

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday, January 9, 2013 in the Board Room of the Crossroads Library. Trustees present: Tom Cahoon, Shana Fair, Martha Smith, and Lynette Tipton. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt.

Mr. Cahoon, President, called the meeting to order at 4:00 p.m.

Mrs. Smith moved to approve the minutes as mailed. Mrs. Tipton seconded and the motion carried.

There was no public participation.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund November 30, 2012	\$242,081.63
Receipts	84,530.58
Expenses	112,527.23
Balance in the General Fund December 31, 2012	\$214,084.98
Balance in the Building Fund November 30, 2012	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund December 31, 2012	\$470,117.90
Balance in the Motor Fund November 30, 2012	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund December 31, 2012	0.00
Balance in the Automation Fund November 30, 2012	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund December 31, 2012	\$14,960.98
Balance all Funds	\$698,663.86
Balance in Checking	\$7,861.77
Change Fund	100.00
Peoples Interest Business checking	\$690,702.09
Total	\$698,663.86

Mrs. Tipton moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$100.00 given by Evelyn S. Kochera, Trustee for the purchase of reference material, 87 mystery books given by Jack Westover in memory of his late wife Delores (Dolly) Westover, \$158.46 given by Guernsey Library Levy Committee, "Guernsey County Cemetery Inscriptions for Guernsey Memory Gardens", 2012 compiled by Richard D. Clifton, Given by Richard D. Clifton, "Historic Context for Sidewalk Vaults and Underground Storefronts in Cambridge, Oh. "2012. This report was prepared for the Ohio Department of Transportation. This report was prepared by Nancy Campbell, Architecture Transportation Reviews Manager for the Ohio Preservation Office. This donation was received from the Ohio Historic Preservation Office of the Ohio Historical Society, Columbus, Ohio.

Mrs. Fair seconded and the motion carried.

Mr. Goodwin presented the Director's report. He announced that the Ohio Library Council will host its Trustee Dinner in eastern Ohio on Thurs. April 25, at 6:30 p.m., at the Crossroads Branch of the Guernsey County District Public Library. Buzz Frame is aware of the problem with the Crossroads book drop. So far he has not come in to fix the problem. If there is much more delay Mr. Goodwin will seek the services of someone else.

Mr. Goodwin gave the Budget Comparison report.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of December was 21,904. We ended the year with a system total of 303,548.

The Main Branch experienced a leak on the mezzanine recently. Two ceiling tiles were ruined and, as a result removed. More tiles may need to be removed following the thaw. Alan from Fleming Roofing will inspect the roof again, once the weather breaks, and provide a final repair estimate.

There was a hit-and-skip accident on the handicapped ramp at the Main Branch. Witnessed by a patron, the car collided with the light pole and knocked off a small portion of the bumper and blinker. Damage to the pole is insignificant. However, photos were taken and a clerk completed an incident report for our files.

The adult winter reading series is set to begin Monday, Jan 14th with a program titled, "Between the Covers...of the Night Sky". MUFON of Ohio will present a slide show documenting possible UFO sightings across the state. The program begins at 6:30pm. The Friends of the Library has promised to provide some type of refreshment/information table at this event. The Daily Jeffersonian may be sending a reporter to cover the event.

Mrs. King gave an update on the events that have already happened or will be coming up soon in the Children's Department.

The Literacy Program at North Elementary on December 6th went as planned. There were many families in attendance and the principal was pleased with the activities, so much that he invited us to come back in late February and conduct some activities around Dr. Seuss.

Seven different local Head Start classes will be visiting the library for Story Times during the month of January, weather permitting. Our regular Story Time Programs will begin the week of February 3rd.

We have found our summer reading performer! Sogbety Diomande, native of the Ivory Coast of West Africa, is a professional drummer and dancer and he will be performing at the conclusion of our Summer Reading Program. The cost of the program is \$200 with a \$100 mileage fee. If we can get another library close to book for the same day they would share the cost of the mileage fee.

Suzette Tidrick, a program director from East Guernsey Schools, asked us to be part of a consortium to apply for an Ohio Early Literacy and Reading Readiness Grant. The grant awards a maximum of \$250,000,000 and the money would be used to provide reading intervention to students not reading at grade level. This is all part of recent state legislation, the Third Grade Reading Guarantee, which gives increased emphasis on early reading instruction. The library's role in this effort would include "Every Child Ready to Read" instructions to preschool teachers and parents, Awe Literacy computers for each of our locations and possibly the development of a "Reading Nook at Crossroads. Janet Ingraham Dwyer, our State Children's Library Consultant was excited and very helpful. Other libraries and schools are pairing up around the state.

There was no unfinished business.

Under new business Mrs. Smith moved to enter into a wireless cell phone plan for the Director and Assistant Director, Mrs. Tipton seconded the motion. The motion passed. Mrs. Fair abstained.

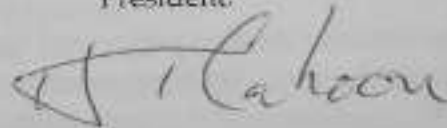
01-13

Mrs. Tipton moved to approve payment of the bills represented by warrants #019440 through #019488 and memo # 0025A and #0026A, as well as online payment# ODEC12, Mrs. Smith seconded, all voted yes, and the motion carried.

The next regular meeting will be held February 6, 2013 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mrs. Fair moved to adjourn the meeting. Mrs. Tipton seconded and the meeting adjourned at 5:05 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library held its organizational meeting on January 9, 2013, in the Crossroads Branch Library Board Room. Trustees present: Tom Cahoon, Martha Smith, Shana Fair, and Lynette Tipton. Library staff present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt. President Tom Cahoon called the meeting to order at 5:05 p.m.

Mrs. Smith moved to elect the following officers: Tom Cahoon President, Shana Fair Vice President, Lynette Tipton Secretary, Cathy Holt Fiscal Officer, and Melissa Essex Deputy Fiscal Officer. Mrs. Tipton seconded the motion all voted yes and the motion carried.

02-13

Mrs. Fair moved to approve the 2013 Temporary Appropriation as presented.

03-13

101 GENERAL FUND

1000 Salaries & Benefits

1100 Salaries & Leave Benefits	60,000
1400 Retirement Benefits	10,000
1600 Insurance Benefits	26,000
1900 Other Employee Benefits	200

2000 Supplies

2100 General Administrative Supplies	2,000
2200 Property Maintenance Supplies	2,000
2300 Motor Vehicle Supplies & Parts	500

3000 Purchased & Contracted Services

3100 Travel & Meeting Expenses	100
3200 Communications/Printing/Publicity	3,000
3300 Property Maintenance, Repair & Security	3,000
3400 Insurance	500
3500 Rents/Leases	3,000
3600 Utilities	25,000
3700 Professional Services	6,000
3800 Cataloging	100
3900 Other Contracts & Services	15,000

4000 Library Materials & Information

4100 Books & Pamphlets	17,000
4200 Periodicals	2,500
4300 Audio-Visual	5,000
4500 Computer Services	5,000
4600 Interlibrary Loan Fees	100
4700 Library Material Repair	100
4900 Library Materials - Other	500

5000 Capital Outlay

5200 Land Improvements	1,000
5400 Building Improvements	2,000
5500 Furniture & Equipment	1,000

7000 Other Objects

7100 Dues & Memberships	1,500
7200 Assessments	2,000
7500 Refunds & Reimbursements	100
TOTAL 101 GENERAL FUND	194,200

401 BUILDING & REPAIR FUND	
5100 Land	5,000
5200 Land Improvements	50,000
5300 Buildings	10,000
5400 Building Improvements	300,000
5500 Furniture & Equipment	105,000
5900 Other	100
TOTAL 401 BUILDING & REPAIR FUND	470,100

402 MOTOR EQUIPMENT FUND	
5000 Capital Outlay	
5700 Motor Vehicles	0
TOTAL 402 MOTOR EQUIPMENT FUND	0

403 AUTOMATION FUND	
5000 Capital Outlay	
5500 Equipment	14,500
TOTAL 403 AUTOMATION FUND	14,500
	678,800

TOTAL ALL FUND

Mrs. Smith seconded. All voted "yes" and the motion carried.

Mrs. Fair moved to establish a change fund as follows:
 RESOLVED, that the Board of Trustees authorizes a change fund to be used as follows: 04-13
 \$6.00 in the Finley Room, \$44.00 at the Main Library Circulation Desk, \$25.00 at the
 Byesville Branch and \$25.00 at the Crossroads Branch Library. The fund shall be
 secured in each location with the department head as custodian. The fund is to be used
 for change purposes only; no expenditures shall be made from this fund. A resolution
 establishing the fund shall be passed at each Organizational Meeting of the Board.

Mr. Smith Seconded and the motion carried.

Mrs. Tipton moved to enter into executive session at 5:15 p.m. to establish 05-13
 compensation for non-bargaining unit employees. Mrs. Fair seconded all voted yes and
 the motion carried.

Mrs. Fair moved to go out of executive session at 5:27pm. Mrs. Smith seconded 06-13
 the motion, and the motion carried.

Mrs. Tipton moved to raise salaries for non-bargaining unit hourly staff 2% across the board. Administrative staff salary schedule for 2013 is as follows.

