

Board of Trustees of the Upper Sandusky Community Library

Minutes

March 11, 2021

The Upper Sandusky Community Library Board of Trustees convened on Thursday, March 11, 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. Brian Kimmel, Mr. Todd Leightey and Ms. Laurie Scheck. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the February 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. Hearing none, 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 an invoice from Impact Network Solutions, the contractor who installed phone system last year, for "Software Assurance." Ms. Whitt said she had been told that this was in case a service technician had to call for additional technical support for repairs. She said she does not feel this is necessary coverage, and in the event the service was required, we would just be billed for it. The Board decided not to accept the extended Software Assurance service.

Under new business, Ms. Whitt said she had received one quote to upgrade lighting throughout the building to LED fixtures. She inquired whether the Board was interested in following up on this this year, and if so, she will solicit additional quotes. She also suggested requesting a grant from the Upper Fantasy of Lights for the lighting upgrade. Grant applications are due in May, and grants awarded in spring or summer, but funds would not be available until next year. The Board agreed that Ms. Whitt should look into the grant application, and continue to look for additional contractors to give quotes for the work.

The next item of business was the annual renewal of the health insurance policy made available to eligible staff members. Structured Employee Benefits of Ohio (SEBO) had shopped available plans on behalf of the Library and presented a few different options. Renewing the current Anthem SOCA MEWA Blue Access 500 plan would entail a 4.52% decrease in premiums but entail slightly higher office copay and out of pocket maximums. Other plans would entail much higher copay and out of pocket maximums, or much higher premiums. The motion was made and seconded to accept the renewal of the current Anthem plan. In a roll call vote, all present approved the motion.

In the last item on the agenda, Ms. Whitt asked the Board if they had thoughts or suggestions for guidelines on returning to normal hours and programming, based on the current downward trend in pandemic numbers in the state. She said that visitor numbers at the library are still only about

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half what they were last February. Board members stated that they did not feel prepared to set guidelines at this point, but would rely on Ms. Whitt's discretion to make decisions regarding hours and programming, based on health department guidelines and best practices for the library community.

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

1. The Ohio Department of Taxation (ODT) posted the March 2021 Public Library Fund (PLF) distribution of \$33,331,536 – which is \$7.45 million (+ 28.8%) above ODT's original estimate that was issued in July 2020; and \$4.58 million (+ 15.9%) more than ODT's updated estimate issued in December 2020. State revenues continue their trend of exceeding projections. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of February came in \$182.9 million (or + 10.6%) above estimates. OBM Director Kim Murnieks indicated that the personal income tax collections going into the state's General Revenue Fund (GRF) are up almost 31%, but that's because the tax filing season was delayed from January to February and fewer refunds were paid, so she expects that to level out.
2. The HVAC system repairs have been completed, and the spare cooling pump has been rebuilt.
3. We have had several contractors in to provide quotes for the HVAC building automation system. We are still waiting for all of the quotes to come back.
4. We have received an updated quote from Davis & Newcomer for the elevator automation upgrade recommended a couple of years ago. We are currently soliciting quotes from other contractors. [It was suggested that this also would be a good project for a grant request to the Fantasy of Lights.]
5. The touch-free water bottle filling stations were installed Friday, March 5 and Monday, March 8.
6. The touchless self-checkout station is scheduled to be installed on Thursday, March 11. Training for staff will be provided at that time.
7. Programming remains primarily virtual. The Common Readers group is meeting by Zoom, and Story Times and What's Cookin' are also online. Take and make crafts for all ages are very popular. We are holding a Peep-A-Palooza decorating contest. Entrants will obtain their own candy peeps and use them to make a creative work that will be displayed at the library between March 17 and 31. Prizes will be awarded for the top three entries in each of two classes: Age 12 and under, and age 13 to adult.
8. We recently learned that the publisher of Dr. Seuss's books is ceasing publication of six of his titles due to diversity concerns. We own three of these. While we plan to continue to make them available to our patrons, we have removed them from circulation and they are currently available for in house use only in order to protect them from potential damage or theft. Libraries throughout Ohio (and I assume, everywhere) are taking similar precautions.
9. The Ohio Department of Health is making home rapid COVID test kits available to public libraries to distribute to members of the community. This is a voluntary service. Library staff are not expected to help patrons with the tests, and the library is not intended to be used as a testing location. Over 100 Ohio library systems are already participating in the program. I

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have requested about 200 kits to distribute to our community. As with all library services, individuals with symptoms of illness will be asked to call for curbside service.

10. Memorial/Honor/Donations:

In memory of:

Robert E. Sturgeon

Donor(s):

Son

Under Items Not on the Agenda, Mr. Kimmel said he had been looking into the possibility of the Friends of the Library filing for 501(c)3 status. The cost would likely be around \$1500, but it should be very doable, and would make it possible for the library to get access to grants from organizations that required 501(c)3 status for grant recipients. Friends liaison Dianne Grafmiller will talk to the officers of the Friends of the Library. Mr. Kimmel will continue looking into the filing requirements. Ms. Whitt will investigate whether it would be allowable for the library to pay filing fees.

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 12:36 p.m.

President

Secretary