

The Board of Trustees of the Guernsey County District Public Library met in regular session December 6, 2017, in the board room of the Crossroads Branch Library. Trustees present: Shana Fair, Lisa Groh, Scott Woods, Matt Motes, Stephanie Laube, and Sheila Ellenberger. Library employees present: Melissa Essex, Cathy Holt, and Matt Kinsey. Other members of the public present: Greg Kubala, Rick Booth, and Josh Ogden.

Mrs. Fair President called the meeting to order at 4:01 p.m.

Greg Kubala introduced himself as an applicant for the position of library director. Rick Booth from the Guernsey County History Museum stated that he was attending to learn more about the director search and the impact a new director could have on services offered by the Finley Room.

Mr. Motes moved to approve the October regular meeting minutes as mailed. Ms. Ellenberger seconded the motion; all voted yes and the motion carried. Ms. Ellenberger moved to approve the November regular meeting minutes as mailed. Mr. Motes seconded the motion; all voted yes and the motion carried.

Balance in the General Fund October 31, 2017	\$1,066,538.57
Receipts	102,647.50
Expenses	151,130.51
Balance in the General Fund November 30, 2017	\$1,018,055.56
Balance in the Building Fund October 31, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund November 30, 2107	\$1,190,000.00
Balance in the Motor Fund October 31, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund November 30, 2017	00.00
Balance in the Automation Fund October 31, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund November 30, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$131,420.11
PayPal	56.98
Change Fund	165.00
Peoples Interest Business Checking	\$2,176,649.87
Total	\$2,308,291.96

Mr. Woods moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$478.00 given by the Guernsey County Friends of the Library for the reimbursement of the movie license, and odor removal kit, Family History of Corporal Isaiah Parlet, given by Wills Township Trustee, donated to them by Jerry Rees of Columbus a descendant of the Parlet Family.

Mrs. Groh seconded the motion; all voted yes and the motion carried.

Mrs. Groh moved to approve payment of the bills represented by warrants #023249 through #023332, as well as online payments to Visa, Anthem, OPERS, and memo expenses. Mr. Motes seconded the motion; all voted yes and the motion carried.

Under the Interim Director's report, Mrs. Essex shared with the Board that there appears to be a need for the Board to develop a policy for how security camera footage may be used. The Board referred the matter to the Safety Committee for discussion and recommendation.

Though no Children's Department Report was presented this month due to Mrs. King's medical leave, Mrs. Essex reported that the department's programs continue to run well in Mrs. King's absence.

The IT Report was also reviewed. Recent data has revealed that all of the computers at the Main Branch tend to be in use at the end of each day. Some use sessions last 6-7 hours. The computers at Crossroads are busiest on Saturdays. Computer stations close to clerk desks or facing public areas tend to see less use, presumably because they are perceived as less private. There may be a need for future discussion of a policy to limit time on computers at the Main Branch if others are waiting to use them.

Under unfinished business, Josh Ogden of CINTAS presented to the Board at the request of the Safety Committee, describing two products available for purchase through CINTAS, a first aid kit and an AED defibrillator kit.

A second estimate was presented for the repair work at the Main Branch described in the November regular meeting, for lower cost but with less itemization in the estimate. Since the work cannot be completed until spring anyway, the Board would like to wait to see an estimate from a third company, along with further details on the present estimate, in the January regular meeting.

Under new business, Mrs. Essex shared the proposed holiday closure dates for 2018. Mrs. Laube moved to close the library on the following dates in 2018 in observance of these holidays: New Year's Day on January 1, Martin Luther King Day on January 15, Presidents' Day on February 19, Saturday before Easter on March 31, Easter on April 1, Memorial Day on May 28, Independence Day on July 4, Labor Day on September 3, Veterans Day on November 12, Thanksgiving Day on November 22, Friday after Thanksgiving on November 23, Christmas Eve on December 24 (unpaid), and Christmas Day on December 25. Mrs. Groh seconded the motion; all voted yes and the motion carried.

Mrs. Essex recommended the creation of a new job position for a 20-40 hour a week employee to cover when other employees call off at any of the branches during any hours. Since many new staffing needs have been proposed, the Board would like to see a package describing all of the new positions and their implications for budgeting before making a decision.

Mr. Motes moved to enter into executive session to discuss the potential employment of a public employee. Mrs. Laube seconded the motion. A roll call vote was taken, Aye – 6; Nay – 0.

The board entered executive session at 5:03 p.m. and left executive session at 5:51 p.m.

Mr. Motes motioned to adjourn. Mrs. Groh seconded the motion; all voted in favor and the motion carried. The meeting adjourned at 5:53 p.m.

The next regular meeting will be Wednesday January 10 at 4:00 p.m. at the Crossroads Branch.

President

Secretary