

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

**Call to Order:**

Attendees: Dr. Ellenberger, Mrs. Fair, Mrs. Groh, Mrs. Laube (arrived 5:01 p.m.), Mr. Motes.

Motion by Mr. Motes and seconded by Dr. Ellenberger to excuse Mr. Jackson and Mrs. Laube from the August 9, 2018, meeting.

**Adoption of Agenda:**

**Review and Approval of Minutes:**

Moved by Dr. Ellenberger and seconded by Mrs. Groh to approve the minutes of the July 12, 2018, regular Board meeting as presented.

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

Melinda Thaxton attended the meeting to express concerns about the article in the paper about the Main Library, speaking toward its value to the community and its historic value, and inquiring whose idea it was to sell the Main Library to the Commissioners. Ms. Thaxton inquired as to whether the board was continuing to pursue other uses for the Main Library facility, and if so, how would the community be notified. Mrs. Fair responded that while the board remains open to options such as these, community input would be a valuable part of the process, and the board would want to hold community meetings such as the focus group conducted last year in regards to the Byesville renovation.

Cindy Arent expressed that the issue of a potential sale of the Main Library was not handled properly by the newspaper. She also wants to ensure that the community is kept up to date on the direction for the Main Library and expressed her appreciation for that branch.

Sharon Bocknen shared that she uses the Main Library 2-3 times a week and traveling to Crossroads instead would be a hardship. In addition, the lack of handicapped parking at Crossroads is a challenge for individuals who cannot walk from the current parking to the building.

**Financial Report:**

There are 2 negative accounts: Intergovernment Fees, which includes fees from the Auditor's office (which are unpredictable from year to year), and Telephone Services, which is negative because we haven't received money back from e-rate yet. We expect to get over \$14,000 back (over 80% of what we paid for internet at Byesville and Crossroads and 20% of the phone system). After this year, the current phone system will be phased out and will no longer be eligible for reimbursement through e-rate. We are under the same contract that we had with Time Warner last year, but the contract is causing issues with e-rate.

Moved by Mrs. Groh and seconded by Mr. Motes to transfer \$7,000 from Building Improvements to Intergovernment Fees (we may have homestead and do have some mobile home tax), and to transfer \$5,000 from Furniture and Equipment to Telephone Services.

Although there is substantial money in operating, Mrs. Holt recommends not making any transfers out of this account until we know more about the mobile home tax.

Moved by Dr. Ellenberger and seconded by Mrs. Laube to accept the following gifts: Muskingum College 1973 Yearbook; Meadowbrook Yearbooks (Equon) 1974, 1975, and 1976, all given by Linda Heskett.

Other Contracts may be more due to more services from Cintas. Mr. Limer will investigate this the next time they stock the medicine cabinets. We get a bill each time for items they've replaced, but in many cases we don't believe these items should have been running low, and their expiration dates seem fine. Byesville staff also didn't believe that air fresheners were replaced in the bathroom during a month in which they were billed; however Cintas replied that they split the total cost of the air fresheners over both invoices for the month even though they only replace them during one visit. It was proposed that we could discontinue our contract with Cintas and have the safety committee take over maintaining inventory of the cabinets? The agreement was that this change would need to be recommended to the board by the safety committee, and cabinet inventory also seems like it would be the purview of the director, not the committee. We are currently paying \$35-\$50 per cabinet per month, for a maintenance fee as well as the items that are being replaced. We've tried discussing the issue with Cintas on the phone but don't get satisfactory answers.

Friends of the Library applied for a grant from Appalachian Ohio for learning at home toys. We received \$550 for this initiative, and Friends of the Library intends to contribute an additional \$150.

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

Moved by Mrs. Fair and seconded by Mr. Motes to approve financial report presented August 9, 2018.

#### **Executive Session:**

Moved by Mrs. Groh and seconded by Mr. Motes to move into executive session to discuss evaluation of the library director. A roll call vote was taken, aye – 5; nay – 0. Entered executive session at 5:28 p.m. Left executive session at 6:50 p.m. (Dr. Ellenberger left prior to that time.)

The Board will plan to revise the evaluation and do the formal evaluation next month. The revised blank evaluation form will be provided to Mr. Limer in advance and the Board requests him to complete a self-evaluation to provide to the board upon entering executive session next month.

The Board also acknowledges that it has responsibility in setting strategic vision & allocations, then giving the director flexibility to implement. Would like to hire a specialist in Sept. and set a strategic planning workday after that.

