

The Board of Trustees of the Guernsey County District Public Library met in regular session on January 9, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Lynette Tipton, Janice Laughman, Craig Rich, Richard Hall, and Martha Smith.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Jason Emig, representing Bi-Con, reported on the Crossroads' roof leaks. Two new leaks have been reported. Prior leaks seem to have been fixed.

Mrs. Laughman moved to dispense with the reading of the minutes and to approve them as distributed. Mr. Hall seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund Nov. 30, 2007	\$889,882.03
Receipts	145,156.04
Expenses	130,844.36
Balance in the General Fund Dec. 31, 2007	\$904,193.71
Balance in the Building Fund Nov. 30, 2007	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund Dec. 31, 2007	\$946,780.51
Balance in the Motor Fund Nov. 30, 2007	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund Dec. 31, 2007	\$61,734.64
Balance in the Automation Fund Nov. 30, 2007	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund Dec. 31, 2007	\$28,835.69
Balance all Funds	\$1,941,544.55

Balance in checking	\$ 15,533.64
Change Fund	100.00
Money Market	451,050.76
Investments	<u>\$1,474,847.98</u>
	\$1,941,544.55

Mrs. Laughman made a motion to accept the Clerk Treasurer's report. Mr. Hall seconded and the motion carried.

Mrs. Laughman moved to approve the following resolution:

RESOLVED, That the Board of Trustees accept the following gifts: Cross Culture Cross Century, by Yan Sun given by the author, \$100.00 given by Evelyn Kochera for reference books; \$50.00 given by Alpha-Delta Kappa Gamma for large print books; \$.06 given by Advantage Bank for bank error; Madison and Quaker City Elementary yearbooks for the following years; 1997, 1998, 1999, 2001, and 2003 given by Harold George for the Finley room.

Mrs. Tipton seconded and the motion carried.

Mr. Hall moved to approve the following resolution:

RESOLVED, That purchase orders in the amount of \$69,209.61 in the 101 General Fund are carried forward to 2008. 01-08

Mr. Rich seconded and the motion carried.

Mr. Goodwin gave the Director's Report. The December circulation was 26,201.

Mrs. Laughman made the motion to contract with Traces, a traveling WWII POW History Museum. 02-08

Mrs. Smith seconded and the motion carried.

Mr. Hall moved to enter into executive session at 4:30 to discuss a personnel matter.

Mr. Rich seconded and the motion carried.

The board returned to public session at 4:43

Under new business Mr. Hall made the motion to enter into contract with Gortz & Josue Management Consultants. 03-08

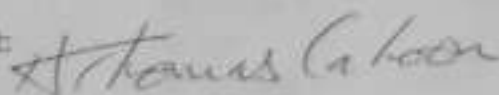
Mrs. Laughman seconded and the motion carried.

Mr. Goodwin shared a sketch from Library Design concerning a possible remodel project at the Main Library.

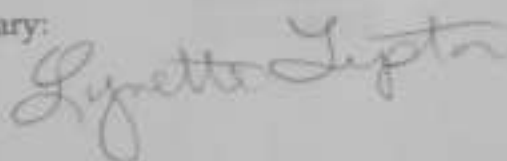
Mrs. Laughman moved to approve payment of the bills represented by warrants #015317 through 3015399 and memo checks #025 and #026. Mrs. Smith seconded. All voted "yes" and the motion carried.

Mr. Hall moved to adjourn the meeting. Mrs. Smith seconded and the motion carried. Meeting adjourned at 5:16 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library held its organizational meeting on January 9, 2008, in the Crossroads Branch Library Board Room. Trustees present: Craig Rich, Tom Cahoon, Janice Laughman, Martha Smith, Lynette Tipton, and Richard Hall.

President Cahoon called the meeting to order at 5:17 p.m.

Mr. Hall nominated Tom Cahoon for president. Mr. Rich seconded. Mr. Cahoon 04-08 was elected by acclamation.

Mr. Cahoon assumed the chair.

Mrs. Laughman nominated Martha Smith for vice-president. Mr. Hall seconded. 05-08 Mrs. Smith was elected by acclamation.

Mr. Rich nominated Lynette Tipton for secretary. Mrs. Smith seconded. Mrs. 06-08 Tipton was elected by acclamation.

Mr. Hall nominated Cathy Holt for Clerk. Mr. Rich seconded. Mrs. Holt was 07-08 elected by acclamation.

Mr. Rich nominated Richard Goodwin for Deputy Clerk. Mr. Hall seconded. Mr. 08-08 Goodwin was elected by acclamation.

Mrs. Laughman moved to set the bond on the Clerk and Deputy Clerk at 09-08 \$250,000. Mr. Rich seconded and the motion carried.

The new officers signed the signatory papers for all accounts with Advantage Bank.

Mrs. Laughman moved to approve the 2008 Temporary Appropriation as 10-08 presented.

101 GENERAL FUND

1000 Salaries & Benefits

1100 Salaries & Leave Benefits	210,000
1400 Retirement Benefits	50,000
1600 Insurance Benefits	50,000
1900 Other Employee Benefits	8,400

2000 Supplies

2100 General Administrative Supplies	20,000
2200 Property Maintenance Supplies	20,000
2300 Motor Vehicle Supplies & Parts	15,000

3000 Purchased & Contracted Services

3100 Travel & Meeting Expenses	5,000
3200 Communications/Printing/Publicity	25,000
3300 Property Maintenance, Repair & Security	75,000
3400 Insurance	5,000
3500 Rents/Leases	5,000
3600 Utilities	30,000
3700 Professional Services	15,000
3800 Cataloging	5,000
3900 Other Contracts & Services	25,000

