

The Board of Trustees of the Guernsey County District Public Library met in regular session August 2, 2017, in the board room of the Crossroads Branch. Trustees present: Shana Fair, Lisa Groh, Stephanie Laube, and Scott Woods. Library employees present: Cathy Holt.

Mrs. Fair Vice President called the meeting to order at 4:00 p.m.

Mr. Woods moved to approve the July regular meeting minutes, as well as the June 29th special meeting. Mrs. Groh seconded the motion all voted yes and the motion carried.

Balance in the General Fund June 30, 2017	\$920,459.28
Receipts	381,707.63
Expenses	147,863.24
Balance in the General Fund July 31, 2017	\$1,154,303.67
Balance in the Building Fund June 30, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund July 31, 2017	\$1,190,000.00
Balance in the Motor Fund June 30, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund July 31, 2017	00.00
Balance in the Automation Fund June 30, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund July 31, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$268,791.31
PayPal	25.00
Change Fund	165.00
Peoples Interest Business Checking	\$2,175,558.76
Total	\$2,444,540.07

Mrs. Groh moved to accept the following resolution:

Resolved, that the Board of Trustees accept the following gifts: Lawrence Harding donated a 2nd tree to Crossroads Branch. A Family History titled: Anderson Wall Peters 1872- 1934 Son of Solomon Peter compiled by Jackie Peters, c.2017 Plymouth, MI., donated to the Finley Room.

Mr. Woods seconded the motion, all voted yes and the motion carried.

In the absence of Mrs. Essex, Mrs. Holt shared with the board the circulation report and the door count report for June. The July reports will be available at the September meeting. She also shared two letters that were received prior to the meeting. One was from board president, Mr. Cahoon resigning from the board. The other was from Mr. Goodwin notifying the board of his intent to retire effective August 5th and requesting a waiver of the notice period.

The cost of security is coming out of the professional services account. Each person providing security is listed by name in the list of bills.

Mrs. Laube moved to pay the bills. Mr. Woods seconded the motion, all voted yes and the motion carried.

Under unfinished business Mrs. Groh moved to enter into executive session to discuss discipline of a public employee. Mr. Woods seconded the motion and a roll call vote was taken. Mrs. Fair: aye, Mrs. Groh: aye, Mr. Woods: aye, Mr. Motes: aye.

The Board returned to regular session at 5:00 p.m.

Mr. Woods moved to accept Mr. Goodwin's retirement effective August 5th, with the waiver of the notice period. Mrs. Laube seconded the motion. All voted yes and the motion carried.

Mrs. Laube moved to appoint Mrs. Essex as Interim Director. Mrs. Woods seconded the motion. All voted yes and the motion carried.

Mrs. Groh moved to appoint Mrs. Holt as Interim Assistant Director. Mrs. Fair seconded the motion, and the motion carried.

Mrs. Groh moved to continue paying contract security guards for all three branches during business hours of operation for the next two weeks, with an option to extend until the September board meeting, if any violent or threatening incidents occur during that time. Mrs. Fair seconded the motion, all voted yes and the motion carried.

Mr. Woods nominated Mrs. Fair to fill the now vacant position of Board President. Mrs. Laube seconded the nomination. All members approved.

Mrs. Groh moved to appoint the board president to be the official contact person for staff and media. Mr. Woods seconded the appointment. All members approved.

Mrs. Fair moved to appoint Mrs. Groh as the backup contact person if she cannot be reached. Mr. Woods seconded the appointment. All members approved

The Board will send a letter to Mr. Goodwin accepting his retirement and the waiver of the notice period. Mrs. Groh will draft the letter and send it to the employment law counsel for review.

The Board position recently vacated by Mr. Cahoon was appointed by the judge. Mrs. Fair will notify Judge Padden. Board members are asked to tell anyone that might be interested to contact the judge.

Mr. Woods nominated Mr. Motes to fill the vacant position of Board Vice President. Mrs. Laube seconded the nomination. All members approved.

Mrs. Fair called for a brief recess for the purpose of updating the staff of the Board's decisions before the branches close.

Mrs. Fair reconvened the meeting at 5:29 p.m. All staff was notified either by phone or in person. Mrs. Fair also spoke with security about the details of the decision.

Mrs. Groh relayed some concerns that came up following the announcement of the Board's decision. There was some discussion about the concerns. Some of the concerns have already been discussed with legal counsel at OLC. Staff will be instructed to direct all question and concerns to Interim Director Essex as well as any other library matters which should be directed to Mrs. Essex or Mrs. Holt Assistant Interim Director should Mrs. Essex be unavailable.

In other unfinished business the depository agreement with People's Bank expired June 30th. Mrs. Holt is recommending that the Board continue with People's Bank.

Mr. Woods moved to continue the depository agreement with People's Bank for two years. Mrs. Groh seconded the motion. All voted yes and the motion carried.

Under new business we have received a notice from Simplex Grinnell that it is time to renew our contract. The board has no plans to change companies, but would like Mrs. Holt to reach out to them to see the rates and if there are any changes.

Mrs. Essex received an estimate from Jay Patterson concerning the installation of the outdoor lighting at Main. The permits and the plumbing issues have been taken care of. The cost would be \$12,000. Mr. Patterson just needs the Board's approval to place the library on the schedule.

Mrs. Groh moved to move forward with the installation of the light post. Mr. Woods seconded the motion. All voted yes and the motion carried.

There have been some ongoing problems with the HVAC system at Crossroads. In speaking with a technician from Ables, Mrs. Holt was informed that our current system has become obsolete and that parts are no longer available. He suggested that we meet with a supervisor from his company who could better explain what our options would be to correct the problem.

We are also experiencing an ongoing problem with some electrical relays at Crossroad. Ables has tried to get replacement parts but the parts are very hard to find due to the system that we have. According to the Ables technician both systems could be pieced out in sections for replacement.

Mrs. Fair would like to place the Byesville renovation on hold until the maintenance needs at all three branches can be evaluated.

Mrs. Groh suggested that the September meeting be held at the Byesville Branch so that the Board can see the needs there and possibly talk with the staff there as well.

Mrs. Holt will set-up appointments with Abels and The Rogers Company for estimates on the HVAC at Crossroads.

Mrs. Holt shared a letter from the Guernsey County Lions Club. They are interested in donating a service project to our landscaping project at the Main Library once the lighting is in place. Mrs. Holt was asked to reply to them that it is a great idea and we will keep them informed as our plans progress on the landscaping.

A tentative special board meeting was set for Friday August 18th at 4:00 p.m. Mrs. Fair will contact board members to confirm the date and time. The purpose of the meeting will be to discuss the hiring of a new director. There was some discussion as to things to consider, such as job description, application, resume, how to advertise and where to interview among other things.

Mrs. Laube motioned to adjourn. Mr. Woods seconded the motion all voted yes and the motion carried. The meeting adjourned at 6:02 p.m.

President

Shana C. Fair

Secretary

Lisa Laube