

The Board of Trustees of the Guernsey County District Public Library met in regular session September 6, 2017, in the board room of the Crossroads Branch. Trustees present: Shana Fair, Lisa Groh, Matt Motes Stephanie Laube, and Jay Jackson. Library employees present: Melissa Essex, Cathy Holt and Matt Kinsey.

Mrs. Fair President called the meeting to order at 4:01 p.m.

Mrs. Groh moved to approve the August minutes, as mailed Mrs. Laube seconded the motion all voted yes and the motion carried.

Balance in the General Fund July 31, 2017	\$1,153,983.75
Receipts	133,213.35
Expenses	169,730.01
Balance in the General Fund August 31, 2017	\$1,117,467.09
Balance in the Building Fund July 31, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund August 31, 2017	\$1,190,000.00
Balance in the Motor Fund July 31, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund August 31, 2017	00.00
Balance in the Automation Fund July 31, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund August 31, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$231,677.57
PayPal	25.00
Change Fund	165.00
Peoples Interest Business Checking	\$2,175,835.92
Total	\$2,407,703.49

Mrs. Holt directed the Board's attention to some accounts showing negative or zero balances and asked for the Board's approval to transfer \$10,000 from the furniture & equipment account for Main and transfer to the phone and internet accounts at each location. The negative balances are a result of having not received the money from the e-rate program, which is expected sometime in September.

Mr. Motes moved to transfer \$10,000 from furniture & equipment at Main to the accounts. Mrs. Groh seconded the motion and the motion carried.

There were no gifts for the month of September. There was, however a total of \$24.75, recorded in the donations line on the Fiscal Officer's report, received through "keep the change" instances, but these contributions are not connected to a particular donor.

Mrs. Holt presented new signature cards from Peoples Bank due to recent changes in the leadership of the Board.

Mr. Jackson moved to approve payment of the bills represented by warrants #023072 through #023146, as well as online payments to Visa, Anthem, OPERS, and memo expenses. Mr. Motes seconded the motion, all voted yes and the motion carried.

Mrs. Essex sent the Admin. Staff reports to all board members via email before the meeting.

Under the Interim Directors report a motion was made in 2008 to hold regular staff in-service days for training and to keep staff informed. We have been closing on the morning of the fourth Friday of the month for safety training, which ends in September. Mrs. Essex would like to continue to continue this practice quarterly with topics other than safety. The next dates would be Oct. 27th, and Jan. 26th. The staff as well as the Board, agree that training and communication would be good.

We have a membership in the Ohio Department of Administrative Services cooperative purchasing program. We have paid for the membership, but have not submitted the proper resolution from the board to satisfy the usage of the membership. There was some discussion on the advantages of the membership which could be beneficial in the anticipation of the Byesville renovation.

Mr. Jackson moved to participate in the DAS cooperative purchasing program. Mrs. Laube seconded the motion all voted yes and the motion carried.

The Board of Elections has requested a key to the Crossroads Branch for the upcoming November Election. In the past the former Director would come in early and stay late to accommodate the needs of the election staff. It might be possible for the Admin. Staff to split up the day so that there is someone on staff in the building on Election Day, or the Board may consider allowing the Board of Election to have a key overnight for that day only. Mrs. Essex will obtain more information before the next meeting.

The Board inquired about an issue that was mentioned in Mr. Kinsey's IT report concerning The Byesville Branch and a Vendor. The issue was that we were still receiving bills from a former vendor that was providing the branch with internet service after it was believed that the service had been cancelled. Mr. Kinsey has resolved the problem.

Under unfinished business we have estimates from Timber Run and Schoenbrunn. We are waiting for light post at Main. Jay Patterson and JW Casterline are now in communication to install the light posts. The entire project will cost \$12,000. The lighting project must be complete before the landscaping can begin.

This is a slow time of year for landscaping companies. Fall is a good time to plant shrubs and trees. Mrs. Fair recommends that we approve a plan this fall. It would be good to get a base down this fall. Board members shared ideas as to what they would like to see planted. Mrs. Essex will contact the two companies for updated proposals.

A window was broken at Crossroads in the Children's Department and \$200 cash was taken. To submit a claim to our insurance company for a theft it must be a minimum of \$2500 in damages. We have paid for a locksmith \$1437, due to keys that were taken and \$313 to Smith Glass to repair the window, in addition to the \$200 cash that was taken. Since we don't meet the limit, we won't submit a claim. The contract for this insurance comes up in December. We may be able to transfer our Ohio Plan coverage to the Schwendeman Agency. We would need a good reason to change our agent of record, but the Schwendeman Agency handles our health and life so it would make sense if we could change agents.

