

The Board of Trustees of the Guernsey County District Public Library met in regular session June 7, 2017, in the board room of the Crossroads Branch. Trustees present: Tom Cahoon, Shana Fair, Lisa Groh, and Matt Motes. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt.

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

Mrs. Groh requested an update to the May 3, 2017 minutes, that when we went into executive session we have realized we didn't collect enough information and going forward we will abide by the rules of the 2017 Sunshine Law. Mrs. Groh distributed information on the proper procedures for entering executive session.

Mrs. Groh moved to approve the May minutes with the correction described above, Mr. Motes seconded the motion all voted yes and the motion carried.

Balance in the General Fund April 30, 2017	\$951,048.47
Receipts	109,617.84
Expenses	128,450.88
Balance in the General Fund May 31, 2017	\$932,215.43
Balance in the Building Fund April 30, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund May 31, 2017	\$1,190,000.00
Balance in the Motor Fund April 30, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund May 31, 2017	00.00
Balance in the Automation Fund April 30, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund May 31, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$ 47,227.31
PayPal	46.04
Change Fund	165.00
Peoples Interest Business Checking	\$2,175,013.48
Total	\$2,222,451.83

Mr. Motts moved to accept the following resolution:

Resolved, that the Board of Trustees accept the following gift: \$20.00 given to the Children's Dept. \$4.00 given by the Crossroads circulation desk, \$3.00 given by Cathy Robertson of PA., \$150.00 given by the Alpha Rho Chapter of the Delta Kappa Gamma Society, and staff member Carol Likes donated a couch and loveseat to the Crossroads Branch for the break room.

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

Mrs. Holt brought to the Board's attention some important information that she received from the Auditor of State concerning the upcoming changeover to UAN, the state accounting system for public entities. We had requested the change to include both finance and payroll and recently became aware that we would not be permitted to transfer our payroll until possibly as long as three months. We would need to keep CMI to do payroll or do payroll by hand which could possibly cause problems with the Bargaining unit due to the inability to continue direct deposit. After much discussion it was decided that we would continue to use CMI. They have provided the library with good service for over 30 years. They have an upgraded product that will need to be considered in the near future. Mrs. Holt will seek further information for the Board to consider when making the upgrade.

Mr. Goodwin has contacted Mr. Patterson about the lampposts that are to be installed at the Main Library. We still do not have a date as to when this project will be complete. Hopefully it will be before it starts to get dark earlier.

Mrs. Groh asked if the Byesville staff have been consulted about the renovations at that location. The senior staff member there took part in the meeting with LDA and the remainder of the staff has been asked to keep track of their ideas for the renovation.

Mrs. Essex, Assistant Director reported that circulation for the month of May was 20,733. The number of patron visits for all locations was 10,601.

Information on the Hoopla program was provided to the Board. Hoopla provides digital content to our patrons. They are offering a temporary promotion for the summer months where we can increase the checkout limit from 10 to 20 items per month. This would tie in well to promote children's reading material during summer reading. The Board agreed to participate in this promotion for the months of July and August.

Our 2nd digital product, Overdrive, is available on a contract through the State Library. We are obligated to spend 5% of our collection budget on Overdrive materials. We have not spent the full \$10,000 yet. We have only spent 44% of this.

The IT report mentions that we will be offering our first-ever Computer Basics for seniors class on June 12th. The Cambridge Heights Apartments will be bringing a group of seniors for a 1 hr. class. The class will be held at the Main Branch. Other groups have also shown an interest in the classes.

We are happy with the digitizer that was purchased for the Finley Room, however the OCR software that came with it turned out not to be acceptable for the standards we wanted to achieve. Mr. Kinsey was able to find ABBYY Finereader to meet our needs. The company will refund us \$300. The cost of ABBYY Finereader is \$700.

The window cleaning at the Main branch is complete. We have received a revised estimate for Crossroads. The original estimate was \$2,290, but with the rental equipment removed, the new estimate is now \$1,000. It has been at least two years since Crossroads windows were cleaned. Mrs. Fair would like to see a scheduled maintenance system for all the buildings that would include these types of cleaning cost figured into the budget.

Mrs. Fair moved to go ahead with the window cleaning with All Care. Mr. Motes seconded the motion all voted yes and the motion carried.

