

The Board of Trustees of the Guernsey County District Public Library met in regular session November 8, 2017, in the meeting room of the Main Branch. Trustees present: Shana Fair, Lisa Groh, Scott Woods, Sheila Ellenberger and Jay Jackson. Library employees present: Melissa Essex, Cathy Holt, Donna King and Matt Kinsey.

Mrs. Fair President called the meeting to order at 3:35 p.m.

There was no public participation.

Mr. Jackson moved to hold approval of the October meeting minutes until the December meeting so we can investigate concerns of a member of the public that some content needs to be added to them. Mr. Woods seconded the motion. All voted yes and the motion carried.

Balance in the General Fund September 30, 2017	\$1,115,743.56
Receipts	98,126.67
Expenses	122,673.45
Balance in the General Fund October 31, 2017	\$1,091,196.78
Balance in the Building Fund September 30, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund October 31, 2107	\$1,190,000.00
Balance in the Motor Fund September 30, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund October 31, 2017	00.00
Balance in the Automation Fund September 30, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund October 31, 2017	\$100,236.40
Balance all Funds	
Balance in checking	\$204,796.93
PayPal	89.85
Change Fund	165.00
Peoples Interest Business Checking	\$2,176,381.40
Total	\$2,381,433.18

There were no gifts for the month of October.

Mrs. Holt requested the board's opinion on using a consultant from E-rate. She recently received information about this and knows of other libraries that are considering it. The proposed benefit of the consultant is they would supposedly be able to find reimbursements we're entitled to that we're not aware of. In her experience, it is pretty straightforward to find out what we're entitled to. The board does not see a need to look into an E-rate consultant.

Mr. Jackson moved to approve payment of the bills represented by warrants #023204 through #023248, as well as online payments to Visa, Anthem, OPERS, and memo expenses. Mrs. Groh seconded the motion, all voted yes and the motion carried.

Under the Interim Directors report, Mrs. Essex shared with the board that Mrs. King will be out for surgery beginning Nov. 13th. She would like to work 8 hours a week during the last two weeks of her leave, pending physician approval. There is a precedent within our system for an employee working during leave, during an employee's maternity leave in the 90's. In that case, an attorney drafted the contract to guide the work. Mrs. King would be able to take work home to work on ordering materials for the children's department, since this task is behind following a busy summer. The board believes that it would likely be suitable to update the contract from the 90's, but would prefer for the library's legal counsel to review the updated contract just to confirm that there have been no changes since the 90's in how it needs to be set up.

Mr. Woods moved to allow Melissa to write a contract with suitable input from counsel to allow Donna to work 16 hours in the last two weeks of her leave, pending physician approval. Ms. Ellenberger seconded all voted yes and the motion carried.

Questions were addressed regarding the Interim Director's Update which was shared with board members prior to the meeting. After discussion with Ron Van Wey of V2 Architects, Ables Electric has offered to approach maintenance on the Crossroads HVAC system in a different way. They will handle different sections of repairs as the issues arise to keep costs more manageable.

The Children's Department Report was also reviewed. In addition to the updates in the report, the board was informed of the need to order more scholastic cards, because Cambridge Middle School has expressed interest in getting a scholastic card into the hands of all 260 of their students. The additional cards have already been ordered.

The IT Report was also reviewed. In addition to the updates in the report, the board was informed that since no one uses fax machines anymore, we have added a subscription cloud service for faxing that will be able to replace having a physical

fax machine. Instead, the scanner will be able to handle fax jobs. This system has already been rolled out at Byesville and will also be coming to Main and Crossroads.

Under unfinished business it was proposed that a special meeting be held to focus on the director search. Wednesday November 15th is the proposed date, providing availability of meeting space can be secured. Once all arrangements are confirmed the meeting will be announced to the public.

With the increase in records request, a proposed addition to section PS 4.12, Records Requests, of the Public Service Manual was presented that adds guidelines specifying the director as the designated person to respond to records requests, as well as the procedure for replying to such requests, plus the location and timing of the minutes availability. Minutes are to be made available at the circulation desks of all three branches, as well as posted on the library website; draft minutes are to be made available no later than the date of the next regularly scheduled board meeting. During review of the proposed policy a typo was noted in the final sentence of the first paragraph in which the word "at" needs to be changed to "as".