4000 Library Materials & Information

4100 Books & Pamphlets	75,000
4200 Periodicals	20,000
4300 Audio-Visual	50,000

4500 Computer Services	20,000
4600 Interlibrary Loan Fees	500
4700 Library Material Repair	1,000
4900 Library Materials - Other	5,000
5000 Capital Outlay	
5200 Land Improvements	5,500
5400 Building Improvements	50,000
5500 Furniture & Equipment	20,000
7000 Other Objects	
7100 Dues & Memberships	6,000
7200 Assessments	3,600
7500 Refunds & Reimbursements	5,000
TOTAL 101 GENERAL FUND	825,000
401 BUILDING & REPAIR FUND	
5100 Land	5,000
5200 Land Improvements	100,000
5300 Buildings	10,000
5400 Building Improvements	700,000
5500 Furniture & Equipment	125,000
5900 Other	5,000
TOTAL 401 BUILDING & REPAIR FUND	945,000
402 MOTOR EQUIPMENT FUND	
5000 Capital Outlay	
5700 Motor Vehicles	60,000
TOTAL 402 MOTOR EQUIPMENT FUND	60,000
403 AUTOMATION FUND	
5000 Capital Outlay	
5500 Equipment	45,000
TOTAL 403 AUTOMATION FUND	45,000
TOTAL ALL FUNDS	1,875,000

Mr. Hall seconded. All voted "yes" and the motion carried.

Mrs. Tipton moved to establish a change fund as follows:

11-08

RESOLVED, that the Board of Trustees authorizes a change fund to be used as follows: \$1.00 in the Finley Room, \$5.00 in the AV Department, \$44.00 at the Main Library Circulation Desk, \$25.00 at the Byesville Branch and \$25.00 at the Crossroads Branch Library. The fund shall be secured in each location with the department head as custodian. The fund is to be used for change purposes only; no expenditures shall be made from this fund. A resolution establishing the fund shall be passed at each Organizational Meeting of the Board.

Mr. Rich seconded and the motion carried.

Mrs. Laughman moved to enter executive session at 5:33 p.m. to establish compensation for nonbargaining unit employees. Mr. Rich seconded. Roll call vote: Cahoon "yes", Hall "yes", Laughman "yes", Ruby "yes", Smith "yes", Tipton "yes".

The board returned to public session.

Mr. Hall moved to increase the salaries of part-time nonbargaining unit 12-08 employees to \$7.25 per hour. However, Casey Burdette will only be increased to the new state minimum of \$7.00 per hour until after she has completed her probationary period. Administrative staff will be increased by 3.5% based on annual salaries, with the exception of Mr. Goodwin whose salary will increase to \$61,560.00. Mr. Rich seconded and the motion carried.

Dotty Clipner	\$7.25
Vicki Goudy	\$7.25
Casey Burdette	\$7.00
Cathy Holt	\$26,910.00
Melissa Essex	\$31,981.50
Donna King	\$39,595.34
David Williams	\$41,994.14
Richard Goodwin	\$61,560.00

Mrs. Smith moved to adjourn. Mr. Laughman seconded and the motion carried. The meeting adjourned at 6:06 p.m.

President:

H. Thomas Cahoon

Secretary:

Rynette Gipe

The Board of Trustees of the Guernsey County District Public Library met in regular session on February 6, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Lynette Tipton, Craig Rich, and Martha Smith.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Matt Baughman representing Library Design Associates gave a presentation concerning the possible renovation of the Main Library.

Mrs. Cole moved to dispense with the reading of the minutes and to approve them as distributed. Mrs. Smith seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund Dec 31, 2007	\$904,193.71
Receipts	123,803.41
Expenses	179,607.99
Balance in the General Fund Jan. 31, 2008	\$848,389.13
Balance in the Building Fund Dec. 31, 2007	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund Jan. 31, 2008	\$946,780.51
Balance in the Motor Fund Dec. 31, 2007	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund Jan. 31, 2008	\$61,734.64
Balance in the Automation Fund Dec. 31, 2007	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund Jan. 31, 2008	\$28,835.69
Balance all Funds	\$1,885,739.97
Balance in checking	\$ 33,122.98
Change Fund	100.00
Money Market	377,669.01
Investments	<u>\$1,474,847.98</u>
	\$1,885,739.97

Mrs. Smith made a motion to accept the Clerk Treasurer's report. Mrs. Cole seconded and the motion carried.

Mrs. Smith moved to approve the following resolution:

RESOLVED, That the Board of Trustees accept the following gifts: \$ 50.00 given by Dustin and Rachel Milliner for toddler books in memory of their son Ryan's second birthday;\$20.00 given by Ann Nunn of Gulfport, Louisiana. Mr. Rich seconded and the motion carried.

Mr. Rich made a motion to approve the 2008 Permanent Appropriation as presented. 13-08

101 GENERAL FUND

1000 Salaries & Benefits

1100 Salaries & Leave Benefits	810,000
1400 Retirement Benefits	130,000
1600 Insurance Benefits	170,000
1900 Other Employee Benefits	5,000

2000 Supplies

2100 General Administrative Supplies	50,000
2200 Property Maintenance Supplies	20,000
2300 Motor Vehicle Supplies & Parts	15,000

3000 Purchased & Contracted Services

3100 Travel & Meeting Expenses	5,000
3200 Communications/Printing/Publicity	25,000
3300 Property Maintenance, Repair & Security	85,000
3400 Insurance	20,000
3500 Rents/Leases	5,000
3600 Utilities	75,000
3700 Professional Services	32,500
3800 Cataloging	5,000
3900 Other Contracts & Services	55,000

4000 Library Materials & Information

4100 Books & Pamphlets	300,000
4200 Periodicals	50,000
4300 Audio-Visual	100,000
4500 Computer Services	25,000
4600 Interlibrary Loan Fees	1,000
4700 Library Materials	1,400
4900 Library Materials	10,000

5000 Capital Outlay

5200 Land Improvements	50,000
5400 Building Improvements	216,000
5500 Furniture & Equipment	100,000
7000 Other Objects	
7100 Dues & Memberships	10,000
7200 Assessments	3,600
7500 Refunds & Reimbursements	2,000
8000 Contingency	
8900 Contingencies	73,000

TOTAL 101 GENERAL FUND

2,450,000

401 BUILDING & REPAIR FUND

5100 Land	5,000
5200 Land Improvements	10,000
5300 Buildings	10,000
5400 Building Improvements	700,000
5500 Furniture & Equipment	125,000
5900 Other	5,000

TOTAL 401 BUILDING & REPAIR FUND

945,000

402 MOTOR EQUIPMENT & REPAIR FUND

5000 Capital Outlay	60,000
5700 Motor Vehicles	

TOTAL 402 MOTOR EQUIPMENT FUND

60,000

403 AUTOMATION FUND

5000 Capital Outlay	45,000
5500 Equipment	

TOTAL 403 AUTOMATION FUND

45,000

TOTAL ALL FUNDS

3,500,000

Mr. Goodwin gave the Director's Report. The January circulation was 35,142, which was noted as a possible all time high.