07-13

Rich Goodwin	\$65,789.00
Melissa Essex	\$43,307.00
Donna King	\$41,117.00
Cathy Holt	\$31,549.00

Mrs. Smith seconded and the motion carried.

Mrs. Fair moved to adjourn. Mrs. Smith seconded and the motion carried. The meeting adjourned at 5:28 p.m.

President: *Cahon*
Secretary: *Lynette Tipton*

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday, February 6, 2013 in the Board Room of the Crossroads Library. Trustees present: Tom Cahoon, Shana Fair, Martha Smith, Scott Woods and Craig Rich. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt.

Mr. Cahoon, President, called the meeting to order at 4:00 p.m.

Mr. Woods moved to approve the minutes as mailed. Mrs. Smith seconded and the motion carried.

There was no public participation.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund December 31, 2012	\$213,820.38
Receipts	99,924.77
Expenses	104,278.23
Balance in the General Fund January 31, 2013	\$209,466.92
Balance in the Building Fund December 31, 2012	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund January 31, 2012	\$470,117.90
Balance in the Motor Fund December 31, 2012	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund January 31, 2013	0.00
Balance in the Automation Fund December 31, 2012	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund January 31, 2013	\$ 14,960.98
Balance all Funds	\$694,045.80
Balance in Checking	\$20,163.15
Change Fund	100.00
Peoples Interest Business checking	\$673,782.65
Total	\$694,045.80

09-01 The adult winter reading series will conclude on February 11th. Speaker and author Michael L. Jackson will present readings and a discussion of his book, "Almost Black, Not Quite White". The topic is racism and prejudice in the United States.

In 2012, there were 322 attendees at adult events. This number includes special programs and monthly reading groups.

The Cambridge Writers group will present the third annual, "Writers at the Crossroads" on March 23, 2013.

The Friends of the Library is planning a romance book sale for Saturday, Feb. 16, 2013 in the Crossroads meeting room. They also have a two-day event honoring Johnny Appleseed scheduled for April 19 & 20, 2013.

Mrs. King gave an update on the activity in the Children's Dept. January was an incredibly busy month. A lot of Head Start groups visited, lots of scheduling for future programs, both in house and also at local preschools as well as preparing for all the upcoming programs.

There has been no word on the status of the Ohio Reading Readiness Grant. According to the grant application, notification will be on or before April 30th.

Caroline Pierson, Mary and Mrs. King have been busy working on advertising for our March 16th Ohio Arts Program. It has been renamed "Recycle Sm"art". Home School Groups and several agencies have been notified so the participants and members have an opportunity to register early. We may not need to do any further advertising.

Chuck Bell's program for North Elementary students was postponed due to the weather. It has been rescheduled for February 22nd.

Under unfinished business, after some discussion, Mrs. Fair moved to become a partner with The Hayes Presidential Center to become part of the R.B. Hayes Obituary Index. The initial cost would be \$1500.00 with a \$200.00 maintenance fee billed annually.

09-13

Mrs. Smith seconded all vote yes and the motion carried.

Under new business Mr. Rich moved to purchase Cypress Resume. This 10-13
is an online service through our website. The purpose is to help patrons build
professional resumes. The annual cost to the library is \$ 400.00.

Mrs. Fair seconded and the motion carried.

Kinetic Networking, the company that the library purchased a new
phone system from in late 2011, has refunded the money, because they are unable
to fulfill their commitment. Mr. Goodwin requested the board's permission to seek
other possibilities in order to upgrade our phone systems.

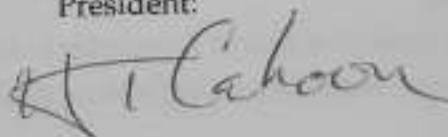
The Board granted permission to proceed with investigating other
companies.

Mr. Rich moved to approve payment of the bills represented by
warrants #019489 through #019546 and memo # 0001A and #0002B, Mr. Woods
seconded, all voted yes, and the motion carried.

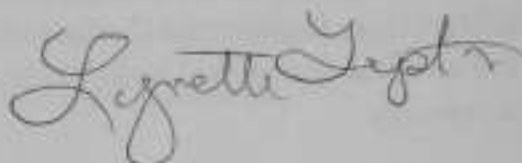
The next regular meeting will be held March 6, 2013 at 4:00 p.m. in the board
room at the Crossroads Branch Library.

Mr. Rich moved to adjourn the meeting. Mr. Woods seconded and the
meeting adjourned at 5:10 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday, March 6, 2013 in the Board Room of the Crossroads Library. Trustees present: Tom Cahoon, Shana Fair, Martha Smith, Nancy Daniele, and Scott Woods. Library employees present: Melissa Essex, Donna King and Cathy Holt.

Mr. Cahoon, President, called the meeting to order at 4:00 p.m.

Mrs. Fair moved to approve the minutes as mailed. Mr. Woods seconded and the motion carried.

There was no public participation.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund January 31, 2013	\$209,298.79
Receipts	115,924.96
Expenses	128,986.36
Balance in the General Fund February 28, 2013	\$196,237.39
Balance in the Building Fund January 31, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund February 28, 2013	\$470,117.90
Balance in the Motor Fund January 31, 2012	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund February 28, 2013	0.00
Balance in the Automation Fund January 31, 2012	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund February 28, 2013	\$ 14,960.98
Balance all Funds	\$680,816.27
Balance in Checking	\$11,861.72
Change Fund	100.00
Peoples Interest Business checking	\$668,854.55
Total	\$680,816.27

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: Cambridge High School – 1938 CANTAB, Muskingum College – 1928 MUSCOJUAN, 1942 MUSCOJUAN, 1943 MUSCOJUAN yearbooks given by Sue Cowden, 2 Scrapbooks featuring programs for the Cambridge High School Graduating Classes of 1872-1899 and programs for the Cambridge High School Graduating Classes of 1900-1921, given by the Newcomerstown Historical Society.

Mr. Woods seconded and the motion carried.

Mr. Goodwin was absent from the meeting, Mrs. Essex offered to the board for approval the Landscaping Bid from Richard Bradford.

Mrs. Smith moved to accept the bid for summer 2013. Ms. Daniele 11-13
seconded the motion and the motion carried.

Jennifer Moyer representing the Schwendeman Agency would like the opportunity to meet with the staff on April 5th for an informative meeting concerning our current health insurance plan. Mr. Goodwin would like the board's approval to open at 11:00 a.m. so that all staff may attend.

Mrs. Fair moved to open 2 hours late on April 5th for the insurance 12-13
meeting. Ms. Daniele seconded and the motion carried.

Just a reminder that the Ohio Library Council will host its Trustee Dinner in eastern Ohio on Thurs., April 25, 6:30 p.m., at the Crossroads Branch of the Guernsey County District Public Library.

The Budget Comparison report was presented to the board.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of February was 24,396. The library's website received 6,464 hits, 1,686 of which were new visitors. Also included in the packet was a brief overview provided by the State Library of Ohio regarding 2012 consortium-wide circulation statistics.

The adult winter reading series has concluded. The library offered four programs with 87 individuals attending. The 2013 program theme is "Groundbreaking Reads".

The Cambridge Writers group will present the 4th annual "Writers @ the Crossroads" on Saturday, March 23rd from 11:00am-1:00pm. anyone interested in meeting local authors is encouraged to attend. Donna will provide a story hour that day from 11:00- 12:00 for children who attend.

The Main Branch has experienced some water damage on the front, west side of the building. Jack Warne Construction viewed the damage and will continue to assess the situation. He will provide an estimate to repair. Jack has also promised to return and repair the toe plates on the front steps and also replace screening on the vented, boiler room window.

Rich and Melissa met with Tom Haugsby, president of the Friends of the Library and Caroline Pierson, Friends member on Thursday, Feb. 21st. The intent of the meeting was to find ways to foster a better working relationship between all parties and establish ways in which the Friends may be of service to us.

Donna and Melissa attended an "Introduction to Geocaching" meeting at the Guernsey County VCB on Wed. Feb. 27th. The VCB is spearheading a treasure hunt utilizing GPS technology which will begin this summer and continue indefinitely. Crossroads Branch has been chosen as one of the approximately 10 sites around the county to hide a cache of swag. The only involvement required from the library is maintenance of the cache (make certain it isn't stolen; provide a small trinket item for inside, etc.) The VCB will provide the actual container and purchase trinkets, if necessary.

Mrs. King gave an update on the activity in the Children's Dept. Chuck Bell's George Washington program for North Elementary had to be postponed for the third time! We are now hoping to host him on Thursday, March 7th at 12:45.

We have started to advertise for our Ohio Arts Council program which will be on Saturday March 16th. We have notified several agencies and homeschool groups early and had many registrations, but not enough to fill the sessions.

The children's department made a visit to St. Johns Preschool on Feb. 19th and will visit Community Nursery School on Friday March 8th.

Mary and Donna traveled to North Elementary to help them celebrate Dr. Seuss week. They held six programs, one per grade, which revolved around Dr. Seuss. It was loads of fun.

Mary and Donna also made a trip to Beech Grove Head Start to help them push a reading initiative centered on the many Laura Numeroff books that have been written. They presented two story times.

