

The Board of Trustees of the Guernsey County District Public Library met in regular session March 8, 2017, in the board room of the Crossroads Branch. Trustees present: Tom Cahoon, Shana Fair, Lisa Groh, Matt Motes, Scott Woods, and Stephanie Laube. Library employees present: Rich Goodwin, Melissa Essex, Cathy Holt and Donna King. Mr. Cahoon, President, called the meeting to order at 4:01 p.m.

There was no public participation.

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

Balance in the General Fund January 31, 2017	\$540,538.74
Receipts	120,047.19
Expenses	133,179.57
Balance in the General Fund February 28, 2017	\$527,396.27
Balance in the Building Fund January 31, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund February 28, 2017	\$1,190,000.00
Balance in the Motor Fund January 31, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund February 28, 2017	00.00
Balance in the Automation Fund January 31, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund February 28, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$43,019.95
PayPal	188.98
Change Fund	165.00
Peoples Interest Business Checking	\$1,774,258.74
Total	\$1,817,632.67

Mr. Motts moved to accept the following resolution:

Resolved, that the Board of Trustees accept the following gifts: \$15.00 given by Julie Robinson to the Finley Room, \$15.00 given by Terry Willis to the Finley Room, \$20.00 given by Michael J. Raish to the Finley Room, \$50.00 given by Betty Kitchen to the Finley Room, and \$500.00 given by the Guernsey County Friends of the Library to the children's dept. for books.

Mr. Woods seconded the motion. All voted yes and the motion carried.

Mrs. Holt provided copies of the permanent appropriations for Board members to add to their records.

The paperwork for the transfer to UAN has been received by the State Auditor's office. No date has been set for the transfer or training for the new system. Mrs. Holt shared samples of the types of reports that will be generated through UAN. She noted that there are a lot more line items to choose from, however breaking down the branches may not be easy. Mr. Goodwin indicated that the last time the breakdown of the branches was relevant was back in the 90's. We currently do not budget for each building separately, if we had to, it would be possible to pull various expenses for each building, on an as need basis. Payment listings will also change, checks will change, as well as how the bank statements are handled. Board members may need to sign off on the statements. UAN will make audits easier, and it is cheaper for the library to use. While the transfer in the beginning will be a headache, overall the system seems to be the best way to go.

Mr. Goodwin is meeting with Timber Run Gardens tomorrow to hear their landscaping ideas. He is also hoping to meet with Schoenbrunn to hear their ideas. The plan is to present both proposals to the board at the April meeting.

Jay Patterson will be doing some maintenance work at the library. Mr. Goodwin will encourage him to move ahead with the lamppost at Main and get them in before the landscaping starts. Mr. Goodwin hopes to have Mr. Patterson's final proposal before the next board meeting. We don't want to delay the landscaping into spring/summer.

Mrs. Essex, Assistant Director reported that circulation for the month of February was 20,192. The number of patron visits for January was 10,213.

Mrs. Essex reminded Board members that the OLC Trustees' Workshop is March 25th and reservations need to be made for those wishing to attend. The OLC Trustee Dinner is also coming up soon on May 4th. Registration is now open.

Mrs. King Children's Librarian stated that the "Colts Club" is the name for the students benefiting from the 21st century grant. Mrs. King had the chance to meet others involved in this project at the stakeholders' meeting. They expressed a lot of appreciation for our participation, and set goals for the future. The next events will be in April. They are also planning a summer reading program.

No one attended the Sensory Friendly Story Time. This may have been due to the fact that it was held on a Friday morning. The next one will be held on Wednesday March 15th at 5p.m.

Two members from the children's department attended the Teen Think Tank to get program ideas for getting teens involved. The participants in the group were strong advocates for teen programming in libraries. We have always focused on younger kids, but we need to grow our base of teens.

There will be a 3d printer demonstration for teens at 4 p.m. March 9th.

The Lego builder's program targets school-age kids, but younger kids can come too. The program fits with the STEM focus. We've had 15 attend this event at Byesville before, more girls than boys, so we have added some additional Legos in pink and purple.

Under unfinished business, Mr. Goodwin presented two proposals for 3d printers, both from Makerbot, an established vendor of 3d printers. This is the brand the state library recommends. Both models meet all guidelines of PLA standards, and safety standards. The Replicator Mini, the smaller of the two proposed sells for \$3,569. The larger model which would make much larger objects sells for \$9,200. 3d printing access will fit with our summer reading program theme of build a better world. The printer may use about 2 extruders per year and a 10 pack of filament. 3d printing policies haven't been finished yet. It will need to be determined if we should charge to use the printer. The printer will be staff operated. It won't be open to public use at first. There will be a learning period for staff members. The children's department will be trained first. Mr. Motes recommends allowing staff members to print small items to take home as part of their learning. The board is fine with this.

Mrs. Groh moved to purchase the Replicator Mini for \$3,569. Along with the additional items listed on the proposal. Mr. Woods seconded the motion. All voted yes and the motion carried.

There was a discussion on the need to update the technology in the meeting rooms at all locations. The meeting rooms at Crossroads are very well used. The Board feels that it is important to bring our meeting space up to date with what most modern spaces offer. They are asking Mr. Goodwin to prepare a proposal for the April meeting that would include one flat screen TV for each branch along with some sort of mobile cart and projector installation cost. Mrs. King indicated that children's programming would benefit from the updated technology.

An updated version of the labor contract was shared via email, but it still has not been finalized. However, since the board has already voted, it is considered to be approved, so it won't hold up pay increases. Mr. Goodwin will reach out to Mr. Cahoon and Mrs.

Groh for their signatures once we receive the final copy. The raises will take effect on the next pay.

Under new business, Mr. Woods moved to accept the contract with Bradford Mowing. Mr. Motes seconded the motion, all voted yes and the motion carried. This is the same company that we have been with for a few years and we've been very satisfied with their work.

Mrs. Essex brought to the board attention the need for a digital reader for the Finley room. She is proposing that the board consider the purchase of a digital reader from ST Imaging at a cost of \$10,990.

Mr. Woods moved to purchase the digital reader. Mrs. Laube seconded the motion, all voted yes and the motion carried.

The safety committee staff chairperson coordinated with CERT instructor Mark Genai to provide staff with minimized CERT training that would best serve public library employees. It will take 6 3-hour sessions to complete. The plan is to close the library on Friday morning from 9-1 for 6 different Fridays.

Mrs. Groh moved to close for trainings as needed on Friday mornings once a month. Mr. Woods seconded the motion. All voted yes and the motion carried.

The admin payroll was tabled at a recent meeting. Should we make these decision now so all raises can be entered at the same time? The board would like the union contract to be done and signed first, before proceeding with any changes to admin salaries.

Mrs. Fair moved to approve payment of the bills represented by warrants # 022662 through # 022724 and memo checks 00004F, as well as online payment to Peoples Visa. Mr. Woods seconded the motion, all voted yes and the motion carried.

The next meeting will be held at the Crossroads Branch April 5, 2017 at 4:00 p.m.

Mrs. Fair moved to adjourn the meeting. Mr. Woods seconded the motion. The meeting adjourned at 5:25 p.m.

President:



Secretary