Mr. Woods moved to accept the proposed language as our policy (once the typo is corrected- changing at to as) and place it in the public service manual, Mr. Jackson seconded the motion. All voted yes and the motion carried.

There has been much concern regarding security. The board discussed the letters from staff and the concerns raised by OAPSE Representative Liz Wall at the October Meeting. Discussion included identifying additional issues as what employees can reasonably be expected to deal with when interacting with members of the public. Potential solutions were discussed such as security alarms with a panic button, additional security cameras, and education and empowerment of staff, coupled with additional security presence at the times identified as the biggest concern. The board proposed having an audit of security needs completed for all branches, potentially by Zane State students or by a security company which could even provide a bid. The board is willing to provide security for Crossroads during the evening hours, but would like to see the results of a professional assessment of security needs at all branches before taking further security measures. The board would also like to see further training for staff in addition to any security measures that may be taken.

Mrs. Groh moved to allow Mrs. Essex to contact Lt. Braniger at the Sheriff's Office to expand their hours of security personnel to include 5-8 p.m. Monday through Wednesday at Crossroads Branch, effective as soon as their personnel are available. Mr. Woods seconded the motion, all voted yes and the motion carried.

Under new business, due to the public records requests we have received since the last meeting the board feels it is necessary to retain legal counsel with expertise in library matters. Mrs. Groh moved to retain legal counsel from the Vorys law firm recommended by OLC to ensure that we are complying with public records requests, retroactive to November 2nd. Ms. Ellenberger seconded the motion, all voted yes and the motion carried.

Mrs. Holt requested the board's opinion on investigating energy rates directly through AEP. We currently go through Integrity to receive a rate lock on our gas and electric. Although the current contract lasts through Feb. 2019, we've received a proposal for a new contract that would lock the rate at .5439 from 2018 -2022. The board agrees with investigating the cost through AEP directly before making any decisions on renewing the contract with Integrity.

The bond renewals have been received for Mrs. Holt and Mrs. Essex each is covered for \$250,000. The cost to renew is \$632 each.

Mr. Woods moved to renew the bonds. Ms. Ellenberger seconded the motion. All voted yes and the motion carried.

The property insurance renewal through the Ohio Plan has been received.

Mr. Woods moved to accept the property insurance renewal through the Ohio Plan for \$15,938, Mrs. Groh seconded the motion. All voted yes and the motion carried.

The fire lane at Crossroads is currently not well-marked, and patrons often park there. A quote was presented from Richard Cravenor to paint the fire lane, handicap spaces, and additional spaces through the lot for a cost of \$1,400.

Mr. Woods moved to accept the proposal. Ms. Ellenberger seconded the motion, all voted yes and the motion carried.

Mrs. Holt brought to the board's attention that our existing cell phone plan, is fairly expensive and more than what other libraries need. The current cell phone usage policy was presented for potential review. Concerns were raised that administrative staff need to be reachable when not in the office, and in some cases perform work remotely, and this depends on having a library-issued cell phone. These concerns will be discussed at a later date closer to the renewal of the cell phone contract. An additional staff suggestion was to purchase a new SIM card for the third library cell phone so that it can be put back into service. The board agrees that staff can go ahead with the purchase of a new SIM card.

A quote was presented from All Types Home Improvements, a company with experience in historical restoration, to address issues at the Main Branch. Part of the eave of the building has rotted. The estimate is to repair the wood (including

rental of lifts to reach it), match the molding, and paint all around the building to match, as well as inspecting the brick to see if it needs repair, all for a cost of \$18,990. Due to the cost of the work, the board would like to see a second estimate.

An additional comment was made about the director search, encouraging all board members to be vigilant as they review resumes and to recuse themselves if they recognize names among our applicants that would create a conflict of interest. We are not currently aware of any such need, but there have been many local applicants and we need to be vigilant for any potential family relations or other ties.

Mrs. Groh motioned to adjourn. Mr. Woods seconded the motion all voted yes and the motion carried. The meeting adjourned at 5:24 p.m.

The next meeting will be Wednesday Dec. 6 at 4:00 p.m. at the Crossroads Branch.

President

Secretary