Their outreach efforts have been successful so far and, I think, much appreciated by the teachers and the children. They have a program planned for Help Me Grow families on March 13th, and also a program planned for some Cambridge High School Learning Disabled students on March 19th.

Under unfinished business, "Rules for Users" Ms. Daniele moved to change all adult periodicals to 14 days and all juvenile periodicals to 28 days at all locations.

13-13

Mrs. Fair seconded all vote yes and the motion carried.

The Blue Book Value of the Bookmobile is \$31,000. Real value would be around \$15,000. to \$16,000. There are 109,000 miles on the bus. It has not been used since September of 2009. Melissa will look into the possibility of selling the bus on eBay.

Ms. Daniele moved to approve payment of the bills represented by warrants #019547 through #019621 and memo # 0003B and #0004B, as well as online payment to Peoples Visa. Mr. Woods seconded, all voted yes, and the motion carried.

The next regular meeting will be held April 3, 2013 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mrs. Smith moved to adjourn the meeting. Ms. Daniele seconded and the meeting adjourned at 5:05 p.m.

President:

H. T. Cahoon

Secretary:

Lynette Gupta

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday, April 3, 2013 in the Board Room of the Crossroads Library. Trustees present: Tom Cahoon, Shana Fair, Martha Smith, and Nancy Daniele. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt.

Mr. Cahoon, President, called the meeting to order at 4:12 p.m.

Mrs. Fair moved to approve the minutes after the correction, pointed out by Ms. Daniele has been made. Ms. Daniele seconded and the motion carried.

There was no public participation.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund February 28, 2013	\$196,237.39
Receipts	420,778.26
Expenses	121,164.55
Balance in the General Fund March 31, 2013	\$495,851.10
Balance in the Building Fund February 28, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund March 31, 2013	\$470,117.90
Balance in the Motor Fund February 28, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund March 31, 2013	0.00
Balance in the Automation Fund February 28, 2013	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund March 31, 2013	\$ 14,960.98
Balance all Funds	\$980,429.98
Balance in Checking	\$326,397.45
Change Fund	100.00
Peoples Interest Business checking	\$653,932.53
Total	\$980,429.98

Ms. Daniele moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$200.00 given by the Cambridge Lioness Club for youth programs, \$50.00 given by Alpha Rho Chapter Delta Kappa Gamma Society for the purchase of large print books, \$100.00 given by the Cambridge Writers for the purchase of Legos for the Children's Department, \$28.18 donated by our patrons to the Scholastic book box for the purchase of children's books, Guernsey County's Black Pioneers, Patriots, and Persons, by Wayne L. Snider, given by Carla Hutchens, \$60.41 given by the Guernsey County Retired Teachers Association for the purchase of the following books in memory of the following teachers that passed away in 2012: The Longest Shot, by Neil Sagebiel in memory of Alfred Glass, Olivia and The Fairy Princess, by Ian Flaconer, in memory of Naomi Lorene Sheppard, Pay Attention Emily Brown, by Linda Burton in memory of Beulah Faye Jones, and Giraffes by Kate Riggs in memory of Janet R. Dickson.

Mrs. Fair seconded and the motion carried.

The Budget Comparison report was presented to the board.

Mr. Goodwin presented the Director's report. The Byesville 10 Mbps Fiber line has been installed. Kinetic Networking has been contacted to convert the new line. This line will replace the current AT&T T-1 line (1.5 Mbps) that we are paying \$450 per month for. The new line will cost \$520 per month. Horizon is not charging us for installation.

The HVAC system in the Byesville Branch Meeting Room is in need of replacement. The current unit has been in place since 1989. Kopchak Heating & Cooling have been making repairs. He has offered a rough estimate to replace the furnace and a/c for 3- 4,000. The Board agreed that the unit needs replaced.

Keystone Buckeye Energy LLC will be sending a lease agreement for possible approval concerning the Board's current ownership in Jackson Twp. amounts to less than 0.45 acres. The requesting company is offering \$4,000 per acre.

Becky Hill from the Hayes Library came to Cambridge to train Shirley Ford and Lori Mitchell along with 3 employees from the Coshocton Library on inputting the obituaries to the Hayes Index. We will be splitting the training cost with the Coshocton Library.

The 2012 obituaries from the Daily Jeffersonian and some of the 2011 obituaries have already been added. We have approximately 25 years of obituaries in the notebooks that will be put into the website. So far the patron response has been favorable.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of March was 27,344. Our newest online product available to the public, Cypress Resume, has been utilized 88 times between Feb. 13th and April 1st.

The Cambridge Writers group presented the 4th annual "Writers @ the Crossroads" on Saturday, March 23rd. Attendance was excellent.

Library patron Connie Leonette presented a \$200.00 check donated by the Cambridge Lioness/Lions Club to be used for children's dept. items. A portion of this donation may be used for iPad applications.

Upcoming Adult Programs

Friday, April 12th - author Linda Warrick will present a beginning genealogy workshop in the Finley Room. Space is limited and pre-registration is required.

Friday, April 19th - The Friends of the Library presents author Bil Kerrigan at 7:00pm speaking on his latest book, *Johnny Appleseed and the American Orchard*. A living history presentation by actor Hank Fincken will take place at 7:45pm.

The State Library of Ohio mobile lab will visit Crossroads Branch the week of June 25-July 2, 2013. Preliminary plans have been made to offer a beginning computer class and digital genealogy products course.

Jack Warne stopped by the Main Branch during recent heavy rains to inspect the downspouts, etc. He wasn't able to determine where the water is coming from that has caused the damage on the west side of the building. He will continue to investigate.

Mrs. King gave an update on the activity in the Children's Dept. March was a productive and hectic month. All of the programming in addition to the regular programming went well. Some of the extra programming included a visit to Community Nursery for a Story Time, ten Help-Me-Grow families attended and participated in one of the Wednesday Little Listeners programs, seventy some 1st graders from North Elementary visited for a tour and stories, some Cambridge High School LD students stopped by for a visit and Chuck Bell presented his George Washington program to 100 students from North elementary students.

Our "Recycle SmArt" program held on Saturday, March 16th was a huge success! Attendance at both morning and afternoon sessions was high and Debbie Brod was knowledgeable, dynamic and personable. Several people requested more of the same type of programming.

Mary and Donna attended a Central Ohio Youth Services meeting in Newark as well as a Summer Reading Workshop at Belmont Tech and are now really geared up and ready for Summer Reading!

Under unfinished business, Mr. Cahoon moved to accept the Cell Phone Policy as written.

14-13

Mrs. Fair seconded all vote yes and the motion carried.

Mr. Goodwin informed the Board that he is still shopping and gathering information on upgrading the phone system.

Mr. Goodwin has been in contact with Southeastern Equipment about getting the Bookmobile ready to go. He hopes to advertise it possibly on eBay soon.

Under new business Mr. Goodwin offered to the Board possible ideas for summer hours, as well as possible hours for the fall.

Renovation proposals were also discussed for improvements that need to be made at the Main building and the Byesville Branch.

The Board advised Mr. Goodwin to contact Library Design for past designs that were discussed in 2008 and updated pricing.

Mrs. Fair moved to approve payment of the bills represented by warrants #019622 through #019693 and memo # 0005B and #0006B, as well as online payment to Peoples Visa. Ms. Daniele seconded, all voted yes, and the motion carried.

The next regular meeting will be held May 8, 2013 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Ms. Daniele moved to adjourn the meeting. Mrs. Fair seconded and the meeting adjourned at 5:35 p.m.

President:

HT Cahoon

Secretary:

Synette Tipton

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday, May 8, 2013 in the Board Room of the Crossroads Library. Trustees present: Tom Cahoon, Shana Fair, Martha Smith, Scott Woods, Craig Rich, and Nancy Daniele. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt.

Mr. Cahoon, President, called the meeting to order at 4:00 p.m.

Ms. Daniele moved to approve the minutes as mailed. Mr. Woods seconded and the motion carried.

There was no public participation.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund March 31, 2013	\$495,851.10
Receipts	130,890.17
Expenses	123,744.94
Balance in the General Fund April 30, 2013	\$502,996.33
Balance in the Building Fund March 31, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund April 30, 2013	\$470,117.90
Balance in the Motor Fund March 31, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund April 30, 2013	0.00
Balance in the Automation Fund March 31, 2013	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund April 30, 2013	\$ 14,960.98
Balance all Funds	\$987,575.21
Balance in Checking	\$333,466.28
Change Fund	100.00
Peoples Interest Business checking	\$654,007.78
Total	\$987,575.21

Mr. Rich moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$300.00 given by The Cambridge Elks 448 Charity Fund Inc. for children's summer reading programs, and the book Standing In The Shadows, by Doug Waller given by Doug Waller.

Ms. Daniele seconded and the motion carried.

Mrs. Holt presented to the board a summary of the insurance agents that have spoken to the Insurance Committee over the past few months. Currently staff members are updating their applications for the Schwendeman Co. so that they may give quotes for the upcoming renewal.

Mrs. Holt also advised the board that it is time to advertise for the deposit of public funds to all local banks. The board advised to stay with a two year agreement.

The Budget Comparison report was presented to the board.

Mr. Goodwin presented the Director's report. The HVAC system in the Byesville meeting room has been replaced at a cost of \$4,100.