TRACES (the traveling WW2 Museum) will be at the Crossroads Branch on Wednesday, April 30th from 4 pm to 7 pm. Cost is \$350. The VFW has been contacted concerning this program.

The board gave permission to reduce the retention of back issues of magazines at the Main library from two years to six months.

There have been several roof leaks at the main library in the mezzanine and small reference room; in addition the entrance doors coming in from Steubenville Ave. are in need of attention. The board gave permission to secure the entrance and seek estimates for the roof.

Ables Electric has been contacted about the possibility of improving the lighting of the main entrance to Crossroads. The board would like to see some other estimates.

Under New Business Mrs. Smith moved to renew MY Library DV. Mrs. Cole seconded and the motion carried. 14-08

Mrs. Smith motioned to accept the OAPSE contract. Mrs. Tipton seconded and the motion carried. 15-08

Mr. Rich moved to update the current Internet Policy & Guidelines. Mrs. Cole seconded and the motion carried. 16-08

Mrs. Cole moved to approve payment of the bills represented by warrants #015400 through 015483 and memo checks #001, #002 and #003. Mrs. Smith seconded. All voted "yes" and the motion carried.

Mrs. Cole moved to adjourn the meeting. Mrs. Smith seconded and the motion carried. Meeting adjourned at 5:12 p.m.

President:

H. Thomas Cohen

Secretary:

Lynette Tipton

The Board of Trustees of the Guernsey County District Public Library met in regular session on March 5, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Janice Laughman, Richard Hall, and Martha Smith.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Denny Patterson and Jason Emig representing Bi-Con as well as Ron VanWey representing Davis Architecture were present to discuss the continuing roof problems at the Crossroads Branch. They are committed to resolving the problem, possibly replacing the roof if necessary.

Mrs. Laughman moved to dispense with the reading of the minutes and to approve them as distributed. Mr. Hall seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund Jan 31, 2008	\$848,389.13
Receipts	165,460.08
Expenses	160,314.61
Balance in the General Fund Feb. 29, 2008	\$853,534.60
Balance in the Building Fund Jan. 31, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund Feb. 29, 2008	\$946,780.51
Balance in the Motor Fund Jan. 31, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund Feb. 29, 2008	\$61,734.64
Balance in the Automation Fund Jan. 31, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund Feb. 29, 2008	\$28,835.69
Balance all Funds	\$1,890,885.44
Balance in checking	\$ 36,906.81
Change Fund	100.00
Money Market	379,018.61
Investments	<u>\$1,474,847.98</u>
	\$1890, 885.44

Mr. Hall made a motion to accept the Clerk Treasurer's report. Mrs. Laughman seconded and the motion carried.

Mr. Goodwin gave the Director's Report. The February circulation was 31,205, which was noted as a possible all time high.

Bids are still being sought for the roof repairs at the Main Library. The entrance doors going down to the basement at the Main Library will soon have new locks and keys will be made for the other doors at main and at the Crossroads branch as per the security agreement with the union. Rich will be contacting R.L. Frame & Sons Construction concerning the Steubenville Ave. entrance doors at Main.

Jay Patterson is working on an estimate for the sign lighting at Crossroads.

The American Red Cross would like to use our large meeting room for an upcoming CPR training session. They are a non-profit organization; however they do charge a small fee to recoup the cost of materials used.

Rich and Melissa will be meeting with Matt Baughman from Library Design on Tuesday March 11, 2008 to go over more details concerning the updating of the Main Library.

Under New Business Mrs. Laughman moved to hire Dave Lehman as 17-08 entertainer for the summer reading program on July 30th at the Cambridge City park large pavilion at a cost of \$350.00 for the entertainer and \$80.00 for the rental of the pavilion. Mrs. Smith seconded and the motion carried.

Mr. Goodwin will be seeking bids for summer mowing.

Mr. Hall moved to increase the life insurance policy from \$15,000 to 18-08 \$25,000 for all full-time non-bargaining staff as well as change the way sick leave and vacation time is figured. Mr. Cahoon seconded and the motion carried.

Mrs. Laughman moved to approve payment of the bills represented by warrants #015484 through #015565 and memo checks #004, and #005. Mr. Hall seconded. All voted "yes" and the motion carried.

Mrs. Laughman moved to adjourn the meeting. Mr. Cahoon seconded and the motion carried. Meeting adjourned at 4:52 p.m.

President:

H. Thomas Cahoon

Secretary:

Lynette Lupton

The Board of Trustees of the Guernsey County District Public Library met in regular session on April 2, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Janice Laughman, Mary Cole, Martha Smith, Craig Rich, and Lynette Tipton.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Melissa Essex, Donna King, and David Williams, representing the administrative staff, were present.

Mrs. Cole moved to dispense with the reading of the minutes and to approve them as distributed. Mrs. Smith seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund Feb. 29, 2008	\$853,534.60
Receipts	96,952.98
Expenses	111,816.16
Balance in the General Fund Mar. 31, 2008	\$838,663.42
Balance in the Building Fund Feb. 29, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund Mar 31, 2008	\$946,780.51
Balance in the Motor Fund Feb 29, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund Mar 31, 2008	\$61,734.64
Balance in the Automation Fund Feb 29, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund Mar 31, 2008	\$28,835.69
Balance all Funds	\$1,876,014.26
Balance in checking	\$ 20,902.33
Change Fund	100.00
Money Market	380,150.49
Investments	<u>\$1,474,847.98</u>
	\$1,876,014.26

Mrs. Tipton made a motion to accept the Clerk Treasurer's report. Mrs. Laughman seconded and the motion carried.