Mrs. Fair spoke with Judge Padden to recommend Sheila Ellenberger, the retired director of Muskingum University Library. Sheila is waiting for a call from the judge.

Mrs. Fair has discovered that that trustees need to be sworn in by a county elected official. No board members remembers being sworn in this way. When the new member is installed, Mrs. Fair would like all board members to meet at Main to go to the courthouse and all be officially sworn in together.

Under new business there was a lengthy discussion regarding the posting of the Director's position. The starting salary range and benefits package as well as type of degree and other qualifications and skills were addressed.

Mrs. Laube moved to list the director position with a salary range of \$65K-\$80K. Mrs. Groh seconded. A vote was taken four members voted in favor, one opposed. Mrs. Fair noted that interviewing expenses may be needed. We need to

know the range the candidates are willing to accept before they come because there is a cost in interviewing.

Mrs. Fair instructed Mrs. Essex to add to the current job description a compensation level of \$65-80K and an "excellent benefits package". Mrs. Fair will put the ad in the local paper, but the position needs to be posted on the library's website first.

Applications should be submitted to the email address board@guernseycountylibrary.org. There will also be an upload form on the website. Board members can use a Gmail account to check this email it will alias to board@guernseycountylibrary.org. Mr. Kinsey will send out information on how to log into the account. Mrs. Essex will email the revised posting to Mrs. Fair.

We have received an estimate from Ables for the HVAC at Crossroads, however there are no totals. Each box could be \$1800-\$2057 or total cost of labor could be beyond that. The estimate does not include the cost of the lift they will need to rent for \$225 per day. They are not sure how many days they will need the lift. There's a challenge getting up to the HVAC system in our ceiling. The actuators and dampers in the equipment have been acting up as well as the computer controls that set the temperature for each zone. The system is older and has not had the right updates. We need to know how long the new system will be guaranteed for and add the replacement cost to our budget when it is expected to wear out.

The Board would like to see other estimates for this project. We are currently awaiting an estimate from Rogers, and Mr. Motes suggested that D&M be contacted.

Our existing server and proprietary software that operates our payroll and finance is in need of an upgrade. It is an older version that only works on Windows 7. Mr. Kinsey has been backing it up weekly in case it fails. CMI believes that we can make it through the year. If we lock into the current pricing this year we could postpone the installation until early next year. The current estimate for the project is \$39,500. The expected lifespan is 5 years or more. We would have an additional cost of \$5k per year for support and licensing every year. We have been well satisfied with CMI products for several years.

Mr. Jackson moved to go ahead now with the upgrade through CMI and plan the installation for January or February of 2018. Mrs. Groh seconded the motion all voted yes and the motion carried.

The library's 2006 Dodge van has had many issues in the past few months. Dunning has looked at it but has not been able to identify the problem. With our staff using the van more frequently for the Homebound program. Mrs. Essex would like permission to look into options to replace the vehicle and bring proposals to the board next month.

Mr. Motes moved to allow Mrs. Essex to explore the options for replacing the Dodge van. Mr. Jackson seconded the motion all voted yes and the motion carried.

We have looked into the possibility of providing a scholastic card that would allow kids under 18 to sign up without a parent, and we are now ready for a board vote. The library guarantees the loaned items instead of the parent. It is important to offer this service because school libraries don't have the resources they used to. It will also help home-schooled students. There will be limitations on what can be checked out on the scholastic card. It does not allow DVDs. It does include electronic access. SEO can make this happen. We just have to buy the cards. There's no charge to start the program.

Mrs. Groh moved to begin offering a scholastic patron card to all kids under 18. Mr. Motes seconded the motion. All voted yes and the motion carried.

Mr. Motes moved to enter into executive session to discuss possible litigation by an employee. Mrs. Laube seconded and a roll call vote was taken. Mrs. Fair, Aye, Mrs. Groh, Aye, Mr. Jackson, Aye, Mrs. Laube, Aye, Mr. Motes, Aye.

Entered executive session at 5:49 p.m. Mr. Kinsey was invited to stay for the beginning of the session. The Board returned to regular session at 6:27 p.m.

Mr. Motes motioned to adjourn. Mr. Jackson seconded the motion all voted yes and the motion carried. The meeting adjourned at 6:28 p.m.

President

Shona C. Fair

Secretary

Jess Bush