

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*May 9, 2024*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, May 9, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Mr. Ben Buckland, Mr. Todd Leightey, and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey and Mr. Brian Kimmel were 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 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. Ms. Grafmiller asked about three payments to Smith-Boughan and one to Assa Abloy. Ms. Whitt said that the payments to Smith-Boughan were for the regular maintenance contract, as well as a couple of service calls for repairs. The Assa Abloy payment was for a service call when they did maintenance work and diagnosed problems with the external doors and automated door operators. There will be a further payment on next month's bills for the replacement of the door pins and the rear automatic door operators. Hearing no further questions, in a roll call vote, all present approved the bills.

Under old business, Ms. Whitt presented a draft revision of the Drug Free Workplace Policy. This includes a separate section on use of marijuana by library employees on library property or on library business, as well as a definition of what is understood by abuse of prescription or recommended drugs, per the advice Wyandot County Prosecuting Attorney Eric Figlewicz. The policy prohibits the use or possession of controlled substances on library property or while conducting library business, or reporting to work under the influence of such substances. A motion was made and seconded to adopt the Drug Free Workplace Policy as revised. All present approved the motion. The policy is attached to these minutes.

Next on the agenda was discussion of a Student Borrowing Card that does not require a parental signature. This would provide access to children whose parents may not be able to come to the library to sign for a card (or who may be unwilling to take responsibility for lost or damaged items). The card would allow up to three items to be checked out a time, so the risk of loss to the library is limited. The items that can be borrowed are limited to books, audiobooks, movies and magazines. Students will be responsible for lost or damaged items, but up to three lost or damaged items can be waived per year. The card will also permit access to the library's online resources. Parents will be notified that their child has been issued a Student Card; the card can be upgraded to a regular card with a parental signature. A motion was made and seconded to adopt the Student Borrowing Card Policy. All present approved the motion. The policy is attached to these minutes.

Under new business, Ms. Whitt said she had looked into the availability of a booth at the Wyandot County Fair this fall, which she would like to share with the other county libraries. She learned that both a single and double booth are available in the New Merchants' Building. The Dorcas Carey, Mohawk and Forest Jackson Libraries will be invited to share the cost of the booth and staffing for the week. The Board agreed that this is a great opportunity to advertise the

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libraries' resources and services – and especially our Adventure Central collection of non-traditional circulating items.

The last item on the agenda was discussion of a list of items of equipment that are no longer needed and occupying space needed for storage. Ms. Whitt proposed that these items be approved for disposal by the Board, and then made available to the public for donations to the library in a yard sale. Library staff and Board members may not have first chance before the sale, under Ohio Ethics Law. Library staff and Board members may bring items of their own to be put in the sale, with proceeds to benefit the library. The motion was made and seconded to approve disposal of the surplus equipment. All present approved the motion.

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

1. While the sponges in the sump area of the elevator shaft have not completely resolved the problem of water in the shaft, they have mitigated it. Davis and Newcomer has said they will add more hydraulic cement and sponges to control the collection of water in the bottom of the elevator shaft.
2. Assa Abloy completed the exterior door repairs and operator upgrades completed on April 12.
3. Johnson Controls recently completed the 5-year inspection of the sprinkler system and had to replace the outdoor FDC sign, which was peeling. The system passed the inspection.
4. On June 3, we will have a ribbon cutting for the new Story Walk at Stepping Stones Park at 2:00. We would love for you to attend if you are able.
5. Our new website template went live on May 3. There are a couple of glitches on the home page, but we are working with OPLIN to get them resolved.
6. Every Wednesday in May we are offering an "intermediate" course in American Sign Language presented by sign language interpreter Keith Falzone, as a follow-up to the series we had in January. This course is open to the public, with no registration or experience required.
7. Next week Krystal Smalley will be going to Washington, D.C. for orientation and training for the Americans and The Holocaust Travelling Exhibition to be hosted by our library in 2026. This is paid for by the grant received in conjunction with the award of the exhibition. We have a series of displays and programs planned over the next months to maintain interest in this topic, including a display featuring holocaust survivors in the main vestibule this month.
8. May is "pet month," and we have two pet-oriented programs this month. On May 2, we had a veterinarian to talk about pet health, and at the end of the month we will have the K-9 Police Dog visit and demonstration. We are also collecting donations of cat and dog food and other pet needs for the County Humane Society.
9. Lunch Bunch this month features "My Mom's Favorite Recipe." Taste of History will offer dishes from Ancient Greece.
10. This year's summer reading program is titled "Adventure Begins at Your Library." Sign-ups will start for students the last week of school. The official kickoff for adults will be a donut day on June 1. The program will continue through July. Elementary school children will complete Bingo cards of library-related activities, teens and tweens will earn scratch-off tickets to win prizes, and adults will complete lists of their reads on special bookmarks. All

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ages will earn entries for prize drawings including games and toys for the kids and a local business gift basket or Kindle Fire for adults.