Due to the absence of Mr. Goodwin, who is off on medical leave, no director's report was available. Mrs. Holt reported the circulation for March was 33,259.

Under old business, bids from several mowing and landscape companies were discussed. The board decided to continue service at Crossroads with Leonard Mowing. Tom will check references for Mullen's Landscaping; to take care of mowing and landscaping at all other locations. The updates at the main library have been put on hold until Mr. Goodwin returns. Mrs. Essex will notify Matt Baughman of Library Design concerning this matter.

Under New Business, Mrs. Holt gave the board an update on Mr. Goodwin's condition. Mrs. Holt and the administrative staff discussed concerns and issues that have already or could arise during Mr. Goodwin's absence. Mrs. Essex reported the poor condition of the chairs in the reading area at the main library. The board approved contacting library designs for price quotes. It was also brought to the boards' attention the need to upgrade the printers in the Finley room. Mrs. Essex will seek prices on new versus repairing the current system.

Mr. Rich moved to renew the lease contract with Baker & Taylor Mrs. 19-08 Laughman seconded, and the motion carried.

Mrs. Smith moved to approve payment of the bills represented by warrants #015566 through #015626 and memo checks #006, and #007. Mrs. Laughman seconded. All voted "yes" and the motion carried.

Mrs. Cole moved to adjourn the meeting. Mrs. Laughman seconded and the motion carried. Meeting adjourned at 5:45 p.m.

President:

H. Thomas Cohen

Secretary:

Lynette Lepore

The Board of Trustees of the Guernsey County District Public Library met in regular session on May 7, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Mary Cole, Martha Smith, Craig Rich, Richard Hall and Lynette Tipton.

Mr. Cahoon called the meeting to order at 3:59 p.m.

Melissa Essex, Donna King, and David Williams, representing the administrative staff, were present.

Mrs. Cole moved to dispense with the reading of the minutes and to approve them as distributed. Mrs. Smith seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund Mar 31, 2008	\$838,810.92
Receipts	111,348.02
Expenses	121,542.81
Balance in the General Fund April 30, 2008	\$838,663.42
Balance in the Building Fund Mar 31, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund April 30, 2008	\$946,780.51
Balance in the Motor Fund Mar 31, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund April 30, 2008	\$61,734.64
Balance in the Automation Fund Mar 31, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund April 30, 2008	\$28,835.69
Balance all Funds	\$1,865,966.07

Balance in checking	\$ 35,062.58
Change Fund	100.00
Money Market	355,942.33
Investments	<u>\$1,474,847.98</u>
	\$1,865,966.07

Mrs. Tipton moved to accept the following resolutions:
RESOLVED, That the Board of Trustees accept the following gifts: \$10.00 given by Carol Beatenhead - McAtee, \$25.00 given by Richard & Evelyn Bordner, \$25.00 given by Albert & Nancy Swingle, Montgomery Index, Tracing One Branch of the Montgomery Family in America, given by Dorothy Kimball, Daily Jeffersonian Newspaper clippings/picture negatives and filing cabinets (26 cabinets) donated by The Daily Jeffersonian, Cemetery Inscriptions - Valley Township, Guernsey County Ohio compiled by Richard D. Clifton given by Richard D. Clifton, and \$10.00 given by Bill Smith.

Mrs. Cole seconded and the motion carried.

Due to the absence of Mr. Goodwin, who is off on medical leave, no director's report was available. Mrs. Holt reported the circulation for March was 31,890

Jason Emig representing Bi-Con reported on the roof at Crossroads. Bi-Con has proposed to replace the upper roof at no cost to the Library as soon as the weather permits.

Richard Hall moved to accept the proposal. Mrs. Cole seconded and the motion carried.

Under unfinished business, summer hours for 2008 were approved as follows:

Main Library Monday 9 -8:00, Tuesday thru Friday 9-6:30, Closed Saturday and Sunday. Finley Room Monday 11:30 - 8:00, Tuesday thru Friday 9- 5:30, closed Saturday and Sunday. Byesville Monday thru Friday 9-5:30 Crossroads Monday thru Thursday 9 -8:00, Friday 9 - 6:30, Saturday 9-1:00, closed Sunday.

Mrs. Cole moved to accept the summer hours. Mrs. Smith seconded and 20-08 the motion carried.

Mrs. Essex reported on the estimated repair cost for printers in the Finley Room as well as the cost for new chairs in the reading area of the main library.

Mrs. Holt reported that the mowers and landscapers are in the process of getting all locations cleaned up for the summer season.

Under New Business, Mrs. Holt gave the board an update on Mr. Goodwin's condition.

The month of June will be Food for Fines. All food donations will benefit local food banks.

American Electric Power has requested an easement to possibly place some new power poles across the front of the Crossroad's property.

Mr. Hall moved to accept the easement. Mrs. Smith seconded and the 21-08 motion carried.

Mr. Hall moved to approve payment of the bills represented by warrants #015627 through #015703 and memo checks #008, and #009. Mrs. Smith seconded. All voted "yes" and the motion carried.

Mrs. Cole moved to adjourn the meeting. Mrs. Laughman seconded and the motion carried. Meeting adjourned at 5:45 p.m.

President:

H. Thomas Cole

Secretary:

Ryanette Geph

The Board of Trustees of the Guernsey County District Public Library met in regular session on June 4, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Mary Cole, Martha Smith, Craig Rich, Richard Hall and Lynette Tipton.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Melissa Essex, Donna King, and David Williams, representing the administrative staff, were present.

Mrs. Cole moved to dispense with the reading of the minutes and to approve them as distributed. Mr. Hall seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund April 30, 2008	\$ 829,044.09
Receipts	194,992.54
Expenses	147,814.11
Balance in the General Fund May 31, 2008	\$ 876,222.52
Balance in the Building Fund April 30, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund May 31, 2008	\$946,780.51
Balance in the Motor Fund April 30, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund May 31, 2008	\$61,734.64
Balance in the Automation Fund April 30, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund May 31, 2008	\$28,835.69
Balance all Funds	\$ 1,913,573.36

Balance in checking	\$ 81,964.22
Change Fund	100.00
Money Market	356,647.80
Investments	<u>\$1,474,847.98</u>
	\$1,913,573.36

Mrs. Tipton moved to accept the following resolutions:
RESOLVED, That the Board of Trustees accept the following gifts: \$10.00 given by William Smith, \$5.00 given by W.R. Weirbough, and \$100.00 given by Russell Booth.

