

Guernsey County District Public Library  
Board of Trustees Regular Meeting  
August 23, 2022

The Board of Trustees of the Guernsey County District Public Library met in regular session at 5pm on August 23, 2022, at the Crossroads Branch.

Trustees present:

Sheila Ellenberger, Kathy Warhola, Judy Simcox and Stephanie Laube

Library employees present:

Michael Limer, Lauren Burris and Jennifer Jacobs

There was one guest present.

Sheila Ellenberger, Vice President, called the meeting to order at 5:06 p.m.

No public participation.

**Review and Approval of Minutes**

Tabled.

**Financial Report**

June and July financial reports were presented by Jacobs. Of note: Audit is complete and will be certified by the state. Friends of the Library donated \$500 for Summer Reading. A memorial gift in the amount of \$25 was given. The health insurance, which renews every July, went up this year. Additional expenses were incurred during renovations.

Warhola motioned to accept the June and July financial reports along with gifts, Simcox seconded. Motion carried.

**New Business**

Byesville Bidding – Attorney Conaway was not able to help with the packet. Limer shared the resolution and ad with the board stating that the bids will open around September 19. Bricker & Eckler out of Columbus will help us with the bid process.

Warhola motioned to accept the resolution with a second by Ellenberger. All responded yes and motion passed.

Disposal of Equipment – Limer presented a spreadsheet with 30 old PCs for disposal. Ellenberger motioned to dispose of the items presented, Simcox seconded and motion passed.

Roof – Limer indicated they have had trouble getting qualified workers to come and look at the roof and submit a quote. Two quotes were obtained 1) Sky Roofing 2) Hittle Roofing (see attached). After review, Warhola motioned to move forward with Sky Roofing; Ellenberger seconded and motion passed.

Employee Benefits – Jacobs reviewed the various employee categories and benefit structures. Vacation and personal days were discussed for employees who consistently work more than 20 hours but less than 40. Jacobs proposed 75% for vacation and 3 personal days for this classification. Warhola motioned to accept the proposal, Laube seconded and motion passed.

Records Disposal – Shredding service will be coming on September 17 (open to the public). Jacobs proposed we follow the Public records Disposal Policy (RC3) and shred records that have reached the 6 year mark. Ellenberger motioned to accept the proposal, Simcox seconded and motion passed.

Fund Transfer – Jacobs proposed transferring \$3000 from professional services to travel/meeting. Warhola motioned to accept the proposal, Ellenberger seconded and motion passed.

### **Old Business**

None

### **Children's Librarian Report**

See Attached

### **Director's Report**

The outreach coordinator submitted her resignation. Limer will relook at the job description before advertising the vacancy. The Book Mobile will be handled by Limer and another employee until the position is filled.

Limer indicated that he was very happy with the summer reading program and the results of the program.

The wet land mitigation process continues to move forward.

We are still waiting for approval from the City of Byesville for the Byesville renovation project.

October 3 is the tentative date for the opening of Storybook Trail. ODNR invited East Guernsey classes to the opening.

We lost another tree during the last storm which will be removed by Westfall. Quotes are being gathered for lawn maintenance.

400 ecards were distributed to Rolling Hills School students. Warhola will assist Limer in making contact with East Guernsey schools.

Superintendent Dettra with Rolling Hills schools prematurely did a press release announcement that the library would have an onsite presence on the new campus. While discussions have taken place, nothing has been finalized.

Limer and Jacobs shared information on the alarm monitoring and maintenance for the library. Johnson Controls has not been very attentive. Consolidation of all the alarm systems with Koorsen (3 year contract) was done with significant savings to the library.

### **Adjournment**

Warhola made a motion to adjourn. Ellenberger seconded the motion, and the meeting adjourned at 5:55 p.m.

The next meeting is scheduled for September 27, at the Crossroads Branch at 5:00 p.m.

President

Secretary