Attorney David DeSelm has recommended not signing the lease received from Keystone Buckeye Energy for the property the library owns in Byesville. The company in question has been "carpet bombing" all available property throughout Jackson Twp. in an attempt to lock out the possibility of other companies coming in. This lease is for \$4,000. Per acre, the library owns 0.418.

The fiber line for the Byesville Branch is still waiting final connections. Kinetic Networking was on site twice in April to finalize but they were unsuccessful. The line was possibly damaged by a mouse. The repairs have been made and Kinetic has been notified.

We have finally received a quote from Fleming Hartley for the roof repairs at the Main library. This quote is for total replacement of the shingles on the high point of the roof. The insurance company only offered to pay for replacing the missing

shingles. Currently we are waiting to hear back from the insurance company to discuss this.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of April was 24,445. Included in the handouts was an information sheet regarding miscellaneous consortium circulation items.

Library clerk Matt Kinsey has developed both a library Facebook page and Twitter Account. Activated on Tuesday, April 23rd, we are growing in followers and hope to utilize these resources to promote programs and library activities, in general.

The program presented in the Finley Room by Linda Warrick went well. Clerk Shirley Ford indicated that patrons would like to attend more genealogy related functions. Genealogy was also a topic mentioned in a recent Friends program survey.

The Johnny Appleseed weekend, organized by Friends of the Library, had @30 attendees for the adult program. Three children attended the Saturday morning event. The event was funded by a mini-grant from the Ohio Humanities Council.

Mrs. King gave an update on the activity in the Children's Dept. Approximately seventy North Elementary kindergarten students visited Crossroads for a tour and some skits.

The local Pilot Club made a visit to one of the Monday night and Wednesday morning story times to make a presentation about bike safety.

The department made another visit to St. John's Daycare for a story time.

The month of May ought to be a very busy month. Several Head Start groups are scheduled to visit, as well as Shenandoah Elementary second graders and Buckeye Trail kindergarten children. We will be visiting Central Elementary preschoolers and Help Me Grow preschoolers for story times. Planning is almost complete for our Summer Reading Program. We hope that all of our participants will "Dig Into Reading" (that is the theme this year). Mary has been successful in securing some great door prizes this year. With the donation received from the

Elks we might rent a bounce house or dunking machine to add to the finale at the Cambridge City Park in July.

We entered into a partnership with East Guernsey and Rolling Hills School Districts back in December of 2012 to apply for an early literacy grant. We were just informed that we were awarded the grant. Details will be forthcoming.

Under unfinished business, the bookmobile is running again. We will begin advertising heavily over the next couple months. Hopefully we will find a buyer.

Mr. Rich moved that the current hours at all locations carry-over until Labor Day. Crossroads will remain open 10-2 throughout the summer.

15-13

Ms. Daniele seconded all vote yes and the motion carried.

Under new business Mr. Goodwin would like the board's approval of an in-service on personal safety. He has been approached by a Mr. Bunn. The cost of the program would be \$20.00 and would last approximately 2 hours. The board felt that it would be a good program and advised Mr. Goodwin to follow up with Mr. Bunn.

Mr. Goodwin was recently advised that former longtime board member Mary Cole's last will and testament stated that she wished to leave the library \$1,000.00. More information will be coming on that at a later date. It was noted that the late Harley Starr left to the library \$100,000.00 last year attorney Keith Plummer has informed Mr. Goodwin that there was a delay in the estate and it should be complete in the next 45 days.

Mr. Goodwin presented to the board a Project Management Contract Proposal from Matt Baughman of Library Design Associates, Inc. for the renovation of the Main Library.

Mr. Woods moved to proceed with the proposal.

16-13

Mr. Rich seconded and the motion carried.

Ms. Daniele moved to approve payment of the bills represented by warrants #019694 through #019766 and memo # 0007B and #0008B, as well as online payment to Peoples Visa. Mrs. Fair seconded, all voted yes, and the motion carried.

The next regular meeting will be held June 5, 2013 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mrs. Fair moved to adjourn the meeting. Mrs. Smith seconded and the meeting adjourned at 5:30 p.m.

President:

Handwritten signature of A. T. Cahoon in cursive script.

Secretary:

Handwritten signature of Lynette Lipton in cursive script.

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday, June 5, 2013 in the Board Room of the Crossroads Library. Trustees present: Shana Fair, Martha Smith, Craig Rich, and Nancy Daniele. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt.

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

Ms. Daniele moved to approve the minutes as mailed. Mr. Rich seconded and the motion carried.

There was no public participation.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund April 30, 2013	\$478,869.00
Receipts	143,953.66
Expenses	114,041.70
Balance in the General Fund May 31, 2013	\$508,780.96
Balance in the Building Fund April 30, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund May 31, 2013	\$470,117.90
Balance in the Motor Fund April 30, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund May 31, 2013	0.00
Balance in the Automation Fund April 30, 2013	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund May 31, 2013	\$ 14,960.98
Balance all Funds	\$993,359.84
Balance in Checking	\$339,174.30
Change Fund	100.00
Peoples Interest Business checking	\$654,085.54
Total	\$993,359.84

Mr. Rich moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gift: \$25.00 given by Cindy L. Smith for the purchase of a large print romance book in memory of Carol A. Kissinger.

Mrs. Smith seconded and the motion carried.

Mrs. Holt advised the board that only one financial institute, Peoples Bank, responded to the depository agreement letters sent out in May.

Mr. Rich moved to continue with Peoples Bank as depository. 17-13

Ms. Daniele seconded and the motion carried.

The Budget Comparison report was presented to the board.

Mr. Goodwin presented the Director's report. The Crossroads Branch had an AC issue in May. An actuator failed on the cooling system. While Ables was here addressing this issue they discovered a bad valve on the hot water tank. At this point these issues have been resolved.

The fiber line to Byesville is now operational. The current T 1 line is in the process of being cancelled.

We have received notice of John Shepherd's estate. Mr. Shepherd has bequeathed \$1,000 to the library. Related is Harley Starr's estate (\$100,000) should be settled by the end of the month. Mary Cole's estate (\$1,000) has been entered to Probate.

Results are still pending in regards to the storm damage that was done to the roof at the Main Branch from last summer's storm. Fleming is suggesting a total replacement, due to the fact that they are unable to match the current shingles. The insurance company has issued a check that would only cover repairs.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of May was 24,046.

Main Branch employee Gwen Fassinger has resigned her position effective May 31, 2013. We have initiated the process of finding her replacement.

The State Library of Ohio mobile lab will once again visit Crossroads Branch June 25-July 2, 2013. Classes offered to the public will include "An Introduction to Computers" taught by Shana Fair and "Genealogy Database Searching" presented by Shirley Ford. This is the third year in a row that we have provided free computer classes for our patrons.

Anne Chlovechok is organizing another Sherlock Holmes Mystery Weekend to be held downtown Cambridge on Saturday, Jan. 4, 2014. She has requested that the Main Branch be available that day to house a "clue". Participants would stop by the library to search for the clue. The library participated in 2007 during the first murder mystery weekend. I will have more details closer to the event date.

The Library recently purchased an annual movie license from Movie Licensing U.S.A. for \$350.00. I am anticipating the Friends to pay all or a portion of this bill. I plan to attend the Friends Executive Committee this month.

Mrs. King gave an update on the activity in the Children's Department. May was a very hectic month. Every Head Start group that requested a story time was squeezed into the schedule.

The department is was very busy with last minute preparations for our "Dig Into Reading" Summer Reading Program. Mary & I appeared on "Talk of the Town" (a show on our local TV station) and have done some interviews for our local radio stations.

Registration began on Monday and by 3:00 pm on Tuesday we already had nearly 100 registrations!

249
201

We have several teen volunteers again this summer and they helped us decorate some bulletin boards in the children's department. They will also be pitching in as necessary on Wednesdays during our weekly class times and during various other activities. Mary did a great job with our display case, so you may want to check it out as well as our bulletin boards. We are anticipating a very successful Summer Reading Program!

Under unfinished business Mr. Goodwin offered to the board preliminary sketches of possible changes to the Main Branch. There was some discussion. Mr. Goodwin and Mrs. Essex will be in contact with Matt Baughman of Library Design in the coming weeks and will continue to inform the board of all plans and forthcoming cost.

Ms. Daniele moved to approve payment of the bills represented by warrants #019768 through #019837 and memo # 0009B, #0010B and #0011B, as well as online payment to Peoples Visa. Mr. Rich seconded, all voted yes, and the motion carried.

Mrs. Smith moved to change the date of the July meeting from July 3rd to July 10, 2013. Ms. Daniele seconded and the motion carried.

18-13

The next regular meeting will be held July 10, 2013 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mr. Rich moved to adjourn the meeting. Mrs. Smith seconded and the meeting adjourned at 5:37 p.m.

President:



Secretary:

The Board of Trustees of the Guernsey County District Public Library met in special session on June 27, 2013 in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Shana Fair, Martha Smith, Nancy Daniele, Lynette Tipton and Scott Woods.

Mr. Cahoon called the meeting to order at 4:00 p.m.

Mr. Goodwin, Mrs. Essex, and Mrs. Holt were also present.

There was no public participation.

Mr. Woods moved to accept the healthcare insurance renewal with Anthem Blue Cross Blue Shield. Mrs. Smith seconded the motion and the motion carried.