Mrs. Smith seconded and the motion carried.

Mrs. Cole moved to accept the following resolution: That interim funds in CD#1002845187 be deposited in a certificate of deposit at the highest rate for 90 to 180 days, which ever rate is best. Mr. Rich seconded and the motion carried. 22-08

Linda Jackson representing W.B. Green Insurance gave a presentation regarding the increased premium for the current healthcare policy with Medical Benefits Mutual.

Frank J. Dosch representing The Foker Company from Zanesville was also present. Mr. Dosch approached the board with some other possibilities concerning healthcare, for the staff.

Due to the absence of Mr. Goodwin, who is off on medical leave, no director's report was available. Mrs. Holt reported the circulation for May was 29,886.

Under unfinished business, Mrs. Holt reported that Mr. Goodwin has returned to work on a part-time basis and is doing well. The relay for life team is doing very well in their collection of funds, the entire staff is participating and extends and invitation to the board to come out on June 20, 2008 and walk with us.

Under new business a blood drive in honor of Mr. Goodwin has been scheduled for early August in the meeting room at Crossroads.

Mr. Hall moved to approve payment of the bills represented by warrants #015704 through #0016362 and memo checks #010, and #011. Mrs. Cole seconded. All voted "yes" and the motion carried.

Mrs. Cole moved to adjourn the meeting. Mr. Hall seconded and the motion carried. Meeting adjourned at 5:37 p.m.

President:

A. Thomas Cahan

Secretary:

Lynette Tipton

The Board of Trustees of the Guernsey County District Public Library met in special session on June 18, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Mary Cole, Lynette Tipton, and Martha Smith.

Mr. Cahoon called the meeting to order at 4:01 p.m.

Mr. Goodwin and Mrs. Holt along with Jen Yontz, a student studying for her MLS were also present.

Ron Van Wey representing Davis Architectural Group and Jason Emig representing Bi-con services were present to discuss the roof problem at the Crossroads branch. Mr. Emig presented a proposal to change the current metal roof on the center portion, of the building, to a membrane roof, with work to begin the first week of July 2008, weather permitting

Mrs. Cole moved to accept the proposal. Mrs. Tipton seconded and the motion carried. 23-08

Under unfinished business the board will continue to seek other options for employee healthcare. A committee representing the board as well as one from the bargaining unit will need to meet to discuss this matter.

Mrs. Cole moved to adjourn the meeting. Mrs. Smith seconded and the motion carried. Meeting adjourned at 4:53 p.m.

President:

Thomas Cahoon

Secretary:

Lynette Tipton

The Board of Trustees of the Guernsey County District Public Library met in regular session on July 2, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Mary Cole, Martha Smith, and, Richard Hall.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Melissa Essex, representing the administrative staff, was present.

Mrs. Cole moved to dispense with the reading of the minutes and to approve them as distributed. Mrs. Smith seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund May 31, 2008	\$ 876,222.52
Receipts	165,429.10
Expenses	137,501.52
Balance in the General Fund June 30, 2008	\$ 904,150.10
Balance in the Building Fund May 31, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund June 30, 2008	\$946,780.51
Balance in the Motor Fund May 31, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund June 30, 2008	\$61,734.64
Balance in the Automation Fund May 31, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund June 30, 2008	\$28,835.69
Balance all Funds	\$ 1,941,500.94

Balance in checking	\$ 75,084.01
Change Fund	100.00
Money Market	357,293.86
Investments	<u>\$1,509,009.29</u>
	\$1,941,500.94

Mr. Hall moved to accept the fiscal officer's report. Mrs. Cole seconded.

Mrs. Smith moved to accept the following resolutions:

RESOLVED, That the Board of Trustees accept the following gifts: \$12.00 given by Margaret Murphy, \$5.00 given by Holly Thompson, and \$25.00 given by Richard B. Weber.

Mrs. Cole seconded and the motion carried.

Due to the absence of Mr. Goodwin, who is off on part-time medical leave, no director's report was available. Mrs. Holt reported the circulation for June was 30,722.

Under unfinished business, Mrs. Holt reported that the relay for life went very well, very good participation from the staff. The team raised almost \$3,000.00. The staff would like to request board approval to continue earning money throughout the year and permission to participate again next year. The board approved. The staff will continue dress down Fridays as well as other events in the upcoming months. The library will be hosting a blood drive on August 13, 2008. Chairs are still a concern at the Main Branch. Mrs. Essex and Mrs. Cole will look into finding some more reasonable options before the next board meeting. Mrs. Essex reported that participation in the Downtown Farmers Market went very well.

Under new business a safety buzzer has been installed in the Finley Room per the request of the union. There are currently some water problems in the small reference room. It has been determined that this is a drain issue and not a problem with the roof. The problem will be fixed, however some insulation, ceiling tiles and carpet may need to be replaced. Vicky Goudy, our part-time page at Main, is currently on medical leave.

Mr. Hall moved to approve payment of the bills represented by warrants #015799 through #0016447 and memo checks #012, and #013. Mrs. Cole seconded. All voted "yes" and the motion carried.

Mrs. Cole moved to adjourn the meeting. Mrs. Smith seconded and the motion carried. Meeting adjourned at 4:374 p.m.

