

Guernsey County District Public Library

Board of Trustees Regular Meeting

August 8, 2019

The Board of Trustees of the Guernsey County District Public Library met in regular session August 8, 2019, in the board room of the Crossroads Branch Library.

Trustees present: Matt Motes, Sheila Ellenberger, Stephanie Laube and Judy Simcox.

Library employees present: Michael Limer, Luke Bentley, Donna King and Jennifer Jacobs.

Mr. Motes, President called the meeting to order at 5:07 p.m.

There was no Public Participation

Review and Approval of Minutes

Mr. Motes moved to approve the minutes of the last board meeting held on July 11, 2019.

Dr. Ellenberger seconded the motion. All voted yes, and the motion carried.

Financial Report

Mrs. Jacobs presented the financial report. William Marlatt, Trustee for the Marlatt Family 2004 Trust donated \$25.00 to the Finley Room. Dr. Ellenberger made a motion to approve the financial report and the gift. Mr. Motes seconded the motion. All voted yes, and the motion carried.

Dr. Ellenberger made a motion to approve the Petty Cash Policy. Mr. Motes seconded the motion. All voted yes, and the motion carried.

Mrs. Laube made a motion to create a Petty Cash account within the General Fund and transfer \$200.00 into this new account from the Other Contracts & Services account. Dr. Ellenberger seconded the motion. All voted yes, and the motion carried.

Administrative Staff Reports

The Administrative Reports were previously provided by email and in print at the meeting.

Mr. Limer reported a 15% increase in circulation in July 2019 compared to July 2018.

Old Business

Mr. Motes made a motion to confirm the hiring of Betty Parry as a part-time circulation clerk at a rate of \$10.00 per hour. Dr. Ellenberger seconded the motion. All voted yes, and the motion carried.

Mr. Limer reported that the gutter and roof repair at the Crossroads Branch was completed. He will next be looking into roof repair at the Downtown Branch. Mrs. Laube led the discussion about renovations at the Byesville Branch. No decision was reached at this time.

Business Too Late for the Agenda

Mr. Limer reported that he will be visiting other libraries that use mobile units. The library is also going to have a table at the Guernsey County Fair next month. Additionally, we are looking into working with the hospital to give books to all newborns in Guernsey County.

Adjournment

Mr. Motes moved to adjourn. Mrs. Laube seconded the motion. All voted yes, and the meeting adjourned at 5:41 p.m.

The next meeting is scheduled for September 12, 2019, at 5:00 p.m.

President

Secretary