

The Board of Trustees of the Guernsey County District Public Library met in regular session February 8, 2017, in the board room of the Crossroads Branch. Trustees present: Tom Cahoon, Shana Fair, Lisa Groh, Matt Motes and new member Stephanie Laube. Library employees present: Rich Goodwin, Melissa Essex, Cathy Holt and Donna King. Mr. Cahoon, President, called the meeting to order at 4:00 p.m.

There was no public participation.

Mrs. Fair moved to accept the minutes as mailed. Mr. Motes seconded the motion. All voted yes and the motion carried.

Balance in the General Fund December 31, 2016	\$601,730.89
Receipts	109,171.78
Expenses	170,363.93
Balance in the General Fund January 31, 2017	\$540,538.74
Balance in the Building Fund December 31, 2016	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund January 31, 2017	\$1,190,000.00
Balance in the Motor Fund December 31, 2016	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund January 31, 2017	00.00
Balance in the Automation Fund December 31, 2016	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund January 31, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$56,530.54
PayPal	25.00
Change Fund	165.00
Peoples Interest Business Checking	\$1,774,054.60
Total	\$1,830,775.14

Mrs. Fair moved to accept the following resolution:

Resolved, that the Board of Trustees accept the following gifts: \$20.00 given by board member Matt Motes to be applied to the purchase of a 3-D printer, \$15.00 given by Terry Willis, Mr. Willis also donated a flash drive containing 23 family genealogies in Guernsey and surrounding counties (14,907 pages), Two copies of Pencil Drawings of Area Pictures by F.A. Morgan. The drawings are of

the old S-Bridge near Hendrysburg given by Auctioneer Randy Clark, Portraits and Biographical Information of Guernsey County Ohio, given by Rita & Bill Purdy of Valley City, Oh.

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

Mrs. Holt presented the permanent appropriations for the board's approval. There was some discussion about increased amounts in some line items. There is a substantial amount in the general fund. There may need to be an additional transfer into the capital funds in the future. Such a transfer protects the funds, but could be moved back into the general fund if needed, with the board's approval. Mrs. Fair moved to approve the permanent appropriations. Mr. Motes seconded the motion, all voted yes and the motion carried.

The State Auditor's office has not set a date for the spring new client training session, as of yet. However, in order to secure seats in that training they are requiring the board to sign an agreement. The agreement is not binding and should the board decide not to change from CMI software to UAN software there would be no charge. Mrs. Groh moved to sign the contract to start the process to make the switch. Mrs. Fair seconded the motion. All voted yes, and the motion carried. Mrs. Holt will continue to gather information concerning the chart of accounts merger and the types of reports that will be available to the board.

The state audit report is in process and will be completed by the February 28th deadline.

The oil well on the Crossroads property has been sold. The well was formerly with Kenoil. The new company is Ergon Oil Purchasing Inc. The new company sent forms for the board to sign. There are some questions concerning the form. The board recommends that Mr. Goodwin get advice from our legal counsel on how/who should sign the form.

The E-rate process for the July 2017 to June 2018 service year has begun. In addition to applying for funds to help fund our service we have applied for Tier II funding to help defray the cost of components to keep the computers. This is the first time we have applied for Tier II. Since we are in a rural area we are hoping for approval.

To follow-up on the charitable gift money generated from Dress-down Friday money, the State Library has confirmed that the funds cannot be placed in the library account. The account must be separated from the library funds and any checks made to any organizations will say "given by employees of the Guernsey County Library".

Mr. Goodwin reported that there have been a few maintenance issues that have come up, but no bills have been received yet. The pump in the boiler system at Main failed and was replaced. The return air motor at Crossroads was making a grinding noise and was replaced. The unit was also checked for other potential problems. Ables completed both projects. We have a service contract with Rogers, but they were unable to identify the problems.

Labor negotiations will begin February 15th. The current contract expires on February 28th of this year. If the board needs to give input before the end of February, a special meeting will be called.

Mrs. Essex, Assistant Director reported that circulation for the month of January was 20,971. The number of patron visits for January was 10,763. This number reflects an increase from last year. There has been an increase in the use of Wi-Fi especially at Crossroads.

There was a minor website hack on Feb. 5 at 2AM. Apparently, Kurdish nationalists added profanity to our site. The problem was noticed by a staff member and it was fixed by 9:05 AM.

There is less need for time management software on the computers at Main. Having a security presence in the building has discouraged patrons from staying on the computers too long. Having a security guard has helped a lot. However the individuals causing the problems have caught on to the hours that the security is in the building. The staff is aware of who is causing the problems. In the case of minors we can talk with the parents. Some adults have caused problems also. Dealing with adults is a different matter. There was some discussion about security companies, the possibility of the Sheriff working a varied schedule so as not to be so predictable. Some libraries have their own security. Mr. Goodwin will speak with the Sheriff's Dept. for ideas.

There are two upcoming Ohio Library Council events for trustees- the annual, day long trustee's workshop in Columbus on March 25th and the Eastern Trustees Dinner at Crossroads on May 4th at 6: PM. If you would like to go to either event let Mrs. Essex know she will take care of registration.

Mrs. King Children's Librarian stated that every two months they have been doing a 21st century grant program with the kids in the Rolling Hills school district. The programs are fun and have been going very well.

The Harry Potter teen event was very well attended. Spring programming has started. The classes at Crossroads are full; there are still openings at Byesville and Main. There is a movie for teens today at Main. Teen Tech Week is the week of March 6th. On March 9th Mr. Motes will give a 3d printer demonstration for the teens.

We will be hosting a couple of sensory friendly story times geared toward children on the autism spectrum. The community relations coordinator of the Guernsey County Board of Developmental Disabilities approached Mrs. King about doing a few events for Developmental Disability Awareness month. If they are well attended, we may consider continuing them.

Crossroads is also planning to host a Southeast Ohio Children's Library Committee summer reading round table, welcoming a group of children's department staff from the regional libraries.

Under unfinished business, the board is okay with Mr. Goodwin going ahead to purchase one 3d printer. Mr. Motes has some more policy examples he can share.

Mrs. Fair moved to purchase one 3d printer for Crossroads. Mrs. Groh seconded the motion all voted yes and the motion carried.

Under new business, Mrs. Fair would like to see a proposal to update the technology in the library system's meeting room. She would like it to include upgraded TV's along with a projection system, sound system and microphone. The meeting space at Crossroad's is very well used. The use at Main is picking up, space and parking are limited there. The space at Byesville is getting regularly used. Mr. Goodwin will prepare a proposal to present at the March meeting, getting input from Mr. Motes.

Mrs. Fair moved to approve payment of the bills represented by warrants # 022575 through # 022661 and memo checks 00001F and 00003F, as well as online payment to Peoples Visa. Mr. Motes seconded the motion, all voted yes and the motion carried.

The next meeting will be held at the Crossroads Branch March 8, 2017 at 4:00 p.m.

Mr. Motes moved to adjourn the meeting. Mrs. Groh seconded the motion. The meeting adjourned at 5:15 p.m.

We are still in need of another board member. If anyone knows of anyone that could fill that empty seat, please refer them to Mr. Cahoon or Mr. Goodwin.

President:



Secretary