President:

A. Thomas Cohen

Secretary:

Ryanette Gypster

The Board of Trustees of the Guernsey County District Public Library met in regular session on August 6, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Mary Cole, Martha Smith, Richard Hall, and Lynette Tipton.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Mrs. Cole moved to dispense with the reading of the minutes and to approve them as distributed. Mrs. Smith seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund June 30, 2008	\$ 904,150.10
Receipts	145,961.51
Expenses	165,307.51
Balance in the General Fund July 31, 2008	\$ 884,898.46
Balance in the Building Fund June 30, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund July 31, 2008	\$946,780.51
Balance in the Motor Fund June 30, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund July 31, 2008	\$61,734.64
Balance in the Automation Fund June 30, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund July 31, 2008	\$28,835.69
Balance all Funds	\$ 1,922,249.30

Balance in checking	\$ 55,151.41
Change Fund	100.00
Money Market	357,977.70
Investments	<u>\$1,509,009.29</u>
	\$1,922,249.30

Mrs. Cole moved to accept the fiscal officer's report. Mrs. Smith seconded and the motion carried.

Mr. Hall moved to accept the following resolutions:

RESOLVED, That the Board of Trustees accept the following gifts: \$50.30 for books in memory of Edward Chesser, Harold L. Helmick and Wilma M. Wigginton, given by Guernsey County Retired Teachers Association, \$25.00 to the Finley room given by Richard Weber, a large collection of Anime movies and soundtracks given by Gerry Poulos.

Mrs. Tipton seconded and the motion carried.

Mr. Goodwin reported that two representatives from the Guernsey County Board of Election stopped by. They are interested in moving three precincts to our library. This move will need to be approved by their board of directors.

Under unfinished business, the Main Library is still in need of chairs in the reading area. Mrs. Cole and Mrs. Essex, Branch Manager at the Main Library, spoke with a representative from Business Equipment. Arrangements were made with him for a sample chair to be placed at the Main library. Several board members looked over the chair.

Mrs. Smith made a motion to purchase eight of the chairs. Mr. Hall 24-08 seconded the motion and the motion carried.

Under new business Mrs. Cole made a motion to hire Casey Burdette full- 25-08 time at the Main Library. Mrs. Smith seconded and the motion carried.

Mrs. Tipton moved to accept the following winter hour schedule for the 26-08 fall of 2008:

Main Library including the Finley Room Monday 9-8:00, Tuesday thru Friday 9:00 -6:30, Saturday 9:00 -5:00, closed Sunday. Byesville Monday - Friday 9:00 -5:30, Saturday 9:00- 5:00, closed Sunday. Crossroads Monday - Thursday 9:00- 8:00 Friday 9:00 - 6:30, Saturday 9:00-5:00, closed Sunday. These hours will be reevaluated at the December meeting.

It was noted that Mr. Cahoon's term on the board will expire September 2008. Mr. Cahoon would like to continue on the board. Mr. Goodwin will take care of the necessary paperwork.

Mr. Hall moved to approve payment of the bills represented by warrants #015877 through #0015955 and memo checks #014 and #015, and #016. Mrs. Smith seconded. All voted "yes" and the motion carried.

Mrs. Cole moved to adjourn the meeting. Mrs. Smith seconded and the motion carried. Meeting adjourned at 4:51 p.m.

President:

H. Thomas Choan

Secretary:

Lynette Gapt

The Board of Trustees of the Guernsey County District Public Library met in regular session on September 3, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Mary Cole, Martha Smith, and Craig Rich.

Mr. Cahoon called the meeting to order at 4:14 p.m.

Mrs. Cole moved to dispense with the reading of the minutes and to approve them as distributed. Mr. Rich seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund July 31, 2008	\$ 884,898.46
Receipts	105,959.02
Expenses	138,984.97
Balance in the General Fund August 31, 2008	\$ 851,870.26
Balance in the Building Fund July 31, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund August 31, 2008	\$946,780.51
Balance in the Motor Fund July 31, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund August 31, 2008	\$61,734.64
Balance in the Automation Fund July 31, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund August 31, 2008	\$28,835.69
Balance all Funds	\$ 1,889,221.10
Balance in checking	\$ 21,406.07
Change Fund	100.00
Money Market	358,684.17
Investments	<u>\$1,509,009.29</u>
	\$1,889,221.10

Mrs. Holt noted that it would be necessary to transfer funds from the money market account in order to make the next payroll.

Mr. Rich moved to accept the fiscal officer's report including the transfer. Mrs. Cole seconded and the motion carried.

Mrs. Cole moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$30.00 from Patricia A. Lanning, 1962 and 1963 Guernsey annuals given by Debby and Mary Louise Wardeska, and Archives from the State Hospital: Eleven notebooks of newspaper clippings dated (1968-1993), and four pictures, given by Pam Braden.

Mr. Rich seconded and the motion carried.

Mrs. Holt reported that Mr. Goodwin remains on medical leave. Mr. Goodwin is hoping to return to work in early October. Mrs. Holt gave the circulation report. All locations were down with the exception of Crossroads. August is typically a month when circulation drops, as summer reading is over and the kids re going back to school.

Joan Albaugh representing the library union addressed the board. Her concerns came from various members of the union. The major concerns were the fact that there are not enough printers at Main and Crossroads. Staffing seems to be an issue, as the majority of our staff has been with us for some time and have a fair amount of vacation and sick time. As a result we seem to always be short handed. Crossroads started with two pages. Their circulation has increased, but no more staff has been added. Security is an issue at the main library. The staff believes that part of the problem stems from the group using the library for GED classes. Theft of audio material is a concern at Crossroads. Fire safety is also a concern at all locations. The staff feels unprepared on how to handle the public should a problem arise. Mrs. Holt verified that these were valid concerns, and need to be addressed.

Mr. Rich made a motion to go into executive session at 5:15pm to discuss the concerns of the union. Mrs. Cole seconded the motion and the motion carried.

The board returned to regular session.

The Board moved to hold a special meeting September 17, 2008 to address the issues presented. 27-08

Mr. Rich moved to approve payment of the bills represented by warrants #015956 through #016013 and memo checks #017 and #018. Mrs. Cole seconded. All voted "yes" and the motion carried.

Mrs. Cole moved to adjourn the meeting. Mrs. Smith seconded and the motion carried. Meeting adjourned at 5:35 p.m.

President:

H. Thomas Caboor

Secretary:

Lynette Lepton

The Board of Trustees of the Guernsey County District Public Library met in special session on September 17, 2008, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Mary Cole, Lynette Tipton, Craig Rich, and Martha Smith.

