

Board of Trustees of the Upper Sandusky Community Library

Minutes

December 10, 2020

The Upper Sandusky Community Library Board of Trustees convened on Thursday, December 10, 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. Laurie Scheck, Mr. Todd Leightey, and Ms. Ann Kemerley. Ms. Jill Logsdon was absent. Director Kathleen Whitt and Callen Pugh of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, she asked if there were corrections or additions to the distributed minutes of the November meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was ratification of 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 took up the matter of nominations to fill the vacancy which will be left by Ms. Jill Logsdon, whose term expires December 31, 2020. Ms. Logsdon has declined nomination for another term. The motion was made and seconded to nominate Mr. Brian Kimmel. All present approved the nomination. Ms. Whitt will submit this recommendation to the US EVS School Board, which appoints the trustees to this board.

Under new business, the Board discussed extending the temporary COVID leave policies adopted in May, and which will expire on Dec. 31, 2020: the Temporary Emergency Paid Sick Leave Policy and the Temporary Family Medical Leave Act (FFCRA) Policy. After discussing suggested end dates for these policies, the motion was made and seconded to extend them "until the end of the declared public health emergency." All present approved the motion.

Ms. Whitt then advised the Board that the blueprints of the current library building are becoming fragile. These records are required to be kept for the life of the building. Ms. Whitt said she had received a quote from Key Blueprints, Inc. for digitization of the documents and storage of two copies on flash drives. The Board agreed that this is a wise measure. They suggested Ms. Whitt contact the Wyandot County Engineer's Tax Map Department to see if they would be able to do digitize the blueprints. The motion was made and seconded to have the blueprints of the Upper Sandusky Community Library building digitized, either through the Tax Map Department or Key Blueprints. In a roll all vote, all present approved the motion.

The last item on the agenda was a brief meeting of the Records Commission. The Records Commission consists of the entire Board and the Fiscal Officer (Ms. Whitt). Ms. Whitt stated that she has identified records that are eligible for disposal under the Records Retention Schedule approved by the Board. The request to destroy the eligible records was submitted to the State

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Archives of Ohio for approval, which she expects to receive by the end of this week. A motion was made and seconded to approve destruction of records having met their retention dates, subject to review by the State Archives of Ohio. All present approved the motion.

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

1. At the start of the pandemic, the Ohio General Assembly passed legislation (House Bill 197) making several temporary changes to the Ohio Open Meetings Act (R.C. 121.22). The changes allowed for public bodies, including public library boards, to meet by videoconference during the COVID-19 health emergency. Last week, the Ohio Senate amended a bill, House Bill (HB) 404 to extend that flexibility through July 1, 2021.
2. We have had some facilities issues in the past month. We had to call an electrician to repair the fan in the women's restroom, the light that illuminates the flag outdoors, and several light fixtures indoors. We also had to have Vintage Heating and Air repair a pump that was leaking.
3. We have received a quote to add Halo air purifiers to our HVAC system. We will move forward with this with funds from our CARES Relief Fund grant. That will leave a little under \$1,500 of the \$25,000 we received.
4. HDERLink had planned to be here on Wednesday, December 9 to add WiFi access points in the library, and to begin installing access points in villages and townships throughout the USEVS district beginning Friday, December 11. However, they called on Tuesday to say their techs are in quarantine again, one of them having tested positive for COVID-19. They will call again next week with an update.
5. At the end of October, Teen/Tween coordinator Lisa Andres created a Zombie Escape Room. It was hosted at Boo Bear Auto and sponsored by Boo Bear and Ed's 24-Hour Service, and was held over three weekends from October 15-30. About 90 participants made donations totaling \$100 for USCL and \$175 plus about 40 cans of food for Open Door.
6. The Upper Sandusky Community Library's annual gingerbread house program returned this December with a take-home project for the whole family to enjoy. Patrons were invited to come November 30 through December 5 to pick up a gingerbread house frame and a container of frosting. Miss Jill was kept busy mixing up frosting, and we passed out about 75 kits last week.
7. Miss Jill has posted a new story for our downtown story walk. The book is *Pete the Cat Saves Christmas* by Eric Litwin and James Dean. We hope families will enjoy this seasonal offering.
8. Christmas card craft kits are available at the library for patrons to take home and create holiday cards for local senior citizens. The kits can be picked up through December 11. Cards are to be returned to the library by December 12. After the cards are collected, they will be distributed to local senior citizens.
9. This month, Crafternoon and the Youth department are teaming up with Christmas crafts for the whole family. Adults can join Rachel in making a Christmas String Tree-O, three Christmas trees glittered with snow and showcased on wintery wood slices. Lisa is making a companion craft for tween and teen crafters, making decorated pinecone Christmas trees.

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10. In addition to ongoing virtual programming, we are planning a repeat of last year's adult Winter Reading Program in January and February. This will be accessible to patrons from home as well as by stopping in at the library.
11. The average number of visitors to the library in November was about 67 per day, showing a bit of an increase over October. After school, we are usually only seeing about 2-3 students a day at this point.
12. In lieu of a staff holiday party, the staff will be celebrating "12 Days of Christmas" weekdays from December 7-22 with daily stocking stuffers, Tinsel Days with contests for the best holiday apparel, and other events to add holiday cheer but do not require us to gather in a potentially risky manner.
13. USCL staff have decorated a Dickens-themed Christmas tree at the Wyandot County Museum with book pages, ink drawings, and bows. The museum's open house will be held 2-8 p.m. on December 12 and 1-4 p.m. December 13.
14. Memorial/Honor/Donations:
Grand Temple Pythian Sisters of Ohio (donation for Summer Reading Program)

Under Items Not on the Agenda, Ms. Whitt said she had been contacted by a representative of Hospice, asking whether the library had WiFi hotspots for hospice to share with bereaved families who are currently not able to meet in support groups. At this point the library has 12 hotspots and several are not checked out at this time. It was pointed out that the Wyandot County school systems will all be moving to remote learning from Monday, December 14, until mid-January and that the hotspots would likely be needed for community members for school work. Ms. Whitt said she would share the contact information for her hotspot representative with Hospice so that they might be able to get some for the use of their families.

Ms. Whitt then asked for guidance on whether the library should open on Saturday, December 26 and Saturday, January 2. The Board agreed that there might be a need for community members who are avoiding get-togethers with family and friends due to the COVID pandemic to have access to the library's resources during the holiday season. The library will be open normal hours (9 a.m. to 1 p.m.) on these days.

Ms. Romich asked if there were any other items for discussion. There were none. The meeting was adjourned at 12:45 p.m.

President

Secretary