

The Board of Trustees of the Guernsey County District Public Library held its organizational meeting on January 4, 2017 in the Crossroads Branch Library Board Room. Trustees present: Tom Cahoon, Shana Fair, Scott Woods, Lisa Groh, and Matt Motes. Library staff present: Rich Goodwin, Melissa Essex, Donna King, and Cathy Holt.

President Tom Cahoon called the meeting to order at 4:36 p.m.

Mr. Woods nominated Mr. Cahoon for President. Mr. Motes seconded.

Mrs. Groh nominated Mrs. Fair for Vice President. Mr. Woods seconded.

Mrs. Fair moved to reappoint the current slate of officers, Mr. Woods seconded the motion. All voted in favor and the motion carried.

Before approving the Temporary Appropriations Mrs. Holt recommended transferring \$400,000 from the general fund to the Capital funds. She suggested transferring some funds into the motor fund, since we have an increase in homebound delivery and our van is getting some age. Mr. Goodwin recommended placing the funds in the building improvement fund. The \$400,000 will be transferred to the capital building and repair fund.

Mr. Woods moved to approve the 2017 Temporary Appropriation after the transfers have been made. The figures below reflect the transfers into the capital fund.

101 GENERAL FUND

1000 Salaries & Benefits

1100 Salaries & Leave Benefits	100,000
1400 Retirement Benefits	40,000
1600 Insurance Benefits	40,000
1900 Other Employee Benefits	2,500

2000 Supplies

2100 General Administrative Supplies	15,000
2200 Property Maintenance Supplies	15,000
2300 Motor Vehicle Supplies & Parts	2,000

3000 Purchased & Contracted Services

3100 Travel & Meeting Expenses	1,000
3200 Communications/Printing/Publicity	20,000
3300 Property Maintenance, Repair & Security	20,000
3400 Insurance	2,000
3500 Rents/Leases	6,000
3600 Utilities	40,000
3700 Professional Services	40,000
3800 Cataloging	100
3900 Other Contracts & Services	30,000

4000 Library Materials & Information

4100 Books & Pamphlets	40,000
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4200 Periodicals	20,000
4300 Audio-Visual	25,000
4500 Computer Services	11,500
4600 Interlibrary Loan Fees	450
4700 Library Material Repair	450
4900 Library Materials – Other	1,000
5000 Capital Outlay	
5200 Land Improvements	10,000
5400 Building Improvements	40,000
5500 Furniture & Equipment	40,000
7000 Other Objects	
7100 Dues & Memberships	5,000
7200 Assessments	4,500
7500 Refunds & Reimbursements	948
TOTAL 101 GENERAL FUND	572,688
401 BUILDING & REPAIR FUND	
5100 Land	9,000
5200 Land Improvements	200,000
5300 Buildings	280,000
5400 Building Improvements	400,000
5500 Furniture & Equipment	300,000
5900 Other	1,000
TOTAL 401 BUILDING & REPAIR FUND	1,190,000
402 MOTOR EQUIPMENT FUND	
5000 Capital Outlay	
5700 Motor Vehicles	0
TOTAL 402 MOTOR EQUIPMENT FUND	0
403 AUTOMATION FUND	
5000 Capital Outlay	
5500 Equipment	100,236
TOTAL 403 AUTOMATION FUND	100,236
TOTAL ALL FUND	1,862,684

Mrs. Groh seconded. All voted “yes” and the motion carried.

There was some discussion concerning the amount of money in the change fund. Byesville does a considerable amount of copies/ fax and with limited staff in the building. They sometimes find it difficult to make change. The Main branch can send someone to the bank to get change if the need arises. Crossroads has access to change from the fiscal officer’s office. Mr. Goodwin suggested the change fund be increased to \$200.00. The

Finley Room really doesn't need additional change. The three branches will have their cash drawers increased to \$50.00 each the Finley Room will remain at \$15.00.

Mr. Woods moved to establish a change fund with the changes listed below. RESOLVED, that the Board of Trustees authorizes a change fund to be used as follows: \$15.00 in the Finley Room, \$50.00 at the Main Library Circulation Desk, \$50.00 at the Byesville Branch and \$50.00 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.

Mrs. Fair seconded the motion. All voted yes and the motion carried.

Mr. Woods moved to enter into executive session at 4:49 p.m. to discuss personnel issues. Mr. Motes seconded all voted yes and the motion carried.

Mr. Woods moved to go out of executive session at 4:52 pm. Mr. Motes seconded the motion and the motion carried.

Mrs. Fair moved to table the salary discussion until after contract negotiations are completed. Mr. Woods seconded the motion. All voted yes and the motion carried.

Mrs. Fair moved to adjourn. Mr. Woods seconded and the motion carried. The meeting adjourned at 4:53 p.m.

President:

A handwritten signature in cursive script, appearing to read "A. Calhoun".

Secretary:

A handwritten signature in cursive script, appearing to read "Ann J. [unclear]".