Mr. Cahoon called the meeting to order at 3:57 p.m.
Mrs. Holt was also present.

Heather Campbell, representing SEBO, an insurance group affiliated with OLC, shared with the board the insurance benefits available to libraries. SEBO is currently working with many libraries in Ohio.

George Roman, representing Hughes Xerographics, gave a presentation on the types of printers, copiers, and fax machines that the company he works for has to offer.

Under unfinished business Mr. Rich made a motion to hold quarterly in-service staff meetings. These meeting would provide an opportunity to identify problems as they arise. They would also serve as a method of keeping the staff well informed on policies and procedures. Mrs. Cole seconded and the motion carried. 28-08

Mrs. Cole made a motion to have two master keys to the interior doors of the Crossroads Branch made. Mrs. Smith seconded and the motion carried. 29-08

Mrs. Smith made a motion to hire Jamie Fetz as a part-time page in Byesville at a rate of \$7.00 per hour effective August 25, 2008. Mrs. Cole seconded and the motion carried. 30-08

Mrs. Cole moved to accept the contract with Simplex Grinnell for Fire and Security. The board would also like the contract to include monitoring at all locations. Mr. Rich seconded and the motion carried. 31-08

Mr. Rich made a motion to go into executive session. Mrs. Tipton seconded and the motion carried.

The board returned to regular session at 5:45 p.m.

Mr. Rich made a motion to give Mrs. Holt a bonus of \$6,000.00 to be paid at a rate of \$1,000.00 per month. Mr. Rich also stated that Mrs. Holt's pay rate be raised to \$20.00 per hour prorated back to the September 3rd meeting. The pay rate will be reviewed monthly. Mrs. Smith seconded and the motion carried. 32-08

Mrs. Smith moved to adjourn the meeting. Mrs. Cole seconded and the motion carried. Meeting adjourned at 6:00 p.m.

President:

Thomas Cahoon

Secretary:

Lynette Tipton

The Board of Trustees of the Guernsey County District Public Library met in regular session on October 8, 2008, in the meeting room of the Byesville Branch Library. Trustees present: Tom Cahoon, Mary Cole, Lynette Tipton, and Craig Rich.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Mr. Rich made a motion to go into executive session to discuss personnel matters. Mrs. Tipton seconded and the motion carried. Mr. Goodwin was asked to sit in on the session. Guest Greta Stewart was also asked to sit in on the session.

The board returned to regular session at 4:57 p.m. No action was taken.

Mrs. Cole moved to dispense with the reading of the minutes and to approve them as distributed. Mrs. Tipton seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund August 31, 2008	\$ 851,870.26
Receipts	106,730.52
Expenses	130,753.96
Balance in the General Fund September 30, 2008	\$ 827,675.61

Balance in the Building Fund August 31, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund September 30, 2008	\$946,780.51

Balance in the Motor Fund August 31, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund September 30, 2008	\$61,734.64

Balance in the Automation Fund August 31, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund September 30, 2008	\$28,835.69
Balance all Funds	\$1,865,026.45

Balance in checking	\$ 21,540.63
Change Fund	100.00
Money Market	334,363.74
Investments	<u>\$1,509,009.29</u>
	\$1,865,026.45

Mr. Rich moved to accept the fiscal officer's report. Mrs. Cole seconded and the motion carried.

Mrs. Cole moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: The 37th Division in World War, 1917-1918, volumes 1-2, plus maps, donated by Dr. Howard Miller.

Mr. Rich seconded and the motion carried.

Mr. Goodwin, who recently returned to work following medical leave, gave a very brief directors report. He stated that he was happy to be back and is doing well. The board welcomed Mr. Goodwin back.

Under unfinished business one new printer is in place at the Crossroads Branch. Mr. Goodwin will be working on getting one more for the Main library. The Crossroads staff has been working on pulling all CDs and DVDs from the shelves and placing them behind the counter for security purposes. A master key has been purchased for the front desk at Crossroads. We are still waiting for a new contract from Simplex Grinnell that will include all locations. The board gave approval to order canvas bags from Highsmith in an effort to save on plastic bags for patrons. The bags will sell for \$1.50. The board also approved seeking health insurance quotes from Harmon Insurance and from SEBO. The staff meeting has been set for October 31, 2008. Scheduled speakers for the day will be Cambridge Fire Department and the Guernsey County Health Department. A staff meeting will also be held. The remainder of the day staff will have time to work on projects that get set aside during normal business hours. The library will be hosting a blood drive on October 28, 2008 from 12:00p.m. -6:00p.m.

Under new business Mr. Goodwin will look into having the Bookmobile loading ramp removed from the building. The ramp does not work and could become a safety hazard. Mr. Goodwin will meet with Terry Rataiczak of Kinetic Networking to go over computer service proposals.

Motion was made by Mr. Rich to continue Mrs. Holt's \$20.00 per hour current rate of pay until the next meeting. Mrs. Cole seconded and the motion carried. 33-08

Mrs. Cole moved to approve payment of the bills represented by warrants #016014 through #016096 and memo checks #019 and #020. Mr. Rich seconded. All voted yes and the motion carried.

Mrs. Cole moved to adjourn the meeting. Mr. Rich seconded and the motion carried. Meeting adjourned at 5:45 p.m.

President:

L. Thomas Cahoon

Secretary:

Rynette Gypson

The Board of Trustees of the Guernsey County District Public Library met in regular session on November 17, 2008, in the meeting room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Richard hall, Lynette Tipton, and Craig Rich.

Mr. Cahoon called the meeting to order at 4:05 p.m.

Mr. Hall moved to dispense with the reading of the minutes and to approve then as distributed. Mr. Rich seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund September 30, 2008	\$ 827,676.11
Receipts	128,244.95
Expenses	144,776.95
Balance in the General Fund October 31, 2008	\$ 811,144.11
Balance in the Building Fund September 30, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund October 31, 2008	\$946,780.51
Balance in the Motor Fund September 30, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund October 31, 2008	\$61,734.64
Balance in the Automation Fund September 30, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund October 31, 2008	\$28,835.69
Balance all Funds	\$1,848,494.95
Balance in checking	\$ 29,344.06
Change Fund	100.00
Money Market	310,028.10
Investments	<u>\$1,509,009.29</u>
	\$1,848,494.95

Mrs. Tipton moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$200.00 representing our bequest in the Will of Gertrude Bates Smallshaw, \$ 500.00 given by George Chris Stottler and Marsha K. Bates, \$ 10.00 given by Mary Ellen Peterson, and a subscription to American Spirit (Daughters of the American Revolution) magazine, given by Mary Davis.

