) above ODT’s updated estimate issued in December 2020. This reflects the delay in personal income tax filings from April to May and is realized in the June PLF distribution. The PLF Calendar Year (CY) 2021 year-to-date total is \$227,167,842 and the Fiscal Year (FY) 2021 year-to-date total is \$452,089,524. According to preliminary information from the Office of Budget and Management (OBM), overall state tax receipts for the month of May came in \$744.7 million (or + 34.1%) above estimates. So far, State Fiscal Year 2021 tax collections are \$1.17 billion (+ 5.2%) over estimate. According to OBM, “The significant overage reflects the one-month postponement of tax year 2020 income tax return payments, from April 15 to May 17, which was not anticipated in the revenue estimate. This month’s result makes up for the negative variance in April.”
2. The Ohio Department of Taxation (ODT) has issued their final estimates for the Public Library Fund (PLF) distributions for each county for Calendar Year 2021 (CY21). Overall, ODT is now estimating the total CY21 PLF distribution will be \$454,282,103, which is \$38,898,038 more than the figure ODT certified in December 2020 (\$415,384,065). For the Upper Sandusky Community Library, this means that the calendar year 2021 estimated PLF distribution is now estimated to be \$304,608.65, an increase of \$25,445.63 over the December 2020 estimate.
3. The state budget for FY2022-2023, which began on July 1, maintains the Public Library Fund (PLF) at 1.7% of the General Revenue Fund (GRF) for the next two years. If this had not included in the budget, the PLF would have reverted to 1.66% of the GRF, which is established in permanent law.
4. The State Library of Ohio will receive approximately \$1,000,000 in American Rescue Act funds. This money will be used to help offset the cost of the Statewide Delivery Service System this year, providing a 30% discount to libraries participating in the system.
5. The flexibility that was provided throughout the pandemic ended on June 30. This was not extended, and library boards will now have to resume meeting in person.
6. Our upgrade to LED lighting was complete on June 3. Our experience with the H.E.A.T. been excellent. They communicated well with us and worked quietly and quickly. The lighting looks great too!
7. Effective July 1, STAT Courier is providing courier service for the Statewide Delivery Service System, to transport materials between Ohio Libraries, including SEO, replacing Priority Dispatch. The transition so far has not been smooth, although we have been a lot better off than many other libraries. Some have not yet even had contact with their drivers. We have only received a few packages of materials – likely as a result of other libraries’ materials not having been picked up to send to us. Our new driver seems very efficient and professional, and I hope that the delays in receiving materials will soon be resolved.
8. Karen Shuman, who resigned last April, has returned as part time library assistant. Due to the reduced hours over the past year, it was not necessary to replace her until this time, but with the summer reading program and resumption of in person programming, we now need the additional help at the circulation desk.
9. Summer reading programs for all ages began on June 1 and will run through July. We have a variety of activities planned to allow the community to participate in virtual and traditional

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ways. The principle way of tracking activities and encouraging reading is through the use of bingo cards. Participants earn entries for a variety of prize drawings for each “bingo” they earn. In-person programs held in June included Tales with Salamanders with naturalist Chelsea Gottfried, Tales with Farm Animals (FFA Petting Zoo), and June 17<sup>th</sup>’s Big Event which featured cooking demonstrations, opportunities to make cards to send to senior citizens, a visit from the Humane Society with dogs to be adopted, and a live Jeopardy game. Participation in all of the events was good. We are also having in-person story times on Wednesdays through July. Currently registered for the programs:

- a. Wee Read: 47
  - b. Children preschool to 5<sup>th</sup> grade: 803 (many registered at school in May)
  - c. Teens: about 30
  - d. Adult: about 70
10. Miss Jill will present virtual Kids Can Cook on Facebook one more time in July. In-person Kids Can Cook is planned to resume in September, along with regular in-person story times.
  11. The July Storywalk© book is *Click, Clack, Moo, Cows That Type* by Doreen Cronin. The June and July Storywalks© include a new feature, CODED Tales. Each story page contains a letter to spell out a word; when children tell us what the word is, they win a prize.
  12. What’s Cookin’ is returning to in-person format with a monthly lunchtime meeting. July’s theme is No-Bake Desserts or Cool Salads.
  13. On August 3, we will host a presentation from the Armstrong Air & Space Museum. We also will have “Learning Lunchbox” space experiment kits to pass out to families of school-age attendees. COSI has made 50 of these kits available free of charge to every Ohio library system in connection with the COSI Connects outreach program.
  14. The Friends of the Library will hold their annual book sale on August 11-14, with a members only presale on August 10. Donations of gently used books will be accepted July 12-31.
  15. I have been notified that Christina Nelson, who passed away in June, listed the Upper Sandusky Community Library as a beneficiary of her estate.
  16. Memorial/Honor/Donations: (May and June)

**In memory of:**

Joyce Koehler  
Janet Minor

**Donor(s):**

USANDO Literary Club  
Michael and Leslie Scherer

Under Items Not on the Agenda Ms. Grafmiller said that the Friends of the Library had suggested putting a garden shed in the back yard of the library to store Christmas decorations and other supplies. No action was taken on this matter.

Ms. Grafmiller asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 1:17 p.m.

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President

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Secretary

**Telecommuting:** Telecommuting allows employees to work at home or other offsite location for all or part of their workweek, temporarily or long term. Typically telecommuting will be permitted for a part of the workweek in order to facilitate program preparation and other activities that are easier to do offsite or outside regular working hours, while the greater part of the employee's work will be carried out at the library during regularly scheduled hours. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement or a systemwide benefit, and it in no way changes the terms and conditions of employment with the library. Any telecommuting arrangement will be at the discretion of the director and may be discontinued at any time at the request of either the employee or the director.

Telecommuting does not excuse employees from attending meetings, scheduled trainings, or other events at which a physical presence is required. Individuals requesting telecommuting arrangements must have a satisfactory performance record (at the determination of the director).

Telecommuting employees will be required to accurately record all hours worked using the library's time-keeping system. Fraud or failure to comply with this requirement can result in the immediate termination of the telecommuting agreement.

Temporary telecommuting arrangements may be approved by the Director for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.