

Guernsey County District Public Library
Board of Trustees Regular Meeting Minutes
June 6, 2018

Call to Order:

Attendees: Dr. Ellenberger, Mrs. Fair, Mrs. Groh, Mrs. Laube, Mr. Motes.

Motion by Dr. Ellenberger and seconded by Mr. Motes to excuse Mr. Jackson from the June 6, 2018, meeting

Moved by Mrs. Groh and seconded by Dr. Ellenberger to express the Board's gratitude for the service of Scott Woods on behalf of the people of Guernsey County.

Review and Approval of Minutes:

Moved by Dr. Ellenberger and seconded by Mrs. Laube to approve the minutes of the May 9, 2018, regular Board meeting as presented.

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

Jerry Thompson, who lives on 9th St. in Cambridge, attended to express his support for the Main library (in light of Facebook rumors about the potential future of that branch), sharing that he views it as a haven. Mr. Thompson also praised the new initiatives of the library's new director and encouraged the board to continue backing these new ideas.

Financial Report:

Spending appears to be on track for this point in the year.

Moved by Mrs. Laube and seconded by Mr. Motes to approve financial report presented June 6, 2018

Moved by Dr. Ellenberger and seconded by Mrs. Groh to approve expenditures presented June 6, 2018

There were no gifts for the month of May.

Executive Session

Moved by Mrs. Groh and seconded by Dr. Ellenberger to enter executive session to discuss employment of personnel. A roll call vote was taken; aye – 5, nay –0. Executive session was entered at 4:13 p.m. The board left executive session at 4:58 p.m.

Administrative Staff and Committee Reports:

Insurance Committee—Dr. Ellenberger

Dr. Ellenberger reported that a meeting was held between herself, library staff representatives, and 2 representatives of the Schwindemann Agency to share a recommendation of plans. There is a union meeting scheduled for tomorrow to review the proposed health insurance & life insurance plans. An additional representative from Unum will discuss further options with employees for life insurance and critical illness.

Keeping the current plan would require an increase of 7.1%. Renewing anthem but with an increase in the deductible would require only a 4.7% increase. The other plans presented were not feasible. The board agrees that 7.1% seems like a reasonable increase, and anyway understands that there is a cap on the percent of contribution made by the library toward an employee's insurance.

Assistant Director—Melissa Essex

In addition to the Assistant Director's report as presented, Mrs. Essex mentioned a recent incident at the Main branch in which deputies were called to address an individual who was asleep in front of an emergency exit. Though the individual returned following the deputies' involvement he did not enter the building.

Children's Librarian—Donna King

In addition to the Children's Department report as presented, Mrs. King recognized that Mr. Thompson, who spoke during public participation, has a long history of involvement with the library, including serving as Santa Claus for children's programming in the mid-1990s.

Mrs. King will also be on the radio live on Monday morning along with another staff member to talk about summer reading.

Technology—Matt Kinsey

Mr. Kinsey summarized the following issues: The computer that operates the film reader in the Finley Room failed and will be replaced by Friday. Another computer at the Main Branch had issues resulting from a windows update and will need to be replaced. The library now owns a camera for teleconferencing that can be plugged in anywhere in the library and used for skype calls. Mrs. Fair commented that this is a perfect way to fulfill the mandate the board discussed last year of providing enhanced media services to groups who want to use the library. In addition, the Children's Department can broadcast storytimes on Facebook. A mobile circulation kit was tested with homebound delivery to bring the full range of circulation services to this service and is being further developed. Although the new door counters at Crossroads are already in need of repair, the increased information they are providing has been enlightening so far. Finally, the technology refresh plan has been updated.

Director—Michael Limer

Mr. Limer's report recognized several staff for their efforts to improve to library: Tina Raffleson, Mary Rhodes, Jennifer Jacobs, Lori Mitchell, Beth Carter, and Tasia Mueser, who are working toward becoming notaries; Shawna Parks, Mary Rhodes, and Michelle Miser for attending a workshop about opioids and public libraries; Liv Adams and Shawna Parks for adding two nursing homes to the homebound delivery service route; Alissa Love and Casey Burdette for updating and standardizing the library's signage and letterhead, respectively; Beth Carter for pursuing an Ohio Library Support Staff Institute workshop; Rebecca Hosta for her work to prepare a seed library; and newest staff member Allison Burdette for positive reports of her work so far.

The development of a book storage solution is still in progress. Currently the plan is for students at Mid-East Career and Technology Center to build a storage unit at a cost of \$3,000-\$4,000. The unit would be housed at the Crossroads branch.

Pursuant to items in the report, Mr. Limer will add the County Commissioners to the agenda for the July meeting and a representative of Friends of the Library to the agenda for August.

Old Business

Charges for Faxes and Copies – Moved by Dr. Ellenberger and seconded by Mrs. Fair that the library director should have the authority to set charges for faxes and copies.

Saturday Staffing re: Contract – The Main branch will be open on Saturdays beginning with the 1st Sat. in July. Contrary to previous plans, Saturday staffing for the branch will be on rotation in accordance with the union contract.

New Business

Telephone System

We have received a quote for \$14,000 from AlphaLink to switch to a voice over internet capable phone system. We can't get out of our current contract through Frontier until October. New VOIP is no contract. We will own the equipment—networking switches & routers, phones. This system will have to be added to the technology refresh plan so that we don't incur all this expense at once when it is eventually time to replace the equipment. Right now, we need to put \$7,000 down and sign a no-contract agreement. The board has no objections to this plan. This will serve all 3 branches, correcting issues and adding more options.

Signature Cards

Board members completed the required signatures.

Board Member

Mrs. Fair has been reaching out to individuals who may be interested in serving on the board. There is one seat currently open, and an additional seat will be up for reappointment in September.

Board Meeting Schedule – The board would prefer to reschedule the regular meetings to the 2nd Thursday of each month at 5 p.m. The July agenda will include a vote to amend the bylaws to state the new regular meeting time.

Handicapped Parking @ Crossroads

Patrons have reported that handicapped parking at the Crossroads Branch is not adequate. The safety committee is investigating suitable alternatives; most likely this will involve converting some of the grassy area to handicapped parking, and administration is requesting permission to approach a local architect for a quote. Mrs. Fair reported this is an important customer base to consider; however, it will be an expensive proposition. There must be 3 handicapped spaces for the public in order to meet code and our public parking area only has 2. The board requests that administration explore handicapped parking options and pursue quotes.

Circulating hot spots

Board has no wish to micromanage, but does want to hear about the director's plans & vision before moving forward with implementation. This particular innovation is not a dramatically new service, just a move to get up to date with what other libraries are already doing. Mr. Limer proposed launching a

strategic planning process and the board was in favor of this idea. By next month, Mr. Limer hopes to have hotspots circulating and the board has no objections to this plan.

Mrs. Essex requested that the board set a budget for adult programming. Mr. Limer suggested that the best time to do this is to add a line item for adult programming in next year's budget.

Adjournment

Moved by Mr. Motes and seconded by Mrs. Groh to adjourn the meeting at 6:15 p.m.

The next Board meeting will be on July 11, 2018, at 4:00 p.m. at Crossroads.

Shana C. Fair

Edna E. Bush