

The Board of Trustees of the Guernsey County District Public Library met in regular session May 3, 2017, in the board room of the Crossroads Branch. Trustees present: Tom Cahoon, Shana Fair, Lisa Groh, Matt Motes, Stephanie Laube and Scott Woods. Library employees present: Rich Goodwin, Melissa Essex, and Cathy Holt.

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

Rick Booth from the Guernsey County History Museum was in attendance. He is in charge of digitization for the museum and also writes articles for Now & Then magazine. He distributed copies of the magazine to all present. He attended the meeting because he would like to learn more about the Finley Room's plans for digitization and whether there may be any possibility for collaboration with volunteers from the History Museum.

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

Balance in the General Fund March 31, 2017	\$973,014.45
Receipts	122,219.67
Expenses	144,222.40
Balance in the General Fund April 30, 2017	\$951,011.72
Balance in the Building Fund March 31, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund April 30, 2017	\$1,190,000.00
Balance in the Motor Fund March 31, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund April 30, 2017	00.00
Balance in the Automation Fund March 30, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund April 30, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$ 66,320.97
PayPal	25.00
Change Fund	165.00
Peoples Interest Business Checking	\$2,174,736.42
Total	\$2,241,248.12

Mr. Motts moved to accept the following resolution:

Resolved, that the Board of Trustees accept the following gifts: \$2.50 given by a patron, \$150.00 given by Black & Veatch (Mark Vance) for the use of the meeting room at Crossroads.

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

Mrs. Holt noted that the Intergovernmental receipts include homestead rollover money. We have finally received income from the well at Crossroads in the amount of \$49.27. The check came from a different company, not the one we signed up for direct deposit. After some investigation it was determined that Keith Minerals is handling the gas production and the other company is handling the oil production. We only receive a check if it is over \$15 in a month, so this was an accumulation from the last few months. The transfer of \$400,000 was made from the budget account to the interest bearing account. All investments are where they should be, and the chart of accounts looks good.

Mr. Goodwin informed the Board of a recent gift that will be on the list next month. A staff member donated her old furniture to the staff lounge when she bought new furniture. Maintenance staff assisted with moving the furniture.

We received our health insurance renewal from Anthem. There was a 7.5% increase this year. It is the same plan as before with a few revisions. The union president has reported no problems at this time, so the insurance committee should not need to meet at this time. The plan will roll over automatically on July 1st.

It is time to send out depository agreement letters to local banks. We usually keep our agreement for two years. We will seek rates up to 5 years to see if a better rate is offered. Current CD rates and Star Ohio rates will also be sought before the next meeting.

UAN, the new software provider, plans to receive 1,900 new computers by the end of May. We should be hearing from them soon concerning training and setup of the system.

Fahey-Levitt insurance will be in our area this month and would like to stop by to speak with someone about our insurance needs. We are currently with The Ohio Plan and are very satisfied. The Board is not interested at this time.

We have until May 12th to submit our Tier 2 E-rate, Mr. Kinsey needs to decide what components we might be able to use.

Mr. Goodwin excused Mrs. King from the meeting both because she had a program and because we were expecting enough board members to fill the room.

The landscaping work at Main will have to wait until Jay Patterson redraws the plans for installing the lampposts and resubmits the drawings to the city. There are old

utility lines to work around, and based on the size of the footer, they can't be placed where we originally intended. It will be a least another month and a half before these can be installed.

We have not received a solid estimate for the proposed remodeling at the Byesville Branch, but informally LDA doesn't believe it would be more than \$350K. When similar work was done at Main, we ran into asbestos and more issues and cost than expected. The proposed remodel would include new paint, shelving, etc. Not downsizing, just reconfiguring and adding more computers. They won't draw up an estimate until they know they will be paid for preparing the estimate. We would use LDA for interior design, V2 Architects for lighting/mechanical. There will also be some outside work that will need to be done.

Mr. Woods motioned to proceed with Library Design and Associates & V2 Architects to obtain drawings of proposed upgrades to the Byesville Branch. Mrs. Groh seconded the motion. All voted yes and the motion carried.

Mr. Goodwin advised the Board that there will be a children's "Book Swap Day" at Crossroads on May 25th. The SOCLC meeting will be hosted here at Crossroads again this month. The Children's Dept. has been trying lots of different activities to engage teens. Some have been successful, and some haven't. Overall they are going well.

Mrs. Essex, Assistant Director reported that circulation for the month of April was 20,931. The number of patron visits for April was 9,865. E-book usage has decreased by 17% and print copy has gone up 7% nationwide. Public interest may be swinging back to more traditional formats. The average cost for an e-book is \$89.

Mrs. Essex reported that due to an issue with the content filter at Main, we don't have network usage statistics this month. Next month we should have stats for April and May.

The OLC Trustee Dinner will be held at Crossroads May 4th. Four board members are registered. Doug Evans of OLC reports that 54 people are registered, the most they've ever had for a trustee dinner.

Staff member Tina Raffelson deserves the board's thanks for stepping up to participate in the OLC chapter council. She's assisted the Guernsey County Library safety committee and technical services dept. Guernsey County is the only representative of the eastern committee to have a member in that particular OLC group. The group held an event here, and Tina will also be going to Chillicothe.

The 3D printer is currently in Mr. Kinsey's office. Mr. Motes has provided training to a few staff members. When it is ready for public use it will be moved out by the copier at Crossroads so people can see it working and the clerks can keep an eye on it. We already

have a patron that made a project on it. Mrs. Fair mentioned that the Dickens committee might be able use it for the Dickens figures faces that are used downtown.

Under unfinished business, we have an estimate from Troy Simmons from Simmons Technical Services for mounting a projector. The estimate is somewhat vague. There was some discussion about the estimate which brought up several questions. Mr. Goodwin will contact Mr. Simmons for answers to the questions. Mr. Motes felt the estimate was approaching the cost of a smartboard. Mr. Motes will contact Steubenville Library for more information about their smartboard and send Mr. Goodwin some options. We should have some figures to compare the two options at the next meeting.

Landscaping was already covered in the director's report.

Under new business, Mr. Goodwin already presented Simmons Technical Service Estimate.

There was much discussion concerning the 3D printer policy. The Board felt the policy should be very basic. Something that can be added to as more is learned. The printing should be free for a limited time. At some point language may need to be added limiting the scope of any single job, and perhaps the number of times per week the same patron may use the printer. The sample policies that were reviewed prior to preparing the sample varied widely. Mrs. Groh recommended two brief revisions, which she will email to Mrs. Essex.

The main goal of The Finley Room digitization project is to increase access for the public, not for backup. Microfilm will be retained for archival purposes. Once all the film is finished we will consider sending it to another institution that would be able to retain it and maintain it at exact temperature. The digitization will be done in house, with only Finley Room staff working on it. It will take a long time, we can't even estimate yet when it will be complete. We will start with the beginning of the collection 1840. This is the first roll and has the most wear and tear. The project currently does not involve plans for hosting/online access.

Mrs. Fair moved to approve payment of the bills represented by warrants # 022794 through # 022870 and memo checks 0008F and 0009F as well as online payment to Peoples Visa and online payment to OPERS. Mr. Woods seconded the motion, all voted yes and the motion carried.

Mr. Motts motioned to enter into executive session to discuss personnel issues at 4:50. Mr. Woods seconded the motion all voted yes and the motion carried.

The board returned to regular session at 5:42 p.m.

The next meeting will be held at the Crossroads Branch June 7, 2017 at 4:00 p.m.

Mr. Woods moved to adjourn the meeting. Mrs. Groh seconded the motion. The meeting adjourned at 5:42 p.m.

President:

Secretary