

Guernsey County District Public Library

Board of Trustees Regular Meeting

November 8, 2018

The Board of Trustees of the Guernsey County District Public Library met in regular session November 8, 2018, in the meeting room of the Byesville Branch Library. Trustees present: Matt Motes, Dr. Sheila Ellenberger, Stephanie Laube, Jay Jackson, Judy Simcox, new members, Cathy Koscoe, and Kathy Warhola. Library employees present: Michael Limer, Cathy Holt and Donna King.

Mr. Motes, Vice President called the meeting to order at 5:00 p.m.

Mrs. Holt, Fiscal Officer conducted the Oath of Office for new members; Mrs. Simcox, Mrs. Koscoe, and Mrs. Warhola. New members were welcomed to the board.

There was no public participation.

Dr. Ellenberger moved to approve the minutes of the September 13, 2018 meeting. There was no meeting in October. Mr. Motes seconded the motion. All voted yes and the motion carried.

Mr. Motes moved to approve the financial reports as presented. Mrs. Warhola seconded the motion, all voted yes and the motion carried.

Mr. Motes moved to accept the gift of \$25.00 given by Dan and Lynn Padden, in memory of Myra Sue Van Horn, for the purchase of a book on math. Dr. Ellenberger seconded the motion, all voted yes and the motion carried.

Mrs. Holt shared with the Board the insurance renewal with the Ohio Plan. There are no changes needed at this time. Mrs. Holt will inform the Ohio Plan and pay the 2019 policy.

The Bonds for Mrs. Holt and Mrs. Essex are due January 1, 2019, as well as the service contract with CMI.

Tom Lehotay is the only snow removal quote that was received. Mr. Lehotay has done a nice job for the past several years. Mr. Limer would like to continue with Mr. Lehotay for the coming winter.

It was brought to the Boards attention that two members of the current administrative staff will be leaving in 2019. Mrs. Essex will be retiring from her position as Assistant Director, after 34 years of service, on January 25, 2019. Mrs. Holt will be leaving her position as Fiscal Officer, due to life changes. Mrs. Holt requested her last day of full-time employment be December 31, 2018. She is willing to stay on as a part-time employee until February 21, 2019, if needed, to help transition her successor into the position.

Mr. Limer went over some highlights in his Director's report previously sent out to the Board. One of the items Mr. Limer is working on is the possibility of the system going fine free in 2019. He also shared, with the board, the popularity of the Hot Spots, 10 more have been added bringing the total to 25.

Mr. Limer will work with Mrs. Essex to establish a job description for the Assistant Director position and begin advertising soon.

Mrs. King, Children's Librarian, gave an update on her department. The Fall Festival went very well and was well attended. She is currently working with both Cambridge City and Rolling Hills Local School districts and their involvement with the 21st Century Grant program to serve disadvantaged elementary students. The program is having a great deal of success.

Under new business Mrs. Laube moved to nominate Mr. Motes as President. Dr. Ellenberger seconded the motion, all voted yes. Mr. Motes accepted the nomination. Dr. Ellenberger agreed to take the position of Vice President, and Mrs. Koscoe agreed to serve as Secretary.

A Personnel Committee was formed. Mr. Jackson and Dr. Ellenberger volunteered to serve on the committee. The committee will be helpful in selecting the new Fiscal Officer.

Mr. Motes moved to implement e-signature, through CMI, for the President's signature on the finance checks. Mrs. Warhola seconded the motion. All voted yes and the motion carried.

Dr. Ellenberger moved to change the signatures on the purchase orders from Fiscal Officer and Board President, to Fiscal Officer and Library Director. Mr. Motes seconded the motion all voted yes and the motion carried.

Mr. Limer would like to purchase a Bookmobile in the upcoming year. The Motor Vehicle fund is still active, but has no funds in it at this time. Mr. Jackson moved to transfer \$400,000 from the Building & Repairs fund and place it in the Motor Vehicle fund. Mrs. Laube seconded the motion. All voted yes and the motion carried.

The Electric Supply contract through Integrity Energy, a third party company, with Direct Energy as the library's electric supplier is due to expire soon. Mr. Limer and Mrs. Holt have spoken with a representative from AEP energy, a division of AEP, and would recommend to the board to keep all electrical contracts within the AEP group.

Mrs. Laube moved to keep the electrical contract with AEP. Mr. Jackson seconded the motion. All voted yes and the motion carried.

Under old business Byesville renovation plans have been put on hold until current personal issues can be taken care of. Possibly revisit the renovation in the spring to refresh the location.

The appointment of a Records Committee Chairperson is needed. Mr. Jackson volunteered to serve as the chairperson. Mr. Jackson will work with the Director and the Fiscal Officer on this committee.

Mrs. Warhola moved to accept Mr. Jackson's offer to serve on the committee. Dr. Ellenberger seconded the motion. All voted yes and the motion.

Dr. Ellenberger moved to enter into executive session at 6:05 p.m. to discuss personnel issues. Mr. Jackson seconded the motion. Roll call, Mrs. Laube, yes, Mr. Motes, yes, Mr. Jackson, yes, Mrs. Koscoe, yes, Mrs. Simcox, yes, Mrs. Warhola, yes.

The Board returned to regular session at 6:10 p.m.

With no further business to discuss Mrs. Laube moved to adjourn, seconded by Mr. Motes. All voted yes and the meeting adjourned at 6:12.

President

Secretary