The renovations at the Main branch taught us that we should get public input on future renovations. Mrs. Essex proposes a community focus group in Byesville to get some input from the public. She would like to include community leaders as well as residents to participate. The focus group is scheduled for June 24th at 10:30 am. Light refreshments will be served.

We received a notification that the BP station in Byesville has requested a liquor license. There are two other establishments currently selling liquor that are closer to the library. Mr. Motes stated that the BP currently sells liquor but recently changed ownership, which is probably why we have received notification. The board does not object to the license. Mr. Cahoon signed the form.

Mrs. King Children's Librarian shared a story from participating in Colts Club (1st – 5th grade). She has seen a big change in the kids throughout the program. One program stands out in her mind and made her think about how we can get more books into the hands of these students. There was much discussion about offering a scholastic card that could be used in the classroom to check out books provided by the library. The card would not need a parent's signature, there would be no fines and limited items could be checked out, institution cards for both schools and possibly nursing homes was also discussed. Mr. Motes suggested that all fines be waived for anyone under 18. Mr. Goodwin will gather more information for the Board to review on this matter. Programs like this would have an impact in the community and be a good way to give back.

Colts Club will start again in September. We were also approached by Cambridge City Schools to partner with them on a 21st century grant.

The Children's Department traveled to North Elementary School for a Right to Read week program with 500 students attending. This is a good example of how outreach is the best way to serve more kids in the community.

Pop – artist Michael Albert from New York will be doing a program on June 14th. We are almost to the signup limit of 55 kids. We also have lots of people signed up for the 3D printer program.

We have 15 -16 young adult volunteers ready for summer reading this year. We always buy them each something at the end of the program and will probably do more this year.

Under unfinished business, we received a signed letter indicating that the Bargaining unit met to accept the new health care plan and they accepted it.

Through Touchboards, we could purchase a 65” Smartboard plus a mobile cart for \$2793.18. It can be used as a touchscreen. This one is the best mobile option. There’s also a 70” option, but it would need to be permanently mounted.

Mrs. Groh moved to purchase the 65” mobile Starboard and cart. Mr. Motes seconded the motion. All voted yes and the motion carried. The Board understands that the smartboard will need a computer plugged into it to operate.

The landscaping at Main is still on hold until the lamppost can be installed. The Timber Run quote didn’t include removal of the shrubbery, but Schoenbrunn’s does. Two companies have offered quotes for removal only. Tree Top Services (\$1,400) and McElroy Tree Service (\$2,400). This is something we could move ahead on while we wait for the lamppost.

Mrs. Fair moved to go ahead with the tree removal through Tree Top Services. Mrs. Groh seconded the motion. All voted yes and the motion carried.

There is some paint peeling under the roof line that needs taken care of. Mr. Goodwin will pursue quotes for the painting before the next meeting.

Under new business, Mrs. Groh shared some of the things that other libraries attending the OLC dinner we hosted mentioned they are doing. Muskingum County mentioned that their library utilizes credit card kiosks for patron convenience. They also participate in a school partnership where they can track kid’s reading levels before and after they read books. Something like this would work well with the 21st Century Grant. St. Clairsville Library mentioned that they participate in the “Digital Shoebox” consortium hosted by Steubenville Library.

The cost of our life insurance is going up slightly. UNUM our current policy holder would be willing to offer a discount if we agreed to a two year term and allowed them to offer additional policies to our employees. The additional plans would be at the expense of the employee. The Board would like to stay with UNUM. The cost is slight and the Library already offers a variety of plans to our employees from another company.

Some goals for the Byesville renovation were discussed but the general consensus was to wait until after the focus group meets to proceed with ideas.

Mrs. Groh moved to approve payment of the bills represented by warrants # 022871 through # 022937 and memo checks 0010F and 0011F as well as online payment to Peoples Visa and online payment to OPERS. Mr. Motes seconded the motion, all voted yes and the motion carried.

There was no motion to adjourn the meeting, because Mr. Motes had to leave at 5:44 and the quorum was lost. The next meeting will be announced because it falls close to July 4th and schedules needed to be checked.

President:

Shana C. Fair

Secretary

Kim Bink