19-13

Ms. Daniele moved to adjourn. Mrs. Smith seconded. All voted in favor. The meeting adjourned at 4:10 p.m.

President:


Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday, July 10, 2013 in the Board Room of the Crossroads Library. Trustees present: Tom Cahoon, Shana Fair, Martha Smith, and Nancy Daniele. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt.

Mr. Cahoon, President, called the meeting to order at 4:15 p.m.

Mrs. Smith moved to approve the minutes as mailed. Mrs. Fair seconded and the motion carried.

There was no public participation.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund May 31, 2013	\$508,780.96
Receipts	101,724.29
Expenses	100,796.97
Balance in the General Fund June 30, 2013	\$509,708.28
Balance in the Building Fund May 31, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund June 30, 2013	\$470,117.90
Balance in the Motor Fund May 31, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund June 30, 2013	0.00
Balance in the Automation Fund May 31, 2013	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund June 30, 2013	\$14,960.98
Balance all Funds	\$994,287.16
Balance in Checking	\$340,025.19
Change Fund	100.00
Peoples Interest Business checking	\$654,160.80
Total	\$994,287.16

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gift: \$40.70 donated by patrons to the Scholastic book box at the Crossroads Branch, and 12 oil paintings done by Helen Glasby, given by her husband Robert Glasby.

Ms. Daniele seconded and the motion carried.

The Budget Comparison report was presented to the board.

Mr. Goodwin presented the Director's report. AC issues have continued at the Crossroads Branch. The actuator has been replaced. A compressor (1 of 4) went out on the "chiller". This has been replaced at a cost of \$4000, plus the labor. The warranty on the unit expired at 5 years.

The internal piping "sprinkler system" inspection is required by Ohio Fire Code every 5 years. We are currently sitting on a quote from Simplex for \$600 plus the cost of the lift to do this. A call has been sent in to Central Fire Protection (original installers) for a competing quote.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of June was 24,220.

New employee Alissa Love began working at the Main Branch on Monday, June 8th.

The State Library of Ohio mobile lab visited the Crossroads Branch June 25-July 2, 2013. Classes offered to the public included "An Introduction to Computers" taught by Shana Fair and "Genealogy Database Searching" presented by Shirley Ford. Attendees all completed an evaluation form and many requested more classes in the future. The mobile lab is slated to receive an overhaul next year. At that time we will need to reevaluate our use.

On June 25th a 6-minute segment on "Talk of the Town" promoted the library. Topics included the mobile lab, and the increase of summer hours. Perry

Baranich would like to have the library participate on a regular basis, possibly bimonthly.

We are on the summer list at Jack Warne Construction to have the repairs done to the front steps of the Main Library.

Mrs. King gave an update on the activity in the Children's Department. Our "Dig into Reading" Summer Reading program is going very well. The Kick-Off was a blast, literally! The Fire Department arrived right on schedule with their pumper truck to soak the kids.

Our Scholastic Book Fair was very successful. We doubled our profit by holding it in the middle of summer reading as opposed to the end; therefore we were able to keep more books.

Kimber Caito, a certified ASL instructor presented a sign language program. Those in attendance were interested in further ALS instruction. Kimber is very passionate about her work and would be willing to work with us to provide further instruction. She would only charge for travel cost from her home in New Lexington.

We had ten children show up for Reader's Theater program. The performance will be held on Monday July 15th at 6:30.

Our "Digging Around" program also went well. Nearly 50 people attended and the storms held off. Susan Jividan, the education specialist at Deerassic Park, is interested in collaborating somehow with us to serve our Home Schooling community.

The grant that we are involved with Rolling Hills and East Guernsey School Districts to coordinate early literacy activities is G.R.R.E.A.T. - Guaranteeing Reading Readiness through Early-literacy Activities and Technology. The first activity will be on September 17th. I will be introducing Every Child Ready to Read during that program to teachers from both school districts.

The Summer Reading Finale will be July 24th at 10:45am at the Cambridge City Park. Sogbety Diamonde, an East African drummer, will be the performer. We will also serve pizza, cookies and a beverage to all who attend! The

food is being donated and the performer is paid for by the donation made to the Summer Reading Program by the Elks Club.

Under unfinished business, Ms. Daniele moved to hire Alissa Love at the Main Branch. Mrs. Smith seconded all voted yes and the motion carried.

20-13

Mrs. Fair moved that we have Fleming replace the roof at the Main Library at a cost of \$12,000.00. The insurance left for repairs from last summer's storm will cover \$2,900.00 of the cost.

21-13

Ms. Daniele seconded the motion and the motion carried.

There was a discussion on the sale of the Bookmobile. It was decided that more advertising needs to be done.


Mr. Goodwin provided an update on the renovation plans at the Main Branch.

Mrs. Fair moved to approve payment of the bills represented by warrants #019838 through #019902 and memo #0012B and #0013B, as well as online payment to Peoples Visa. Ms. Daniele seconded, all voted yes, and the motion carried.

The next regular meeting will be held August 7, 2013 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Ms. Daniele moved to adjourn the meeting. Mrs. Smith seconded and the meeting adjourned at 5:30 p.m.

President:



Secretary:

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday, August 7, 2013 in the Board Room of the Crossroads Library. Trustees present: Tom Cahoon, Shana Fair, Martha Smith, Craig Rich, Scott Woods and Nancy Daniele. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt.

Mr. Cahoon, President, called the meeting to order at 4:00 p.m.

Mrs. Smith moved to approve the minutes as mailed. Ms. Daniele seconded and the motion carried.

There was no public participation.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund June 30, 2013	\$508,780.96
Receipts	332,471.92
Expenses	115,486.01
Balance in the General Fund July 31, 2013	\$726,694.19
Balance in the Building Fund June 30, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund July 31, 2013	\$470,117.90
Balance in the Motor Fund June 30, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund July 31, 2013	0.00
Balance in the Automation Fund June 30, 2013	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund July 31, 2013	\$ 14,960.98
Balance all Funds	\$1,211,273.07
Balance in Checking	\$556,934.49
Change Fund	100.00
Peoples Interest Business checking	\$654,238.58
Total	\$1,211,273.07

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$5.00 given by an anonymous donor, \$10.00 given by Nell Griffin, \$50.00 given by Colgate - Palmolive for Summer Reading, \$20.00 given by Terry Willis, and Madison High School Class of 1963 50th Class Reunion book given by Helen Fisher and Linda Nicholson.

Mr. Woods seconded and the motion carried.

Mrs. Holt informed the Board that the second installment of the levy money had been received. As a result, in order to balance the capital account, she would like to transfer \$169,601.92 from the general finance checking account and place it in the interest bearing checking.

Ms. Daniele moved to approve the transfer. Mr. Rich seconded the motion. All voted yes and the motion carried. 22-13

The Board received a late application from PNC Bank for the deposit of public funds.

Mr. Woods moved to accept the application, to be used for inactive funds in the future. 23-13

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

The Budget Comparison report was presented to the board.

Mr. Goodwin presented the Director's report. The new people counter was installed at the Crossroads Branch on August 1, 2013. To date (through 8/6) the count of folks through the door is 1,526. There are plans to install them at the other 2 locations.

We have now received quotes from both Central Fire and Simplex for the 5 year internal piping inspection of the Crossroads sprinkler system. Simplex had indicated that we might possibly need to rent a lift for them. The board recommended that we get a quote on the cost of the lift.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of July was 27,061.

Jack Warne Construction completed repairs to the front steps of the Main Branch on July 11-12. Cost of the repair work was \$505.00.

A "notice to sell the bookmobile" letter was sent to twenty oil companies currently active in Guernsey County. The notice was also posted to the Michigan, Pennsylvania, Indiana, Kentucky and West Virginia State Library listservs. To date, both Marshall University in Huntington WV and the Allegan Michigan Public Library have expressed interest. However, no one has viewed the bus in-person, or offered to purchase.

The Friends of the Library group has reimbursed the Library \$350.00 towards the purchase of a movie license. They plan to utilize the license this fall.

Jessica Curtis of the Westerville Public Library travels the state teaching eReader skills to library workers. She will visit Crossroads Branch on Thursday, Oct. 17th. Our clerks will have the opportunity to learn how various devices work and receive tips on passing along this information to patrons. It may be necessary to close one or two branches for a half day in-service training to accommodate this.

Mrs. King gave an update on the activity in the Children's Department. The Summer Reading Program is officially over. About 180 children registered and a total of 7,000 hours of reading were reported. The finale was a huge success with about 230 people in attendance and \$500 worth of pizza eaten. The performer, Sogbety Diamonde, did a fantastic job. Many parents commented favorably about his performance.

The Children's Department is now busy with preparing for fall programming. In addition to the programs presented in house, several story hour programs will be presented at area preschools.

Our involvement in the GRREAT grant has required a few more meetings and the Children's Department will not only be introducing "Every Child Ready to Read" on September 17th, but will also be doing the presentation for 10-12 preschool teachers from Rolling Hills School District and East Guernsey School District on October 18th. This will be held here in the story hour room and

will include a power point presentation. Family literacy nights are being planned for late autumn and early 2014 which will require further collaboration.

Under unfinished business, the Board discussed the renovations at the Main Branch.

