

Board of Trustees of the Upper Sandusky Community Library

Minutes

May 13, 2021

The Upper Sandusky Community Library Board of Trustees convened on Thursday, May 13, 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. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey, Mr. Brian Kimmel and Ms. Ann Kemerley. Ms. Aldridge-Ritchey was absent. 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 April 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 the Wyandot County Recorder; this was to file a notice of commencement for the HVAC building automation system modernization project. 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 on the status of the proposal for the Friends of the Library to file for 501(c)3 status. She said that Mr. Kimmel is working with Ms. Scheck as attorney to learn what needs to be done to move forward. It will require services of both an attorney and an accountant to file the documentation. Ms. Grafmiller will present this information to the Friends of the Library when they meet.

Under new business, Board considered participating in a proposed member-to-member benefits program sponsored by the Wyandot Chamber of Commerce. Staff of member organizations would be eligible to receive benefits such as discounts from other member organizations. It was moved and seconded to offer a discounted price for photocopies at the library for employees of Chamber member organizations: \$.10 per page for black and white copies, and \$.25 for color (normal cost is \$.15 for B/W and \$.50 for color). All present approved the motion.

The last item on the agenda was discussion of how the library will begin returning to more normal operations as the COVID emergency comes under control; state government mandates are to be lifted effective June 2. Ms. Whitt said that she plans to maintain curbside delivery and keep the Plexiglas barrier at the circulation desk for the time being. Masks will not be required for staff or visitors after June 1. Signs will remain at the doors asking individuals who are sick not to enter and reminding those who are at increased risk of illness or who have not been vaccinated that wearing a face covering is recommended. Quarantining of materials will be discontinued as soon as staff are comfortable doing so (many libraries have already stopped quarantining materials or are planning to do so within the next week or two). After this, we will be able to open up the meeting rooms for library programs and public meetings and resume in-person story times and other programming. Scheduling of staff to work in pods will also be

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discontinued in June. Since the library is still only seeing about half the traffic as in spring 2019, Ms. Whitt plans to resume evening hours only one day a week until the number of visitors would support remaining open Monday through Thursday, as is usual: beginning in June the library will remain open until 8:30 p.m. on Tuesdays only. Ms. Whitt suggested that staff may be allowed to continue doing some work at home as appropriate to the task and as need for staff in the library permits. Since the library does not currently have an offsite work policy, Ms. Romich asked Ms. Whitt to draft one for the Board's approval. Ms. Scheck suggested that offsite work should always be at the director's discretion.

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

1. The Ohio Department of Taxation (ODT) posted the April 2021 Public Library Fund (PLF) distribution of \$28,458,737 – \$5.6 million (+24.45%) above ODT's original estimate that was issued in July 2020; and \$2.4 million (+9.17%) more than ODT's updated estimate issued in December 2020. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of March came in \$41.3 million (or + 2.6%) above estimates.
2. The Ohio Department of Taxation (ODT) posted the May 2021 Public Library Fund (PLF) distribution of \$39,534,673 – which is \$3.67 million (+ 10.23%) above ODT's original estimate that was issued in July 2020; and \$2.05 million (- 4.94%) below ODT's updated estimate issued in December 2020. This reflects the delay in personal income tax filings from April to May. Even though tax receipts came in under estimate for the month of April, this is expected to be made up with the income tax filing in May and PLF distribution in June. According to preliminary information from the Office of Budget and Management (OBM), overall state tax receipts for the month of April came in \$337.7 million (or - 12.8%) below estimates. So far, State Fiscal Year 2021 tax collections are up \$425.7 million (+ 2.1%) above estimates.
3. As of May 11, the lighting upgrade is nearly complete. H.E.A.T. is waiting for some special bulbs to come in for the children's area. Our experience with the H.E.A.T. has been excellent. They communicated well with us, and worked quietly and quickly. The lighting looks great too!
4. We have been working with SB Mechanical to file the necessary paperwork with the city for the HVAC automation work.
5. When the state conducted their annual elevator inspection, they found that the emergency telephone was not able to make outgoing calls. We contacted Davis and Newcomer, who replaced the phone. We also had to work with AT&T to fix an issue with the line.
6. On May 20, Miss Jill will present virtual Kids Can Cook with Pizza Waffles. May 20's What's Cookin' demonstration with Cheryl Lyon will feature recipes for a spring tea party.
7. The May Storywalk© book is *Last Day Blues* by Julie Danneberg. This is a great way for families to get outdoors in the spring weather and read a book together.
8. Crafters can celebrate May with a spring migration bird feeder kit and a Bee Happy Bee Hive kit. Younger crafters will be able to decorate a flower pot and grow their own flowers.
9. Summer reading programs for all ages start June 1. We have a variety of activities planned to allow the community to participate in virtual and traditional ways. In-person programs will be held outdoors to allow for as many people as possible to participate safely. These include

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an FFA Petting Zoo and naturalist Chelsea Gottfried presenting a hands-on program on salamanders. On June 17, we will hold a “Big Event” at Harrison-Smith Park, which will include cooking demonstrations, a live Jeopardy game and other activities.

10. Memorial/Honor/Donations:

In memory of:

Dale & Mary Reinhart

Donor:

Lisa Steen

Under Items Not on the Agenda it was mentioned that the flexibility for public meetings to be held virtually will continue until July 1. Ms. Whitt will contact Board members for their preference to meet in person or virtually a few days before the meeting.

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 12:35 p.m.

President

Secretary