#### **Administrative Staff and Committee Reports:**

Assistant Director—Melissa Essex  
Children's Librarian—Donna King  
Technology—Matt Kinsey  
Director—Michael Limer

Mr. Limer shared an update that the HVAC is still not working properly. The wet spots visible in the ceiling tiles are more likely due to the HVAC or condensation from the sprinkler system, not a leaky roof. We also hope to complete the upgrade of our phone service in the next month, but we are still addressing issues with the switch in Byesville. Finally, the library will host an Amish author on Sept. 14.

#### **New Business**

#### **Old Business**

Moved by Mrs. Groh to approve the amended Trustees by-laws as presented, and much discussion of the motion ensued. Mr. Limer announced that he will consider resigning if the by-laws are amended as proposed. Further discussion centered on the need to revise the role of the library board in approving

expenses and that the time for the board to have input in allocations is when the annual budget is in the planning stage. Mr. Motes expressed a desire to resign from the safety committee. The list of appropriations and categories that get appropriated was reviewed. Mrs. Groh withdrew the motion to amend the bylaws.

Further revisions to the bylaws were proposed, such as the need to establish whether board members may serve on a committee. Mr. Limer shared that in his past experience, committees are always composed of board members and never involve outside parties.

Byesville Renovation – on hold

For future agendas, it was suggested that executive session be placed at the end of the agenda, before Business Too Late for the Agenda.

**Business Too Late for the Agenda**

**Adjournment**

Moved by Mrs. Groh and seconded by Mr. Motes to adjourn the meeting at 7:30 p.m.

The next Board meeting will be on September 13, 2018, at 5:00 p.m. at Crossroads.

**DRAFT**

Guernsey County District Public Library

Board of Trustees Regular Meeting

September 13, 2018

The Board of Trustees of the Guernsey County District Public Library met in regular session September 13, 2018, in the board room of the Crossroads Branch Library. Trustees present: Dr. Sheila Ellenberger, Stephanie Laube, Jay Jackson, and new member Judy Simcox. Library employees present: Michael Limer, Melissa Essex, Cathy Holt and Donna King.

Due to the recent resignation of Board President Shana Fair, the expired term of Board Secretary Lisa Groh and the absence of Board Vice President Matt Motes, Library Director Michael Limer called the meeting to order at 4:30 p.m. by proxy.

There was no public participation.

Mr. Jackson moved to accept the absence of Mr. Motes. Dr. Ellenberger seconded the motion. All voted yes and the motion carried.

Dr. Ellenberger moved to accept the resignation of Mrs. Fair. Mr. Jackson seconded the motion. All voted yes and the motion carried.

Mrs. Simcox was welcomed to the board fulfilling the term of Mr. Woods who resigned earlier in the year. The swearing in of Mrs. Simcox will take place at a later date.

There were no minutes available from the August 9, 2018 meeting.

Mr. Jackson moved to approve the financial reports as presented. Dr. Ellenberger seconded the motion, all voted yes and the motion carried.

Dr. Ellenberger moved to approve the monthly expenditures. Mr. Jackson seconded the motion. All voted yes and the motion carried.

There were no gifts.

Mr. Limer distributed the self-evaluation, which he was asked to complete. The Board will review and discuss at the next meeting.

Mrs. Essex reported that activity at the Guernsey County Fair is going very well. The library has not participated in the fair in a number of years. The response from the public has been very positive. Mr. Limer would like to perhaps see some help from the Friends of The Library, as well as the Board next year.

There are a variety of activities coming up this fall: Author Marlene Miller will be at Crossroads on September 14<sup>th</sup> as part of the multi-county "commUNITY reads" event, the

Children's Dept. will be holding the annual Fall Festival on October 16<sup>th</sup> at the Crossroads Branch. The Deerasic Park Trail of Treats will be held later in the month of October. We may partner with the park to offer some extra activities.

The Friends of the Library will be holding a Book Sale Oct. 10-13, 2018. They have not made a decision on the best type of container to store extra books between sales.

Under new business security is a continuing concern. There was some discussion concerning the recent activities that have occurred at the Main Branch. While security remains a concern at all locations it appears that the Main Branch currently has the most documented incidents. All resources for security will be used at the Main Branch at this time. Security will be monitored on a monthly basis. There was some discussion on possibly having more staff training on subjects such as opioids and self-defense for future staff in-service meetings in an effort to help staff feel more empowered.

Under old business Byesville renovation plans were tabled until the October Meeting which is typically held at the Byesville Branch. There were some concerns about how to better promote the Byesville Branch, as well as the other branches and all programs.

The Records Commission Chairperson is generally the Board President working with the Director and Fiscal Officer. This item was tabled until the next meeting, so that officers of the board can be re-established.

With no further business to discuss Mrs. Daube moved to adjourn, seconded by Mr. Jackson. All voted yes and the meeting adjourned at 6:20

**DRAFT**

President

Secretary