

Guernsey County District Public Library
Board of Trustees
Regular Board Meeting
Minutes
May 9, 2018

Call to Order:

Attendees: Dr. Ellenberger, Mrs. Fair, Mrs. Groh, Mrs. Laube, Mr. Jackson (arrived 4:09 p.m.)

Motion by Dr. Ellenberger and seconded by Mrs. Groh to excuse Mr. Motes from the May 9, 2018, meeting

Review and Approval of Minutes:

Moved by Mrs. Laube and seconded by Dr. Ellenberger to approve the minutes of the April 4, 2018 regular Board meeting as presented.

Public Participation: (Limit each individual to five minutes as per policy.)

Financial Report:

Moved by Mrs. Groh and seconded by Mrs. Fair to approve financial report presented May 9, 2018

Resolved, that the Board of Trustees accept the following gifts: \$4.50 given by Larry Foraker to the Finley Room, Meadowbrook yearbooks: 1963, 1966, 1968, 1973, 1979, 1992, 1994, 1995, 1997, 2000, 2001, 2002, 2004, 2006, and 2007 (2 copies), 2008, 2013, 2015, and 2016 (2 copies). Given by Rolling Hills School District. St. Benedict Yearbooks: 2002, 2005-06, 2006-07, 2008-09, 2009-10, 2010-11, 2012, and 2013-14, and Guernsey Catholic Central High School, 1972, 1974, and 1982 donated by St. Benedict. (We have been pursuing yearbooks we did not have in the Finley Room; these schools gifted them to us as a result of our inquiry.) Moved by Dr. Ellenberger and seconded by Mrs. Laube to approve gifts in the amount of \$4.50.

Moved by Mrs. Groh and seconded by Mrs. Laube to approve expenditures presented May 9, 2018

Executive Session

Moved by Mrs. Laube and seconded by Dr. Ellenberger to go into executive session to discuss the employment of a public employee. A roll call vote was taken: Aye: 4; Nay: 0. The board entered into executive session at 4:08 p.m.

Left executive session at 5:02 p.m. Mrs. Fair reported that she will be working to revise an evaluation form template for administrative staff.

Administrative Staff and Committee Reports:

Safety Committee—Melissa Essex

Mrs. Essex reported that in addition to the items presented in her report, the Older Adult Services convention that she and two staff were recently involved in was inspiring. In regards to an item in her report, Mr. Skelton's opinion has been relayed to the member of the public who was interested in leasing land from the library.

Children's Librarian—Donna King

Mrs. King had nothing new to add to the report that was presented to board members in advance of the meeting.

Technology—Matt Kinsey

Mr. Kinsey reported that WinWay Resume was selected for use on library computers by Mr. Limer after consulting with Job & Family Services. This is one way we can serve the public who use our computers after receiving training in this particular software from Job & Family Services. The new product is replacing the former Cyprus resume service which had been canceled months ago.

Mrs. Groh inquired about access to data from the new door counter. This data will continue to be presented in the board's packet each month, in greater detail than the previous report provided.

Director—Michael Limer

Mr. Limer presented a written update expanding and adding to the bullet points provided in advance via email:

- Notary Service: Six staff members are interested in obtaining notary credentials, which will enable us to provide free notary service on site during all operating hours.
- Resume/Job and Family Services: Partnership with this organization to provide resume services to the public was previously discussed during the technology update.
- United Way/Dolly Parton Imagination Library: In partnership with United Way the library will hold an event this Saturday hosting Muskingum University Visiting Professor William Accorsi in a presentation aimed at children.
- Background Checks: Administrative staff have completed background checks as well as several clerks.
- WiFi Hotspots: We are investigating the logistics of offering circulating hot spots and hope to roll this out by the next board meeting.
- SERB Academy: Mr. Limer has attended a two-day workshop from the State Employee Relations Board academy.

In response to a request from Mr. Limer, it was moved by Dr. Ellenberger and seconded by Mrs. Groh to close all branches on Friday June 1st from 9 a.m. to noon for an all-staff meeting.

Also in response to a request from Mr. Limer, it was moved by Mrs. Groh and seconded by Dr. Ellenberger to close all branches on Wednesday July 25th from 9 a.m. to 1 p.m. so that all staff can work at the Summer Program wrap-up event to try to bring back the size and interest this event generated prior to 2006. Discussion centered on whether this should be a one-time motion for an annual event, but it was decided that we would need to motion to close on the specific date each year so it makes more sense to do a separate motion each year. Discussion also occurred on the name (Summer Reading vs. Summer Learning and Fun) but the exact name has not been decided yet. All voted in favor and the motion passed.

Old Business

Custodial Position

This would be offered at \$10/hour for a 40-hour a week position and offer more flexibility than our current contractor system (20 hours/week through All Clean). Motioned by Mrs. Groh and seconded by Mrs. Laube to authorize Mr. Limer to hire a custodian in accordance with the presented position description and our current collective bargaining agreement. Discussion involved whether the motion should specify salting of sidewalks as a potential duty but the listing of "other duties as assigned" can be seen to include this. All voted in favor and the motion passed.

Facilities Manager Position

The board prefers to hold discussion of this position until a future meeting.

Costs of adding Saturday hours to Main

Mr. Limer reported that the only cost of adding Saturday hours at the Main Branch would be nominal utility costs and security costs at \$60/day. Staffing should be able to be accomplished with existing personnel.

Moved by Dr. Ellenberger and seconded by Mrs. Laube to adopt Saturday hours at the Main Branch from 10 a.m. until 2 p.m. beginning on July 1st, 2018.

Charges for Faxes and Copies

Mr. Limer proposes setting the cost of copies (black and white or color) to a uniform 10 cents per side. This is still greater than our cost to produce the copies. The board prefers to hold this discussion until a future meeting.

New Business

Hiring of Replacement Employee

Allison Burdette has been hired following an employee's resignation. This is now a 28-hour position instead of 16, providing more flexibility to cover at different branches. Ms. Burdette will begin on June 14.

Board Meeting Schedule

The board prefers to hold this discussion until a future meeting.

Phone System

The board prefers to hold this discussion until a future meeting.

Insurance Renewal

To maintain our current plan, there will be a 7.11% cost increase. The only way to decrease our cost would be to switch from a PPO to an HMO. An insurance committee should meet composed of 3 union members, an admin representative (Mrs. Holt), and a board representative (formerly Mr. Cahoon). Dr. Ellenberger is willing to represent the board on this committee.

Adjournment

Moved by Mrs. Groh and seconded by Mrs. Laube to adjourn the meeting at 6:19 p.m.

The next Board meeting will be on June 6, 2018, at 4:00 p.m. at Crossroads.

Shana C. Fawcett

Jim E. Burk