Mr. Rich moved to have Davis Architectural Group, Ron VanWey, to proceed with interior renovations. The Board understands that the inventory at the Main Branch is going to be adjusted to reflect patron's expectations of changes. 24-13

Ms. Daniele seconded the motion, all voted yes and the motion carried.

Mr. Woods moved to accept the proposal from Teleco of Columbus in the amount of \$1,600.00 for the upgrade of the phone system which would link the branches together. 25-13

Ms. Daniele seconded the motion and the motion carried.

Under new business Mr. Rich motion to proceed with the parking lot maintenance at all three locations. The current estimate is with Hlad Paving. 26-13

Mr. Woods seconded the motion. He advised Mr. Goodwin to seek a second estimate, and then proceed with the most reasonable quote. All members voted yes and the motion carried.

Mr. Cahoon will speak with Mrs. Tipton concerning the renewal of her term on the Board.

Due to that regular date of the September board meeting falling the same week as the Labor Day Holiday. The board agreed to meet on September 12th as that date seemed to be a more suitable date for the members.

Mr. Woods moved to approve payment of the bills represented by warrants #019904 through #019970 and memo #0014B, #0014B2 and #0015B, as well as online payment to Peoples Visa. Ms. Daniele seconded, all voted yes, and the motion carried.

The next regular meeting will be held September 12, 2013 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Ms. Daniele moved to adjourn the meeting. Mrs. Fair seconded and the meeting adjourned at 5:35 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session on Thursday September 12, 2013 in the Board Room of the Crossroads Library. Trustees present: Tom Cahoon, Martha Smith, Nancy Daniele and Lynette Tipton. Library employees present: Rich Goodwin, Melissa Essex and Donna King.

Mr. Cahoon, President, called the meeting to order at 4:00 p.m.

Matt Baughman, Library Design associates Inc., presented two color palettes for Board approval. General consensus was to adopt palette # 2. Various shades of the colors presented will be used for paint, furniture, carpeting etc. at the Main Branch.

Ms. Daniele moved to approve the minutes as mailed. Mrs. Smith seconded and the motion carried.

There was no public participation.

Mrs. Essex gave the Treasurer's Report.

Balance in the General Fund July 31, 2013	\$726,694.19
Receipts	85,646.34
Expenses	126,972.67
Balance in the General Fund August 31, 2013	\$685,367.86
Balance in the Building Fund July 31, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund August 31, 2013	\$470,117.90
Balance in the Motor Fund July 31, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund August 31, 2013	0.00
Balance in the Automation Fund July 31, 2013	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund August 31, 2013	\$ 14,960.98
Balance all Funds	\$1,169,946.74

Balance in Checking	\$345,916.01
Change Fund	100.00
Peoples Interest Business checking	\$823,930.73
Total	\$1,169,946.74

Mrs. Tipton moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$500.00 given by The Guernsey County Friends of the Library for the purchase of Caldecott, Newbery and Pulitzer Prize book, \$1,000.00 from the Estate of Mary Cole, Sweet Paper Crafts: 25 Simple Projects to Brighten Your Life, by Mollie Greene given in memory of Ashlie Lingafelter by the Lingafelter family, Escape Richmond, Father Snoop & Holy Smoke and Sing Me to Sleep by MaryLu Warstler, given by the author MaryLu Warstler.

Ms. Daniele seconded and the motion carried.

Mr. Goodwin presented the Director's report. August has been a rather slow month with schools not in session even though our circulation has increased. Door counters at all buildings have been installed.

With renovation planning continuing, contact was made with a representative from Simplex concerning the alarm control box at the Main Branch. There have been past issues with the box which Simplex was able to repair. Their representative will be providing an estimate to totally update the system.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of August was 24,726. Starting this month, database usage statistics and door counter statistics will be displayed on the reverse of the circulation report.

In anticipation of the upcoming renovations, collection development continues at the Main Branch. Carol Likes, Aspasia Kirkpatrick, Donna King and Evelyn Barton have all been instrumental in helping with this project. To date, the adult non-fiction is ready to move. The adult fiction, reference and children's areas still need attention.

A "notice to sell the bookmobile" letter was sent to twenty oil companies currently active in Guernsey County. Only one of those, Devon Energy Corporation, has answered back with a polite decline. Correspondence with the Director of Youngstown and Mahoning County Library is ongoing. They are in the process of developing a strategic plan which may include closing a branch and offering bookmobile service instead.

Mrs. Essex and Fiscal Officer Cathy Holt attended an interesting Chamber luncheon presented by W.B. Green Insurance on Tuesday September 10, 2013. It dealt with healthcare reform and its possible impact to business in 2014. Changes are coming which may significantly affect employee benefit packages.

Mrs. King gave an update on the activity in the Children's Department. Fall programming begins next week and classes are starting to fill up.

On Tuesday, September 17, 2013, Mrs. King and Mary Rhodes-Ellis will travel to Buckeye Trail Elementary to introduce "Every Child Ready to Read" to area preschool and kindergarten teachers. Because of our collaboration with Rolling Hills and East Guernsey school systems in getting the grant, we received an early literacy kit worth approximately \$300.00.

The Deerassic Park activities coordinator is working with us in providing a Homeschoolers Program. It will be held on Friday, October 11, 2013 at 10:30am. One of the activities will be a live stream with Mary Pope Osborne, the author of the popular Magic Tree House series.

Under unfinished business, Mr. Goodwin reported that he received a second bid on parking lots sealing from Cord Paving & Excavating totaling \$34,253.00. The previous bid from Hlad Parking Lot maintenance LLC was for the amount of \$12,995.00. As previously instructed by the Board, Mr. Goodwin chose to accept Hlad's proposal.

Mr. Goodwin presented an update on the telephone system. On Wednesday, September 11, 2013, Teleco of Columbus upgraded the system at the Crossroads Branch. Existing but nonfunctional lines were also enabled at that facility. All new phone units were installed at the Byesville Branch.

A "notice to sell the bookmobile" letter was sent to twenty oil companies currently active in Guernsey County. Only one of those, Devon Energy Corporation, has answered back with a polite decline. Correspondence with the Director of Youngstown and Mahoning County Library is ongoing. They are in the process of developing a strategic plan which may include closing a branch and offering bookmobile service instead.

Mrs. Essex and Fiscal Officer Cathy Holt attended an interesting Chamber luncheon presented by W.B. Green Insurance on Tuesday September 10, 2013. It dealt with healthcare reform and its possible impact to business in 2014. Changes are coming which may significantly affect employee benefit packages.

5.1-15

Mrs. King gave an update on the activity in the Children's Department. Fall programming begins next week and classes are starting to fill up.

On Tuesday, September 17, 2013, Mrs. King and Mary Rhodes-Ellis will travel to Buckeye Trail Elementary to introduce "Every Child Ready to Read" to area preschool and kindergarten teachers. Because of our collaboration with Rolling Hills and East Guernsey school systems in getting the grant, we received an early literacy kit worth approximately \$300.00.

The Deerassic Park activities coordinator is working with us in providing a Homeschoolers Program. It will be held on Friday, October 11, 2013 at 10:30am. One of the activities will be a live stream with Mary Pope Osborne, the author of the popular Magic Tree House series.

Under unfinished business, Mr. Goodwin reported that he received a second bid on parking lost sealing from Cord Paving & Excavating totaling \$34,253.00. The previous bid from Hlad Parking Lot maintenance LLC was for the amount of \$12,995.00. As previously instructed by the Board, Mr. Goodwin chose to accept Hlad's proposal.

Mr. Goodwin presented an update on the telephone system. On Wednesday, September 11, 2013, Teleco of Columbus upgraded the system at the Crossroads Branch. Existing but nonfunctional lines were also enabled at that facility. All new phone units were installed at the Byesville Branch.

Under new business, Mr. Goodwin thanked Lynette Tipton for sixteen years of service on the Board of Trustees. A pro-tem secretary will need to be appointed to cover until the January 2014 officers elections.

Mrs. Essex reported that a staff in-service day is planned for Thursday, October 17, 2013. EReader training will be presented by Jessica Curtis of the Westerville Public Library. Two sessions, 9:00-11:00am and 1:00-3:00 pm. will occur. As of right now, the administration staff will be available to cover so all clerks can attend. However, if something changes, it may become necessary to close a branch.

A motion to close a building, if necessary, for staff in-service training on October 17, 2013 was made by Ms. Daniele.

27-13

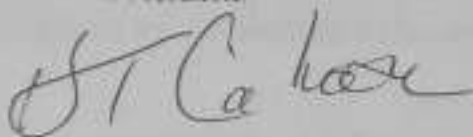
Mrs. Smith seconded and the motion carried.

Mrs. Tipton moved to approve payment of the bills represented by warrants #019971 through #020049 and memo #0016B, and #00017B, as well as online payment to Peoples Visa. Ms. Daniele seconded, all voted yes, and the motion carried.

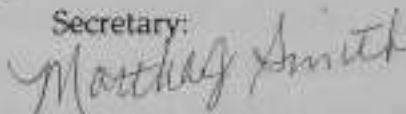
The next regular meeting will be held October 2, 2013 at 4:00 p.m. in the meeting room at the Byesville Branch Library.

