

The Board of Trustees of the Guernsey County District Public Library met in regular session April 5, 2017, in the board room of the Crossroads Branch. Trustees present: Tom Cahoon, Lisa Groh, Matt Motes, Stephanie Laube and Jay Jackson. Library employees present: Rich Goodwin, Melissa Essex, Cathy Holt and Donna King.

Mr. Cahoon, President, called the meeting to order at 4:01 p.m.

There was no public participation.

Mr. Jackson was introduced to the group. He will be filling the vacant seat on the board.

Mr. Motes moved to accept the minutes as mailed. Mr. Jackson seconded the motion. All voted yes and the motion carried.

Balance in the General Fund February 28, 2017	\$527,396.27
Receipts	577,518.89
Expenses	131,900.17
Balance in the General Fund March 31, 2017	\$973,014.45
Balance in the Building Fund February 28, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund March 31, 2017	\$1,190,000.00
Balance in the Motor Fund February 28, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund March 31, 2017	00.00
Balance in the Automation Fund February 28, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund March 31, 2017	\$100,236.40
Balance all Funds	
Balance in checking	488,492.83
PayPal	108.25
Change Fund	165.00
Peoples Interest Business Checking	\$2,263,250.85
Total	\$1,817,632.67

Mr. Jackson moved to accept the following resolution:

Resolved, that the Board of Trustees accept the following gifts: \$7.50 given by Sandy Merion of Parma, Oh. to the Finley Room, \$275.00 given by the Writers

at the Crossroads to the Children's dept. for programming, Love Pawsitively, by Marcia James, given by the author, Lunar Light, by Mary Lu Warstler, given by the author, Rainbows, Butterflies and Songs In the Night, by Mary Lu Warstler, given by the author, The American Ancestry of Julia Hutchinson, by M. David Sherrill, given by author. Mr. Sherrill resides in New York, New York, a four volume set of books by Sallie S. Shepherd of Marietta, Ohio given in memory of Joseph N. Shepherd. The books are as follows (authors are Sallie S. Shepherd and Judith A. Sidor) Francis Shepherd of Shepherd's Fortune, Volume 1, From England To Maryland, 2013, John Shepherd of Brooke Co. Va, Volume II, From Maryland to Virginia, 2014, Nathan Shepherd of Elder, Volume III – Part 1, From Virginia to Ohio, 2015, Nathan Shepherd the Elder, Volume III – part 2, From Virginia to Ohio 2016. The books by Mr. Sherrill and Sallie Shepherd and Judith A. Sidor were donated to the Finley Room.

Mr. Motes seconded the motion. All voted yes and the motion carried.

Mrs. Holt noted that the large amount of receipts for the month is due to the first half of the tax settlement from the levy. She would like to transfer \$400,000 from the general fund to the capital fund and place the money in the interest bearing investment account.

Mrs. Groh motioned to transfer the \$400,000 as requested. Mr. Motes seconded the motion. All voted yes and the motion carried.

Mrs. Holt spoke with a representative from Aspen Energy, a company that manages the best rates for the electric and gas for the library, we currently are under a two year contract with Integrity. The board is happy and not interested in changing at this time.

Mr. Goodwin informed the board that there have been some mechanical issues with the HVAC system at Crossroads, which is now 11 years old. The past winter took a toll on the system, and it's time for some general maintenance. The issues have been corrected, but there may be more issues in the future. Ables installed the system and have handled the work at Crossroads and Main for a while.

Mr. Goodwin would like to present a proposal for renovating the Byesville Branch. This would require getting an estimate from Library Design, the same company that did Crossroads and the Main Branch renovation, maybe by the next meeting.

Mrs. Essex, Assistant Director reported that circulation for the month of March was 22,914. The number of patron visits for January was 11,580.

Mrs. Essex was happy to inform the board that we now have the equipment and are ready to begin training for the 3D printer, as well as the scanner for the Finley Room. The scanner training will be April 6th.

Circulation has leveled out for print materials, but digital content circulation is increasing.

