

The Board of Trustees of the Guernsey County District Public Library met in regular session October 4, 2017, in the meeting room of the Byesville Branch. Trustees present: Shana Fair, Lisa Groh, Stephanie Laube, and Jay Jackson. Library employees present: Melissa Essex, Cathy Holt, Donna King and Matt Kinsey.

Mrs. Fair President called the meeting to order at 4:06 p.m.

Ms. Lenhoff, who was scheduled as public participation, cancelled; instead she sent an email to all board members concerning, records retention & Sunshine Law, for the members to review individually.

Ms. Walls, OAPSE representative addressed the Board with concerns from the bargaining unit concerning security. She noted that the biggest concern is at the Crossroads Branch on the days that location is open until 8:00.

Mr. Jackson moved to approve the September minutes, as mailed Mrs. Fair seconded the motion all voted yes and the motion carried.

Balance in the General Fund August 31, 2017	\$1,093,520.86
Receipts	113,821.65
Expenses	91,598.95
Balance in the General Fund September 30, 2017	\$1,115,743.56
Balance in the Building Fund August 31, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund September 30, 2017	\$1,190,000.00
Balance in the Motor Fund August 31, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund September 30, 2017	00.00
Balance in the Automation Fund August 31, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund September 30, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$229,685.79
PayPal	25.00
Change Fund	165.00
Peoples Interest Business Checking	\$2,175,835.92
Total	\$2,405,979.96

Mrs. Holt reported that the E-rate funds have been received via direct deposit for the past year. She also reported that initial paperwork has been started with CMI for the upgrade scheduled for early next year. In reviewing the chart of accounts Mrs. Holt suggested to the Board that they may want to consider condensing the accounts for next year in an effort to make things easier to see what is available. Some accounts are currently broken down by branch and could be consolidated systemwide.

Mrs. Groh moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$5.00 given by Jeanne L. Bloom to the Finley Room, also given to the Finley Room, by Michael H. Miller, Noblesville, IN. the Benjamin & Anna (Asbury) Stone Family Background (Stone & related families) 2 volumes, complete in binders with all pages in page protectors, and the descendancy pages of William Hoge Sr. and descendancy pages of John Orme, and a 6 page biography of Charles Thornton Small given by Eva Smith-Carroll. These binders will be a nice addition to the Finley Room.

Mr. Jackson seconded the motion, all voted yes and the motion carried

Mr. Jackson moved to approve payment of the bills represented by warrants #023147 through #023203, as well as online payments to Visa, Anthem, OPERS, and memo expenses. Mrs. Laube seconded the motion, all voted yes and the motion carried.

Under the Interim Directors report, Mrs. Essex reported that a letter was received from Simplex-Grinnell regarding the strobe alarm at the Byesville Branch. This problem was first detected in April 2016, but was never taken care of.

Mr. Jackson moved to proceed with the change order for the Simplex-Grinnell alarm system at the Byesville Branch. Mrs. Fair seconded the motion, all voted yes and the motion carried.

A member of the public recently expressed concerns about the trash receptacles at Crossroads. She felt the trash should be cleaned and monitored; she also suggested that a compost pile be installed.

It has been discovered that the cart that was purchased to hold the new smart TV may not be strong enough to support the unit. The TV will need to be mounted to the wall.

After some discussion about Election Day and the use of the Crossroads

Branch, Mr. Jackson volunteered to open the building at 5 a.m. and stay until Mr. Kinsey or the Janitor arrives at 7 a.m. Mrs. Fair will arrive at 7 p.m. and stay until the election workers are finished for the evening.

Mrs. King, Children's Librarian, gave an update on the children's department. Fall programming has begun. Everything is going well and most of the classes are full.

The Friends of the Library group have volunteered to fill in for library staff at the Deerassic Trail of Treats this year.

A group of Cambridge City School students have scheduled a tour of the library later this month and the kids will receive library cards.

The annual Fall Festival will be held Oct. 17th at 6 pm. We are already getting sign-ups.

Mr. Kinsey, IT Coordinator, reported that 14 touchscreen computers have been purchased, as well as several headphones.

The internet was recently down for several hours at Main due to a statewide OPLIN outage. Using a tablet connected to mobile, circulation was uninterrupted during the outage. Patron computers were however down for a few hours.

We are still trying to figure out how to set up the new spine label printers. We will continue to work with the vendor to correct this problem. In the meantime the old printer is still working.

Under unfinished business Mrs. Essex and Mrs. Holt recently visited Classic Ford to obtain a proposal for a new library vehicle to replace the van. This vehicle will be used for the homebound program, as well as transport staff to out of town trainings and programs. The Ford Explorer seems to meet the needs. It is 4 wheel drive, has seating for 7, and the back seats lay down allowing plenty of space to transport crates of books. Classic will take the van in on trade.

Mrs. Groh moved to purchase the Ford Explorer from Classic Ford for \$36,446.80 with the options listed in the quote. Mr. Jackson seconded the motion, all voted yes and the motion carried.

Mrs. Essex requested new estimates from Timber Run Gardens and Schoenbrunn and well as an estimate from Tree Top Services, who were not interested in contributing. Timber Run Gardens was the only company to offer an estimate. The total cost would be \$6,910.

Mr. Jackson moved to accept the proposal from Timber Run. Mrs. Laube seconded the motion, all voted yes and the motion carried.

The Cambridge Lions/Lioness Club had indicated earlier that they would like to donate to the landscaping project. We are not sure what they had in mind.

Jay Patterson and JW Casterline are ready to install the lampposts at Main. The permit is approved and posted and work should begin this month followed by the landscaping.

Ables is the only company that has submitted an estimate for the HVAC project at Crossroads. The Ables estimate is \$51,241, and that does not include the cost of the lift which will be needed for part of the project at a cost of \$225 per day. Because the quote is over \$50,000 it is considered a permanent improvement and will need to go through the bidding process. Because we recently became members of the Ohio Department of Administrative Service they offer a group, known as, IAP, that could handle the bidding process at a cost of 8% of the project.

Mrs. Fair moved for Mrs. Essex to pursue alternate estimates including Ron Van Wey, going ahead with Ron Van Wey or another option if the price is comparable to IAP's 8%, which works out to \$4,080. Mr. Jackson offered to work with Mrs. Essex on other potential contractors who could handle the process. Mr. Jackson seconded the motion all voted yes, and the motion carried.

Based on the results of this summer's Byesville Community Focus Group, Mrs. Essex does not believe the community feels a grand renovation of Byesville Branch is needed. Focus group input centered on utilizing the meeting room space, providing general upkeep, new paint, new circulation desk, and new carpet. Mrs. Oliver, staff member at Byesville, offered patron and staff concerns to the board, for consideration. There was a lot of discussion regarding the project. Mrs. Essex and Mrs. Holt will lay out a plan to present at the next meeting.

Board President Update-employee litigation/position was listed on the agenda but was skipped over at this point, and visited later.

Under new business Tom Lehotay provided a proposal for snow removal. The prices were the same as last year. We have been happy with Mr. Lehotay's work over the past few years.

Mrs. Groh moved to accept Mr. Lehotay's estimate for snow removal at all locations. Mr. Jackson seconded the motion, all voted yes and the motion a carried.

Mrs. Fair has been reappointed to serve another 7 year term on the board.

Mrs. Fair has discovered that library trustees should be sworn in by an elected official, no board members remember doing this. Judge Padden is willing to do this for everyone, on Nov. 8, at 3 pm in his office. Mrs. Laube will not be available that day but will set up another time with Judge Padden.

Since the Board will be at the courthouse the next meeting will be held Nov. 8th at 3:30 p.m. at the Main Branch. Mrs. Holt will notify the public of the change of the meeting time and location.

The minutes of board meetings should be available to the public. Copies could be placed at each circulation desk. They could also be placed on the website. We need to re-write our procedures to state how we are making the minutes available and put a copy on the website. Mrs. Groh will look into Sunshine Law guidelines and case law online to try and find out what 'promptly' means as far as how soon after the minutes need to be posted. We need to update our retention policy as to when we would be able to take down the draft minutes. Older minutes are already digitized and could be placed online as well.

Revisions to the rules for users are needed to incorporate the new scholastic cards, which are ready to go. The first scholastic cards will be issued by the children's department at Meadowbrook. The edited rules will also be posted on the website. New patrons also get a copy of the rules for users when they apply for a card.

Mrs. Laube motioned to adopt the revised rules for users. Mr. Jackson seconded all voted yes and the motion carried.

Concerning security the Board should review the packet of letters from staff members. This topic will be discussed under unfinished business next month.

There have been 40 submissions in the email inbox, as well as a few additional submissions that have been scanned and email to the members, interested in the open directors position. There are 6 that meet the minimum requirements and have a degree plus management and library experience. Mrs. Fair is planning to put together an evaluation sheet to use in reviewing submissions. Board members should review the submissions before the next meeting.

Mrs. Essex and Mrs. Holt requested the opportunity to provide input on the hiring process.

Mrs. Fair moved to enter into executive session to consider the appointment of a new library director. Mrs. Groh seconded and a roll call vote was taken. Mrs. Fair, Aye, Mrs. Groh, Aye, Mr. Jackson, Aye, and Mrs. Laube, Aye.

The Board entered executive session at 5:52 p.m. The Board returned to regular session at 5.57 p.m.

Mrs. Groh motioned to adjourn. Mrs. Laube seconded the motion all voted yes and the motion carried. The meeting adjourned at 5:58 p.m.

The next meeting will be Wednesday Nov. 8 at 3:30 p.m. at the Main Branch. Mrs. Holt will send an update to the paper and radio about the change in venue and time. Board members will meet at 3 p.m. and go to the courthouse to be sworn in by the judge.

President

Secretary