Mrs. Smith moved to adjourn the meeting. Mr. Cahoon seconded and the meeting adjourned at 5:15 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday October 2, 2013 in the Meeting Room of the Byesville Branch Library. Trustees present: Tom Cahoon, Martha Smith, Nancy Daniele, Scott Woods and Shana Fair. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt

Mr. Cahoon, President, called the meeting to order at 4:00 p.m.

Mr. Woods moved to approve the minutes as amended. Ms. Daniele seconded and the motion carried.

There was no public participation.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund August 31, 2013	\$685,367.86
Receipts	134,252.68
Expenses	105,024.21
Balance in the General Fund September 30, 2013	\$714,596.28
Balance in the Building Fund August 31, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund September 30, 2013	\$470,117.90
Balance in the Motor Fund August 31, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund September 30, 2013	0.00
Balance in the Automation Fund August 31, 2013	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund September 30, 2013	\$ 14,960.98
Balance all Funds	\$1,199,175.16
Balance in Checking	\$375,049.62
Change Fund	100.00
Peoples Interest Business checking	\$824,025.54
Total	\$1,199,175.16

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$20.00 given by Charles Dollison, California, and 2 boxes of 200 sheet protectors, given by Mike Monosky.

Ms. Daniele seconded and the motion carried.

Mrs. Holt requested the board's approval to transfer funds in the amount 28-13 of \$15,000.00 from the Contingency account to the Professional Services account, and \$5,000.00 from the Crossroads Building Improvement Account to the Crossroads Equipment & Furniture account.

Mr. Woods moved to approve the transfer request.

Ms. Daniele seconded the motion all voted yes and the motion carried.

Mr. Goodwin presented the Director's report. We have received a quote from Simplex Grinnell for the replacement of the smoke/heat alarm control box at the main library. Cost is \$7,566.20. The cost can be delayed or included in the current renovations.

All locations parking lots have been sealed and striped per the approved proposal from Hlad's Parking Lot Maintenance.

The door counters have been installed at all locations. It may take a few months to determine the value of the results; however, so far they seem impressive.

Melissa and I met with a representative from Library Design Associates to discuss furniture possibilities. We will by next month's meeting have a recommendation to present.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of September was 23,577.

The library received several copies of the 2013 Sunshine Laws booklet. There will be a copy available in my office for any interested board member.

The Cambridge Fire Department responded on Monday, Sept. 30th to a distress call at the Main Branch. The alarm panel showed trouble in the attic area. This turned out to be a false alarm.

A necessary end result of the Main Branch renovation will be disposal of several outdated and/or no longer used pieces of furniture. This surplus property includes chairs, tables, bookcases and paperback carousels. Library Design will dispose of any remaining items, if requested to do so.

CF-UE

Mr. Woods moved to accept the following motion:

The Board agrees to let administration dispose of furniture & equipment from the Main Library. Books are being repurposed.

29-13

CF-UE

Ms. Daniele seconded the motion. All voted yes and the motion carried.

Mrs. King gave an update on the activity in the Children's Department. Story time is well underway and we are now in our third week. We are seeing a lot of new faces. The average age of children attending is getting younger.

Our attendance at Buckeye Trail Elementary for the GRREAT Meet and Share was interesting. We became acquainted with many teachers and generated a huge interest in Every Child Ready to Read. Now we are preparing for a three hour workshop on the same topic that we will be presenting on Friday October 18th to area preschool teachers.

We are also preparing for a program for our home school patrons which will be held on Oct. 11th at Deerassic Park at 10:30am. The program will revolve around a live stream from the famous author of the Magic Tree House Books- Mary Pope Osborne.

Our annual Family Fall Festival will be held on Tuesday, October 15th, at 6:30pm and all Board Members are invited! Rich will be making a trip to Newcomerstown to pick up candy apples for the event.

We visited Building Blocks Preschool on Tuesday, October 1st, and enjoyed doing story time for them. We will be sharing stories with them frequently in the future. We also had a visit from Central Elementary Bright Beginnings and presented a story time for about twenty students and their parents. Every Child Ready to Read practices were modeled in both of these programs, and, in fact, are modeled at all of our story times.

There was no unfinished business.

Under new business, Mr. Woods moved to update the Policy Manual to allow out of state patrons living and working in our community to receive a 6 month temporary library card.

30-13

Ms. Daniele seconded the motion and the motion carried.

31-13

Ms. Daniele moved to accept the snow removal proposal from Tom Lehotay.

31-13

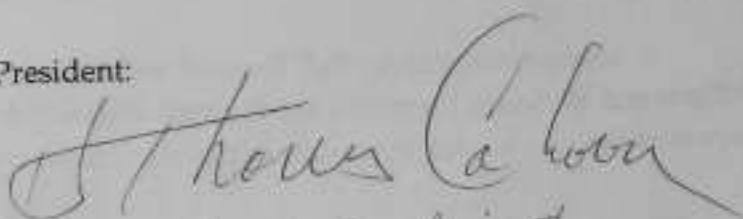
Mr. Woods seconded the motion and the motion carried.

Mrs. Fair moved to approve payment of the bills represented by warrants #020050 through #020111 and memo #0018B, and #00019B, as well as online payment to Peoples Visa. Mr. Woods seconded, all voted yes, and the motion carried.

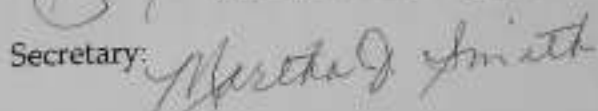
The next regular meeting will be held November 6, 2013 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mr. Woods moved to adjourn the meeting. Mrs. Fair seconded and the meeting adjourned at 4:50 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday November 6, 2013 in the Board Room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Martha Smith, Nancy Daniele, Scott Woods and Peggy Touvell. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt

Mr. Cahoon, President, called the meeting to order at 3:55 p.m.

Matt Baughman representing Library Design Associates and Ron VanWey representing Davis Architectural Group was on hand to present updated renovation plans, including anticipated cost figures.

There was no general public participation

Board President Tom Cahoon welcomed new board member Peggy Touvell to the group.

Mr. Woods moved to approve the minutes as mailed. Ms. Daniele seconded and the motion carried.

21-11

Mrs. Holt gave the Treasurer's Report.	
Balance in the General Fund September 30, 2013	\$714,595.27
Receipts	100,928.06
Expenses	139,155.89
Balance in the General Fund October 31, 2013	\$676,367.44
Balance in the Building Fund September 30, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund October 31, 2013	\$470,117.90
Balance in the Motor Fund September 30, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund October 31, 2013	0.00
Balance in the Automation Fund September 30, 2013	\$14,960.98
Receipts	0.00

Expenses	0.00
Balance in the Automation Fund October 31, 2013	\$ 14,960.98
Balance all Funds	\$1,160,946.32

Balance in Checking	\$336,721.71
Change Fund	100.00
Peoples Interest Business checking	\$824,123.52
Total	\$1,160,946.32

Ms. Daniele moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$10.00 given by an anonymous donor, \$46.63 given by Crossroads patrons to the Scholastic book box for the purchase of children's books, and \$33.75 given by Guernsey County Retired Teachers Association for the purchase of three juvenile books in memory of three members of their group that recently passed away.

Mr. Woods seconded and the motion carried.

Mrs. Holt presented to the board a 3 year contract from Frontier, our current phone service carrier, a new plan that would give all three branches unlimited long distance service and save on average of \$20.00 to \$60.00 per month per branch. 32-13

Mr. Woods moved to accept the contract.

Mrs. Smith seconded the motion all voted yes and the motion carried.

Mr. Goodwin presented the Director's report. One of the glass panel/walls of the Teen room shattered a few weeks ago. When staff arrived for work it was in pieces on the floor. Dan Johnson of Smith Glass was able to clean the area up for us and is currently waiting on samples from the original manufacturer to match up what's there and replace the wall. The manufacturer is located in Canada.

Depending on the weather Fleming Hartley should begin working on the roof replacement at the Main library this month.

The flag is once again flying at the Byesville branch. Jay Patterson of J's lighting was able to utilize one of his lifts to place a new rope, hooks, and flag on the pole.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of October was 26,455.

The elevator at the Main Branch passed its annual inspection with one small issue. The light switch in the pit was malfunctioning. Ables Electric replaced the switch. The State of Ohio certificate has been received and filed.

In anticipation of possible renovation activities, I have contacted both the Grow & Show Club and the Dickens Murder Mystery Weekend committee to cancel the involvement of the Main Branch for 2013.

Weeding of the collection is finished. 14,677 total volumes were withdrawn. Buckeye Trail Elementary was able to repurpose 88 boxes of juvenile material. Cynthia Johnson, Principal, arranged for pick up Oct. 4th. She promised to provide photographs of the children receiving books for our publicity use. Liberty Manor and Country Garden Manor, both adult care facilities, picked up 14 boxes of discarded religious material on Oct. 7th. Group home manager Mike Wiggins expressed gratitude for the donation. On Oct. 29th, Shon Gress of the Guernsey County Senior Center sent two helpers to get 9 boxes of family paperbacks. These will be distributed with the Meals on Wheels program.

Thanks to a generous donation from the Ohio Lions Foundation and Cambridge Lions Club, our library system now has a 4th-generation iPad. Total cost for the device, accessories and warranty, to be reimbursed by the local club, was \$642.21.