The Cambridge Writers Group recently hosted Writers at the Crossroads. This group is a strong supporter of the library with a particular interest in the Children's Dept. they use our meeting space at Crossroads every Wednesday at noon for their meetings.

Just a reminder there is still time to register for the OLC dinner on May 4th. April 25 is the deadline.

Mrs. King Children's Librarian stated that there will be two programs with the "Colts Club" at the end of April and the beginning of May. It will be a good opportunity to promote summer reading programs to this group.

The Children's Dept. as well as 2 other staff members recently attended a workshop held at Kent State. Many new ideas were presented that we will try to incorporate into our programming.

The Young Adult 3D printer program was attended by 6 students. We are excited to begin using the 3D printer, but have a lot to learn. The summer reading theme for this year is "Build a Better World" it ties into makerspaces, which are becoming popular and the 3D printer will go hand in hand with the theme.

The Little Listeners Easter program will be held at the Cardinal House. The elderly residents really enjoy having the children come for programs.

Under unfinished business, Mr. Goodwin presented a list to the board of several potential TVs and stands from Amazon.com. Amazon offers better prices on 60" TVs than library suppliers. Walmart should have good prices as well. There was some discussion on various brands.

Mrs. Groh motioned for Mr. Goodwin to spend up to \$2,500 on two TVs and two carts. Mr. Jackson seconded the motion. All voted yes and the motion carried. Mr. Jackson will look into whether Walmart can donate anything to the library as well as check Walmart prices.

Ohio Valley Education System's technology person recommended a company from Canton to install a projector. Mr. Goodwin has not been able to get in touch with them. Mr.

Cahoon and Mr. Jackson both recommended trying Troy Simmons at SimTek a local company.

The labor contract has been finalized. Mr. Cahoon and Mrs. Groh signed the contract during the meeting.

Under new business, Mr. Goodwin presented two proposals for landscaping at the Main Branch. The proposals were from Timber Run and Schoenbrunn. There were some differences in the proposals such as maintenance and removal of the existing plants. The plants included in the proposals are, perennials and shrubbery. There was much discussion on the types of ground covers. Mr. Cahoon recommends stones or mulch and no grass. The question was raised would stones prompt vandalism. Is there a guarantee on the work, for example if a plant should die shortly after the work is completed? Would it be replaced? The landscaping would not start until after the lampposts are in place. The board would like to see other options and some questions answered before a decision can be made. Mr. Goodwin will contact both landscaping companies before the May meeting.

Window cleaning proposals were shared with the board via email from All Clean. Mrs. Essex has some concerns regarding the weight of a lift needed at Crossroads to reach the windows in the front of the building. She will seek more information for the board concerning the lift. The windows at Main were last cleaned 2 years ago.

Mrs. Laube motioned to accept the proposal for the cleaning at Main for \$703. Mr. Jackson seconded the motion. All voted yes and the motion carried.

Mrs. Essex will obtain the information on the lift before a decision will be made about Crossroads.

Mr. Jackson moved to approve payment of the bills represented by warrants # 022725 through # 022793 and memo checks 00005F, 0006F and 0007F as well as online payment to Peoples Visa and intergovernmental fees for the levy money received. Mrs. Groh seconded the motion, all voted yes and the motion carried.

Mr. Jackson motioned to enter into executive session to discuss payroll issues at 4:59. Mr. Motes seconded the motion all voted yes and the motion carried.

The board returned to regular session at 5:19. Mr. Motes motioned to increase the following salaries by 3% Children's Librarian (\$48,525), the IT Coordinator (\$42,848), the Fiscal Officer, (35,511), and the Director (\$74,051); and the position of Assistant Director to \$50,000. Mr. Jackson seconded the motion all voted yes and the motion carried.

The next meeting will be held at the Crossroads Branch May 3, 2017 at 4:00 p.m.

Mr. Jackson moved to adjourn the meeting. Mr. Motes seconded the motion. The meeting adjourned at 5:21 p.m.

President: 

Secretary 