

Board of Trustees of the Upper Sandusky Community Library

Minutes

October 13, 2022

The Upper Sandusky Community Library Board of Trustees convened on Thursday, October 13, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey, and Ms. Ann Kemerley. Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, and Mr. Brian Kimmel were absent. Director Kathleen Whitt was also present.

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 September 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. There was a question about a payment of \$0.20 made to US Bank Equipment Finance, in addition to a payment of \$374.64. 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.

There was no old business.

Under new business, Ms. Whitt noted that Ms. Aldridge-Ritchey's term of office will expire on December 31. She said she had talked to Ms. Aldridge-Ritchey, and that she is willing to continue to serve if the Board agrees. The Board nominated her to serve another term, and Ms. Whitt will send a letter to the School Board with this recommendation.

Ms. Whitt then submitted a draft policy for providing 3D printing services to the public. It was observed that some of the provisions in the proposed policy were more in the nature of procedures, which it would be best not to include in the policy per se, in case of the need to update them from time to time. Ms. Whitt will revise the policy and procedures and submit to the Board again at the next meeting.

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 \$500 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 12:26.

At 12:42, 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 offered appreciation for everything she has done for the library. It was moved and seconded that the director's salary be increased by 3.75%, effective November 12, 2022 (the beginning of the first pay period after the anniversary date of November 1); in a roll call vote, all present approved the motion.

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

1. The Ohio Department of Taxation (ODT) posted the October 2022 Public Library Fund (PLF) distribution of \$40,549,733 — which is about \$4.06 million (+ 11.13%) above ODT's original estimate that was issued in July 2021. This brings the statewide PLF Calendar Year (CY) 2022 year-to-date total to \$419,303,909.

2. The Wyandot County Budget Commission has set the following distributions of 2023 Public Library Funds:

Dorcas Carey Public Library	36.00%	\$349,981.92
Forest-Jackson Public Library	6.61%	64,260.57
Mohawk Community Library	21.39%	207,947.59
Upper Sandusky Community Library	36.00%	349,981.92

The figures are based on the State distribution estimate of \$972,172.00 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. The Friends of the Library have generously purchased four mobile shelving units for our storage room. This will allow for much better organization of and access to the equipment and supplies kept there.

4. On September 16, Ohio First Lady Fran DeWine visited our library in connection with the Ohio Imagination Library effort. Mrs. DeWine read Eric Carle's "The Very Hungry Caterpillar" to an audience of about a dozen children and their parents and caregivers.

5. On the evening of October 5, 20 guests joined library staff for an interactive viewing of the movie "Hocus Pocus." Everyone enjoyed tasty, themed snacks and had a lot of fun, especially when guests had a chance to squirt the role-playing staff members with water guns. They even lined up for a photo opportunity at the end of the evening.

6. On the evening of Saturday, October 22, USCL will host "Trail of Terror 2: Campfire Edition" in the woods at Harrison-Smith Park. Guests will be entertained with spooky tales based on "Scary Stories to Tell in the Dark." This event is intended for adults and older children.

7. Memorial/Honor/Donations:

<u>In memory of:</u>	<u>Donor(s):</u>
Deanna Spurlock	Margaret Williams

Under Items Not on the Agenda, Ms. Whitt mentioned that next week is Friends of the Library Week. It was suggested that recognition of the Friends' contributions to the library, including the recent purchase of mobile shelving units, be shared in the newspaper and library Face Book page.

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Ms. Whitt then said that she had received a quote from Carmar Gardens to freshen the landscaping. The quote is very close to the amount remaining in the budget for this type of service for the year. She is also still awaiting quotes from a couple of other contractors. It was suggested that the library might be able to find volunteers, especially among persons needing community service hours, who would be willing to help clean up the grounds.

Lastly, Ms. Whitt reported that the Ohio Minimum Wage will increase to \$10.10 (an increase of over 8.6%) on January 1, 2023. She suggested that the Finance Committee meet to discuss the impact on the 2023 budget. Ms. Whitt will contact the members of the committee to schedule a meeting before the November regular meeting of the Board, when she plans to submit a draft budget.

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 12:55 p.m.

President

Secretary