Lt. Kevin Love and Sgt. Jim Wilson, Cambridge Police Department responded Monday Oct. 28th to a call at the Main Branch. A juvenile patron had tried to set a table on fire in the children's area. Three other patrons were witness to the event and gave statements to the police. Lt. Love said he would find the suspect and warn him not to repeat his actions.

Mrs. King gave an update on the activity in the Children's Department. The homeschooling event that was held at Deerassic Park was very well attended. about 50 children and parents came. The parts of the program that we planned went very well. The live stream-not so well. Technology is hard to depend on! We

did make a lot of contacts and ideas for future programming for our homeschoolers.

Our Fall Festival was well attended also. Lots of new faces were seen. The Every Child Ready to Read Workshop that I presented to some area preschool teachers went off without a hitch. Power Point isn't that difficult after all!

We again participated in Deerassic Park's "Trail of Treats". We handed out approximately 500 pieces of candy!

We will be attending a workshop funded by the GRREAT grant and presented by a well-known early literacy advocate, Debbie Clement. The Oglebay Good Zoo will be presenting a family time program on Tuesday Nov. 19th at 6:30pm at Crossroads. They will be bringing some animals from their zoo.

Under unfinished business the board discussed the budget and the renovations at the Main Branch. They agreed to table any decisions until a more exact budget can be obtained from Davis Architectural Group and to schedule a special meeting to discuss the matter further.

There was no new business.

Mr. Woods moved to approve payment of the bills represented by warrants #020112 through #020178 and memo #0020B #00021B, and #00022B as well as online payment to Peoples Visa. Ms. Daniele seconded, all voted yes, and the motion carried.

The next regular meeting will be held December 4, 2013 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Ms. Daniele moved to adjourn the meeting. Mr. Woods seconded and the meeting adjourned at 6:35p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in special session on November 21, 2013 in the large meeting room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Shana Fair, Martha Smith, Nancy Daniele, and Craig Rich.

Mr. Cahoon called the meeting to order at 7:00 p.m.

Mr. Goodwin, Mrs. Essex, Mrs. King and Mrs. Holt were also present.

Ron VanWey representing Davis Architectural Group was present to explain to the Board and to answer any questions concerning the estimated cost from his company concerning the renovations at the Main Library.

The library is expected to receive the first installment of levy money for 2014 in late Mar or early April.

Davis Architectural Group would be paid on an ongoing basis according to projects.

Library Design would be paid upon completion.

Mr. Rich moved to move forward with the renovation at the Main Library. Mrs. Fair seconded all voted yes and the motion carried.

33-13

Mr. Rich moved for the board to go into executive session to discuss personnel matters at 7:29pm. Mrs. Fair seconded and the motion carried.

34-13

Ms. Daniele moved to return to regular session at 7:56pm. Mr. Rich seconded and the motion carried.

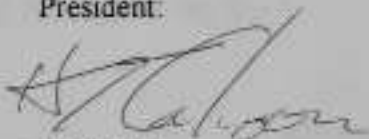
35-13

Mr. Rich moved to continue on with the arbitration proceedings. Ms. Daniele seconded the motion, all voted yes and the motion carried.

36-13

Ms. Daniele moved to adjourn. Mr. Cahoon seconded. All voted in favor. The meeting adjourned at 8:10 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday December 4, 2013 in the Board Room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Martha Smith, Nancy Daniele, Shana Fair, Craig Rich and Peggy Touvell. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt

Mr. Cahoon, President, called the meeting to order at 4:00

There was no general public participation.

Ms. Daniele moved to approve the minutes as mailed. Mr. Rich seconded and the motion carried.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund October 31, 2013	\$676,367.44
Receipts	100,764.01
Expenses	104,725.06
Balance in the General Fund November 30, 2013	\$672,406.39
Balance in the Building Fund October 31, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund November 30, 2013	\$470,117.90
Balance in the Motor Fund October 31, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund November 30, 2013	0.00
Balance in the Automation Fund October 31, 2013	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund November 30, 2013	\$ 14,960.98
Balance all Funds	\$1,156,985.27
Balance in Checking	\$332,666.92
Change Fund	100.00
Peoples Interest Business checking	\$824,218.35
Total	\$1,156,985.27

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$20.00 given by Terry Willis, \$1,000.00 given by the estate of J. William Shepard for the purchase of fiction books, \$643.31 given by the Cambridge Lions Club and the Ohio Lions Foundation as reimbursement for the iPad recently purchased, the following Cambridge City Directories were donated by Atty. Russell Booth, 1971, 1973, 1974, 1980, 1982, 1983, 1988, 1991, 1992, 1993, 1994, and 1995, and Sara's Table Keeping House in Ohio: 1800-1950 by Lorle Porter, Ph.D. given by Caroline Pierson.

Ms. Daniele seconded and the motion carried.

Mrs. Holt presented to the board the renewal of the bonds for herself as well as Mrs. Essex. Each bond is set at \$250,000.00. 47-13

Mrs. Fair moved to pay the bonds. Mr. Rich seconded the motion and the motion carried.

Mrs. Holt brought to the attention of the board the 2014 annual software fee from CMI, the computer software that the library has used since the late 80's. The members agreed to continue with CMI for the library's accounting software.

Mr. Goodwin presented the Director's report. We are still waiting on the glass wall to be delivered and installed at Crossroads.

Don Keller, representing Bricker & Eckler, has been contacted concerning the pending arbitration hearing. He will be getting back to us, as soon as an arbitrator is mutually accepted and a date set.

The Collective Bargaining Unit contract negotiations should be starting in January as the current CBA will expire on February 28, 2014.

The library staff has requested and been granted the use of the Crossroads meeting room for a Christmas Dinner. This will be on Friday, December 13th at 6 pm. It is going to be a carry in dinner. The Board and their families are invited.

Mr. Goodwin spoke with Matt Baughman, Library Design Associates, and Ron VanWey, Davis Architectural Group, concerning the renovations at the Main Library. Library Design is ready to proceed. Ron indicated his drawings and details are 70% complete. He is looking at early January to begin putting together bid packages.

We are still waiting to hear back from Keith Plummer concerning the Harley Starr estate. As you may recall Mr. Starr's will indicated he would like to leave \$100,000 to the library. Mr. Plummer indicated that he has been very busy but should know something in about 60 days.

21-02 Mrs. Essex presented the Asst. Director's report. Circulation for the month of November was 23,446. The total number of patron visits for the month was 11,080.

Mrs. Essex spoke at the Cambridge Kiwanis Club meeting on Tuesday, Nov. 19th. Several members of the club gave praise to our children's department for the excellent programs offered. Mr. Goodwin and Mrs. Essex also attended the Cambridge Lions Club meeting on Monday, Nov. 25th to accept the iPad donation.

21-03 Fleming Hartley has started work on the roof at the Main Branch. Barring any bad weather, it should be completed sometime the week of Dec. 9th.

21-04 The Zanesville Goodwill truck picked up all remaining withdrawn adult books from the Main Branch. These items will be repurposed in stores and/or recycled.

21-05 Mrs. King gave an update on the activity in the Children's Department. In general, the children's department tends to slow down around the holidays.

The Oglebay Good Zoo Family Time was a huge hit. The presenter was knowledgeable and brought six animals to share. Our attendance was well over 100 and everyone had the opportunity to touch each animal which included a hedgehog and a skink.

Head Starts are beginning to schedule story times, as they have in the past for dates in December and January. We have a "Make-It, Take-It" scheduled for December 17th and 18th from 1:00 to 4:00 in the children's area here at Crossroads.

It is again the time of year to find a performer for our summer reading finale held at the City Park. Back in 2004, Zak Morgan, a musician from the Cincinnati area, performed for our finale and was probably the best performer our library ever contracted with. We would like to host him again and are trying to piggyback with another library to bring down his fee.

There was no unfinished business.

Under new business Mrs. Fair moved to except the 2014 Holiday list. Mr. Rich seconded the motion and the motion carried.

38-13

Mr. Rich moved to approve Christmas Eve as a paid holiday for 2013. Ms. Daniele seconded the motion and the motion carried.

39-13

Ms. Daniele moved to approve payment of the bills represented by warrants #020180 through #020236 and memo #0023B and #00024B, as well as online payment to Peoples Visa. Mrs. Fair seconded, all voted yes, and the motion carried.

Mr. Rich moved to go into executive session at 4:33 pm to discuss a personnel issue. Ms. Daniele seconded the motion, all voted yes and the motion carried.

40-13

Mrs. Fair moved to return to regular session at 4:56 pm. Ms. Daniele seconded the motion and the motion carried.

41-13

Ms. Daniele, as per board policy, moved to buy excess vacation time of administrative staff back to the allowable amount plus 80 hours. In addition all administrative staff will accrue vacation time as per board policy.

42-13

The next regular meeting will be held January 8, 2014 at 4:00 p.m. in the board room at the Crossroads Branch Library. The organizational meeting for 2014 will immediately follow.

Mrs. Fair moved to adjourn the meeting. Mr. Cahoon seconded and the meeting adjourned at 4:58p.m.

President:

H. T. Cahoon

Secretary:

Martha J. Smith