11. Memorial/Honor/Donations:

There were no memorial or other donations in April.

There were no items under Items Not on the Agenda.

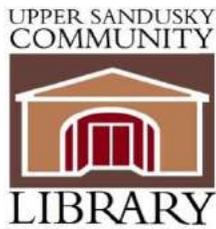
Ms. Romich asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:29 p.m.

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President

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Secretary



301 North Sandusky Avenue  
Upper Sandusky, Ohio 43351

419-294-1345  
419-294-4499 (fax)

[uscl@seolibraries.org](mailto:uscl@seolibraries.org)  
<https://usclibrary.org>

Adopted by the Board of Trustees

Date: May 9, 2024

### **Drug Free Workplace**

The library recognizes that the use of illegal or unauthorized drugs or alcoholic beverages on library premises or while conducting library business poses a serious threat to the safety of the employees and library users, and compromises the quality and reliability of work and service to library users. The library complies with the provisions of the Drug Free Workplace Act of 1988.

The manufacture, possession, use, distribution, or dispensation of illegal or unauthorized drugs, as defined by law, or of alcoholic beverages on library premises or while conducting library business is prohibited. Employees shall not work, or report to work, under the influence of illegal drugs, nor under the influence of controlled substances, including alcohol; an exception may be made for prescription drug therapy as described below.

### **Marijuana**

While the recreational use of marijuana by adults has been legalized in Ohio, it remains a controlled substance. The manufacture, possession, use, distribution, or dispensation of marijuana on library premises or while conducting library business is prohibited. Employees shall not work, or report to work, under the influence of any controlled substances, including marijuana; an exception may be made for prescription drug therapy as described below.

### **Prescription or Over-the-Counter Medications**

Prescription or over-the-counter drugs shall be used in the manner, combination, and quantity prescribed or recommended. An employee who will be using prescription drugs on library premises, or during work time, will determine by consulting with the prescribing or recommending physician whether the prescribed or recommended drug may impair physical and/or mental abilities. If the medication could affect the employee's ability to perform any aspects of the job, including affecting the employee's behavior, the employee must notify the supervisor. Failure to report may result in disciplinary action up to and including dismissal. Any use of medication not taken as recommended or prescribed will be considered drug abuse and is subject to disciplinary action.

### **Drug Testing**

If the director has a reason to believe that an employee is using illegal drugs, marijuana, or alcohol in violation of the library's policies, that employee may be required to submit to a drug or alcohol test.

**Disciplinary Action**

Violation of this policy will subject an employee to disciplinary action as defined in the Personnel Policy, up to and including possible dismissal.

Under the terms of the Drug Free Workplace Act, employees must notify the director of any conviction for a violation of a criminal drug statute occurring on library premises or while conducting library business no later than five days after such a conviction. Failure to report a conviction may result in disciplinary action up to and including dismissal.

## **Student Borrowing Card**

Children aged 5-17 may obtain a Student Borrowing Card without a signature from a parent or guardian. They must be able to supply their address and a phone number for a parent or guardian. The Student Card will allow up to 3 books, audiobooks, magazines or movies from the Upper Sandusky Community Library to be checked out at one time. Hotspots and Adventure Central items may not be borrowed using a Student Card. Students will be responsible for lost and damaged items. Up to 3 lost or damaged (if not able to be repaired) items may be waived per year. After that each lost, damaged, or overdue item will reduce the number of items allowed to be checked out. The Student Card will allow access to digital resources and online databases. Items may not be borrowed from other SEO Libraries using a Student Card. Parents or guardians will be notified that their child has received a Student Card, and a Student Card may be upgraded to a regular borrower's card when a parent or guardian comes to the library to complete and sign the application.