

Board of Trustees of the Upper Sandusky Community Library

Minutes

October 14, 2021

The Upper Sandusky Community Library Board of Trustees convened on Thursday, October 14, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey, and Mr. Brian Kimmel. Ms. Ann Kemerley was absent. 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 August 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 made to the Upper Sandusky Community Library itself. Ms. Whitt said she will find out what this was and report back to the Board. 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. Scheck gave the Board an update on the Friends of the Library's progress towards seeking 501(c)3 status. She said that she had received a final draft of the Friends' incorporation documents and had submitted them to the accountant for final review so they can be filed and the application process proper can begin.

Under new business, Ms. Whitt submitted a Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor. The motion to adopt the Resolution was moved and seconded; in a roll call vote, all present approved the motion.

Next Ms. Whitt noted that Ms. Grafmiller's term of office will expire on December 31. Ms. Grafmiller having agreed, the Board nominated her to serve another term. Ms. Whitt will send a letter to the School Board with this recommendation.

The next topic of discussion was holiday recognitions for the staff of the library. It was moved and seconded to give \$50 in Chamber of Commerce gift certificates to each staff member, as well as two passes each for the annual Fantasy of Lights display, and to authorize the director to spend up to \$300 for a staff dinner and party. In a roll call vote, all present approved the motion.

The Board then considered a year-end bonus for library staff. In recognition of the dedication shown by the staff, it was moved and seconded to award \$200 to each full-time staff member and \$100 to each part-time or as-needed staff member. In a roll call vote, all present approved the motion.

It was then moved and seconded that the Board move to executive session in order to discuss the director's performance evaluation and salary action. In a roll call vote, all present approved the motion. The Board entered executive session at 12:07.

At 12:15, the regular session was resumed.

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The Board then addressed the director's performance evaluation and salary. They thanked Ms. Whitt for her hard work and recognized the difficulties facing her over the past two years. It was moved and seconded that the director's salary be increased by 3.75%, to be effective November 13, 2021 (the beginning of the first pay period after the anniversary date of November 1); in a roll call vote, all present approved the motion.

The last item on the agenda was the date of the November regular meeting of the Board. The second Thursday of the month will be November 11, which is Veteran's Day. It was moved and seconded to move the meeting to 12 noon on Monday, November 8. All present approved the motion.

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

1. State revenues continue to exceed expectations. According to the Office of Budget and Management (OBM), the state's September 2021 General Revenue Fund (GRF) tax receipts came in \$94 million or 4.5% above estimate. The Ohio Department of Taxation (ODT) posted the October 2021 Public Library Fund (PLF) distribution of \$38,142,303, which is \$8.53 million (+ 28.79%) above ODT's original estimate that was issued in July 2020. The PLF Calendar Year (CY) 2021 year-to-date total is \$387,017,969.

2. The Wyandot County Budget Commission has set the following distributions of 2022 Public Library Funds:

Dorcas Carey Public Library	36.00%	\$297,123.12
Forest-Jackson Public Library	6.61%	54,555.11
Mohawk Community Library	21.39%	176,540.65
Upper Sandusky Community Library	36.00%	297,123.12

The figures are based on the State distribution estimate of \$825,342.00 for Wyandot County. The percentages are the same as 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."

3. We have been awarded a grant from the Wyandot County Community Foundation in the amount of \$1329.05 for a 3D printer for programming and education. The award presentation will be on Friday, October 15.
4. We have also received a grant of \$205.05 from the Columbus Foundation's David H. and Mary Lois Stansbery Endowment Fund for media and programming to promote the study of science, history and philosophy.
5. SB Mechanical began installation of the new Building Automation System on September 2, and was largely finished by Sept 15. There are a few issues with the HVAC system (boilers, etc.) that need to be addressed before they can make sure everything is working properly.
6. On September 30, we held a Homeschool and Teachers' Open House featuring books, realia (Adventure Central games and toys) and electronic resources which might be of use for teachers and homeschoolers. The event was well-planned and organized, but unfortunately no one from the community came. I had been hoping we could use this to build our support for these library users, but at this point it is hard to identify any needs they might have that we can help with.

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7. On October 4, we had a family Car Show and Drive-In movie featuring prizes for home-built cardboard box cars and a showing of the children's movie "Cars". About a half dozen children and parents attended, with some really cute cars entered in the car show.
8. On October 4, we began offering Grab-n-Go Meals from the Children's Hunger Alliance. Children from birth to age 18 can stop by the library Monday-Friday 3:30-5:30 to pick up a free shelf-stable bagged meal.
9. Visitor numbers dropped a bit in August, with an average of about 64 visitors a day, but picked up again in September with about 85 visitors per day.
10. The annual Clothing Swap returns this month. Drop off of donations was October 14-16. Community members can return to "shop" for free clothing and accessories October 21-23.
11. On October 16 teens and adults are invited to join us for the Trail of Terror featuring local storytellers with "Chilling Tales from History and Urban Legend" on the wooded trails at Harrison-Smith Park.
12. In-person Kids Can Cook resumes this month. The kids will be making Smoothies with Miss Jill and Miss Krystal at 3:00 on October 21.
13. Also on October 21, we will debut a new program called Taste of the Town, with local restaurants demonstrating how they create favorite dishes. This month we have A.J.'s Heavenly Pizza with their pepperoni pizza – from dough to dinner.
14. Last year's pumpkin decorating contest was a hit, so we are offering it again this year. Participants can pick up a pumpkin at the library October 18-23. Entries must be returned by October 23. Prizes will be awarded for 1st, 2nd and 3rd place.
15. Memorial/Honor/Donations:

In memory of:

Dennis Barnes

Donor(s):

Mark, Becky, Jenny and David Romich

Under Items Not on the Agenda, Ms. Romich asked about the status of the Christina Nelson bequest to the library. Ms. Whitt said she had met with Attorney Michael Pfeifer and signed the Waiver and Consent agreeing to the transfer of property as directed at the August Board meeting. Ms. Romich signed this as well. Mr. Pfeifer also told Ms. Whitt that the online auction of Ms. Nelson's personal property went very well.

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