Mr. Rich seconded and the motion carried.

The library was recently audited by a representative from the state auditor's office. The results are back. We have been advised that it was a clean audit with no citations or recommendations.

Mr. Rich moved to waive the post audit. Mrs. Tipton seconded and the motion carried. 34-08

Mr. Goodwin gave the Director's report. Overall the circulation is down from last year. However Crossroads and the Bookmobile both showed an increase.

Mrs. Tipton made a motion to hire Darla Kahrig and Cathy Valentine as part-time pages. Both will be paid the current minimum wage of \$7.00 per hour. Mr. Rich seconded and the motion carried. Mr. Goodwin noted that a new printer has been purchased and installed at the Main Library. There is a possible need for a new printer/copier in Byesville in the near future. He is currently seeking assistance on planning fire escape routes for all buildings. Mr. Goodwin presented to the board a product he would like to add to the patron computers. The product known as EnvisionWare would eliminate several problems all branches are experiencing with the patron computers. Mr. Goodwin would like to see committees formed that would help take care of making changes to our current policies. If anyone is interested please let him know. 35-08

Under unfinished business the board is still considering hiring an additional administrative staff member. They would like Mr. Goodwin to develop a job description by the next meeting.

Under new business Mr. Rich moved to hire Tom Lehotay for snow removal at all locations. Mr. Hall seconded and the motion carried. 36-08

Motion was made by Mrs. Tipton to approve the 2009 Holiday schedule. Mr. Hall seconded and the motion carried. 37-08

Mrs. Holt will contact the Ohio Plan to obtain a quote for the property insurance for 2009, before the next meeting.

Mr. Hall moved to go into executive session at 5:30 p.m. Mr. Rich seconded.

The board returned to regular session at 5:33 p.m.

Motion was made by Mr. Hall to continue Mrs. Holt's \$20.00 per hour current rate of pay until December 31, 2008. Mr. Rich seconded and the motion carried. 38-08

Mrs. Tipton moved to approve payment of the bills represented by warrants #016097 through #016174 and memo checks #021 and #022. Mr. Rich seconded. All voted yes and the motion carried.

Mr. Hall moved to adjourn the meeting. Mr. Rich seconded and the motion carried. Meeting adjourned at 5:35 p.m.

President:

H. Thomas Gahan

Secretary:

Lynette Tipton

The Board of Trustees of the Guernsey County District Public Library met in regular session on December 12, 2008, in the meeting room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Mary Cole, Martha Smith, Richard Hall, and Lynette Tipton.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Mrs. Cole moved to dispense with the reading of the minutes and to approve them as distributed. Mr. Hall seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund October 31, 2008	\$ 811,144.11
Receipts	119,274.52
Expenses	148,161.57
Balance in the General Fund November 30, 2008	\$782,257.06
Balance in the Building Fund October 31, 2008	\$946,780.51
Receipts	0.00
Expenses	0.00
Balance in the Building Fund November 30, 2008	\$946,780.51
Balance in the Motor Fund October 31, 2008	\$61,734.64
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund November 31, 2008	\$61,734.64
Balance in the Automation Fund October 31, 2008	\$28,835.69
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund November 30, 2008	\$28,835.69
Balance all Funds	\$1,819,607.90
Balance in checking	\$ 9,894.65
Change Fund	100.00
Money Market	300,590.26
Investments	<u>\$1,509,009.29</u>
	\$1,819,607.90

Mrs. Smith moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: Memories of an Ohio Farm Boy by Craig Teterick from Antrim, Oh. Given by Rev. Donald W. Fairchild, Ransom Family History given by Terry Willis, \$100.00 given by Richard Leggett, and \$ 50.00 for the purchase of large print books given by Alpha Rho Chapter Delta Kappa Gamma Society International.

Mrs. Cole seconded and the motion carried.

Mr. Hall moved to accept the following resolution: That interim funds in CD#1003829517 be deposited in a certificate of deposit at the highest rate for 90 to 180 days, which ever rate is best. Mrs. Cole seconded and the motion carried. 39-08

Mrs. Holt requested permission to transfer funds within the general fund to cover payroll for the rest of the year. 40-08

Mrs. Cole moved to accept the request. Mr. Hall seconded and the motion carried.

It was noted that while the LLCSE has not been cut. The library will still be receiving 2.2% of the general revenue. However the overall state revenue has been reduced.

Mr. Goodwin gave the Director's report. Circulation is up some from last year. However Main and Byessville both showed a decrease.

Mr. Goodwin received a letter to accept a \$4,000.00 grant from The Longaberger Company. The funds would be used to purchase books for K-12 students.

Mrs. Smith moved to accept the grant. Mrs. Cole seconded and the motion carried. 41-08

Under unfinished business Mr. Hall moved to purchase the EnvisionWare, Maintenance, and Installation. Mrs. Smith seconded and the motion carried. 42-08

The library will continue the property insurance through the Ohio Plan for 2009.

Under new business Mrs. Cole moved to update the Microsoft software on select computers. Mrs. Smith seconded and the motion carried. 43-08

Mr. Hall moved to enter into a maintenance contract with Ables Electric, to cover the Main Branch and the Byesville Branch. Mrs. Smith seconded and the motion carried. 44-08

Mrs. Smith moved to approve payment of the bills represented by warrants #016175 through #0016243 and memo checks #023 and #024. Mr. Hall seconded. All voted yes and the motion carried.

Mr. Smith moved to adjourn the meeting. Mrs. Cole seconded and the motion carried. Meeting adjourned at 4:40 p.m.

Thomas Calan

President:

Lynette Lipton

Secretary: