

The Board of Trustees of the Guernsey County District Public Library met in regular session January 10, 2018, in the board room of the Crossroads Branch Library. Trustees present: Shana Fair, Lisa Groh, Stephanie Laube, and Sheila Ellenberger. Library employees present: Melissa Essex, Cathy Holt, and Matt Kinsey. Other members of the public present: James Hopkins.

Mrs. Fair, President, called the meeting to order at 4:33 p.m. following the organizational meeting.

Mr. Hopkins introduced himself as a long-time area resident with an interest in leasing property behind the Crossroads Branch with the purpose of improving the property, bow hunting, and preventing trespassing. He shared a sample blank hunting/farming lease agreement.

Ms. Ellenberger moved to approve the December regular meeting minutes as well as the minutes from four separate special meetings in December. Mrs. Fair seconded the motion; all voted yes and the motion carried.

Balance in the General Fund November 30, 2017	\$1,018,023.23
Receipts	113,895.09
Expenses	122,440.27
Balance in the General Fund December 31, 2017	\$1,009,478.05
Balance in the Building Fund November 30, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund December 31, 2017	\$1,190,000.00
Balance in the Motor Fund November 30, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund December 31, 2017	00.00
Balance in the Automation Fund November 30, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund December 31, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$122,597.28
PayPal	25.00
Change Fund	165.00
Peoples Interest Business Checking	\$2,176,927.17
Total	\$2,299,714.45

Discussion was held regarding consolidating the chart of accounts presented to the board so that it would no longer be broken down by branch. Mrs. Groh moved to allow Mrs. Holt to re-do the chart of accounts in a consolidated format instead of broken down by branch. Mrs. Laube seconded the motion; all voted yes and the motion carried.

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$5,000.00 given by the Fawcett family in memory of the late Bryan Fawcett a former board member, \$100.00 given by Evelyn Kochera.

Mrs. Groh seconded the motion; all voted yes and the motion carried.

Mrs. Groh moved to approve payment of the bills represented by warrants #023333 through #023509, 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 Director's report, Mrs. Essex shared that she is planning to work with Jennifer Spillman from the Muskingum County library system to organize a community read activity with surrounding counties.

The IT Report was also reviewed. The Byesville Branch sees heavy wi-fi use, and our system is also in a high percentile for usage of our computers, evidence that we are providing a needed service to patrons who do not have their own devices at home or have limited bandwidth. We do not require patrons to sign in for each session, instead measuring sessions by when the PC emerges from an idle state of 1 minute or more. Ideally we would add a few more computers at the Main Branch due to the heavy use those computers receive. More wireless access points have already been purchased to replace ones that stopped working. Additional needs will include a laptop for the new director and remote access for the fiscal officer. The 4-year technology refresh plan has been modified. The IT classroom has been completed and several activities are planned, including an activity for the Guernsey County Board of Developmental Disabilities. These patrons will also have the opportunity to receive scholastic cards.

The door count presented to the Board may not be entirely accurate for the Crossroads Branch as the batteries in the counter died during the month of December.

Under unfinished business, the existing two estimates were reviewed for the repair work at the Main Branch. A third estimate, from Jack Warne Construction, still has not been received although they have expressed interest in the work, so the Board decided to make a decision based on the two estimates already received. Although the estimate from All Types Home Improvement is a higher amount, the second option did not include the cost of addressing rotted wood that may be encountered. Mrs. Laube moved to accept the

estimate from All Types Home Improvements to complete the repairs at the Main Branch at a cost of \$18,990. Mrs. Groh seconded the motion; all voted yes and the motion carried.

The Board began reviewing the package proposal for additional staffing. The proposal includes the potential for an in-house security officer. This would require creating at least two library security officer positions, one at the Main Branch and one at the Crossroads Branch, to at a minimum maintain the present hours (due to overlap in the current hours). However, an in-house security officer would cost less than contract security.

Mrs. Groh motioned to adjourn early due to a board member needing to leave which would result in loss of a quorum. Mrs. Fair seconded the motion; all voted in favor and the motion carried. The meeting adjourned at 5:10 p.m.

A special meeting will be held Wednesday January 17 at 4:00 p.m. in the Children's Department at Crossroads to finish the topics that the Board did not have time to cover today. The next regular meeting will be Wednesday February 7 at 4:00 p.m. at the Crossroads Branch.

President

Secretary