

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday January 8, 2014 in the Board Room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Martha Smith, Nancy Daniele, Shana Fair, Craig Rich and Scott Woods. 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.

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund November 30, 2013	\$672,406.39
Receipts	91,153.61
Expenses	141,534.09
Balance in the General Fund December 31,, 2013	\$622,025.91
Balance in the Building Fund November 30, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund December 31, 2013	\$470,117.90
Balance in the Motor Fund November 30, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund December 31, 2013	0.00
Balance in the Automation Fund November 30, 2013	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund December 31, 2013	\$ 14,960.98
Balance all Funds	\$1,106,604.79
Balance in Checking	\$282,188.44
Change Fund	100.00

Peoples Interest Business checking
Total

\$824,316.35
\$1,106,604.79

Ms. Daniele moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$1,000.00 given by Guernsey County Friends of the Library, for the purchase of chairs for the large meeting room, \$100.00 given by the Ohio Homemakers and Community Education, and \$75.00 given by Dan & Lynn Padden to purchase 3 books in memory of the following: Susan Stansbury, Michael Denniston, and Rachel Drotovick, with any leftover funds going to the general fund.

Mrs. Fair seconded and the motion carried.

Mr. Goodwin presented the Director's report. The glass in the teen room has been replaced.

The arbitration hearing concerning a grievance over an employee's evaluation has been dropped by the union.

December is generally the slowest month, with holidays and winter weather. We have been fortunate that we have only closed a couple of times. There have been no all-day closures yet.

2014 goals are as follows: to see the contract negotiations completed successfully, the Main Library renovations completed, and an increase of hours of service to one or more locations.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of December was 22,923. The total number of patron visits for the month was 10,492.

The total circulation for the year was 298,527.

The Adult Winter Reading Program will begin this month. This year's theme is "Groundbreaking Reads". This series is open to patrons 18 and older, or those accompanied by an adult. A schedule of events follows:

Saturday, Jan. 18th - movie presentation of "Atonement"

Saturday, Jan. 25th - discussion of Ian McEwan novel "Atonement"

Saturday, Feb. 1st - movie presentation of "The Hobbit"

Saturday, Feb. 8th - discussion of J.R.R. Tolkien novel "The Hobbit"

Saturday, Feb. 22nd - discussion of Jane Austen novel, "Pride and Prejudice".

If you know anyone who might be interested in these events, please help spread the word. Our movie license agreement limits the amount of publicity legally permitted.

It is now possible for a patron to print a "Gifts and Donations" form from our website. This is listed under the "About Us" tab on the homepage.

Mrs. King gave an update on the activity in the Children' Dept. There are several Head Start groups scheduled for story times for the month of January.

Because of interest indicated at our last homeschool program back in October, another program has been scheduled. The program will focus on the resources our library has and how to use them effectively. The program will be held on Monday January 13th at 1:30 pm with a bad weather make up day scheduled for January 27th.

After adding up all programming numbers from 2013, we are pleased to see our total attendance increased significantly. Last year our total attendance was 6200 and this year it's almost 7000. Our summer reading went up and we did a lot with the schools and that helped drive the numbers up.

It is planning time for the Spring Program. Story time begins on February 10th. We again plan on visiting several area preschools.

Back in 2006, when SOLO ended, so did the SOLO Children's Committee. The group reorganized as SOCLC (South Eastern Ohio Children's Committee) the group met until 2009, when most libraries began to feel the budget cuts. The group will reorganize on February 6th here at Crossroads. Very exciting news!

Under unfinished business bids should be going out the end of February or first of March to start work on the Main branch.

Under new business negotiations are pending.

Mr. Woods moved to go into executive session to discuss personnel issues at 4:35. Ms. Daniele seconded and the motion carried. 1-14

Mr. Rich moved to return to regular session at 5:05. Mr. Woods seconded and the motion carried. No action was taken. 2-14

Mrs. Fair moved to approve payment of the bills represented by warrants #020237 through #020292 and memo #0025B and #00026B, 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 February 5, 2014 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 5:08 p.m.

President:

H. T. Cahoon

Secretary:

Martha J. Smith

The Board of Trustees of the Guernsey County District Public Library held its organizational meeting on January 8, 2014 in the Crossroads Branch Library Board Room. Trustees present: Tom Cahoon, Martha Smith, Shana Fair, Craig Rich, Scott Woods and Nancy Daniele. Library staff present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt

President Tom Cahoon called the meeting to order at 5:08 p.m.

Mr. Woods nominated Tom Cahoon as President. Ms. Daniele seconded and the motion carried. Mrs. Fair agreed to continue as Vice President, Mr. Rich nominated Ms. Daniele as Secretary, Ms. Daniele agreed. Cathy Holt will remain Fiscal Officer, and Melissa Essex will remain as Deputy Fiscal Officer. All members voted yes on the 2014 officers. 3-14

Mr. Woods moved to approve the 2014 Temporary Appropriation as presented. 4-14

101 GENERAL FUND

1000 Salaries & Benefits

1100 Salaries & Leave Benefits	85,000
1400 Retirement Benefits	15,000
1600 Insurance Benefits	36,000
1900 Other Employee Benefits	1,300

2000 Supplies

2100 General Administrative Supplies	5,000
2200 Property Maintenance Supplies	5,000
2300 Motor Vehicle Supplies & Parts	1,000

3000 Purchased & Contracted Services

3100 Travel & Meeting Expenses	200
3200 Communications/Printing/Publicity	10,000
3300 Property Maintenance, Repair & Security	10,000
3400 Insurance	500
3500 Rents/Leases	5,000
3600 Utilities	30,000
3700 Professional Services	25,000
3800 Cataloging	100
3900 Other Contracts & Services	25,000

4000 Library Materials & Information

4100 Books & Pamphlets	20,000
4200 Periodicals	15,000
4300 Audio-Visual	10,000
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	5,000
5400 Building Improvements	50,000

5500 Furniture & Equipment	50,000
7000 Other Objects	
7100 Dues & Memberships	1,500
7200 Assessments	2,500
7500 Refunds & Reimbursements	100
TOTAL 101 GENERAL FUND	413,900

401 BUILDING & REPAIR FUND	
5100 Land	5,000
5200 Land Improvements	50,000
5300 Buildings	30,000
5400 Building Improvements	400,000
5500 Furniture & Equipment	150,000
5900 Other	100
TOTAL 401 BUILDING & REPAIR FUND	635,100

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
	1,063,500

TOTAL ALL FUND

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

Mrs. Holt requested the board's approval to transfer \$170,000.00 from the general checking to the interest bearing account.

Mr. Woods moved to honor the request. Ms. Daniele seconded the motion. All 5-14 voted yes and the motion carried.

Mr. Rich moved to establish a change fund as follows: 6-14

RESOLVED, that the Board of Trustees authorizes a change fund to be used as follows: \$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.

Ms. Daniele seconded and the motion carried.

Mr. Rich moved to enter into executive session at 5:18 p.m. to establish 7-14
compensation for non-bargaining unit employees. Mrs. Fair seconded all voted yes and
the motion carried.

Mr. Woods moved to go out of executive session at 5:45pm. Ms. Daniele 8-14
seconded the motion and the motion carried.

No action was taken.

Ms. Daniele moved to adjourn. Mr. Woods seconded and the motion carried.
The meeting adjourned at 5:45 p.m.

President:

H. Cahoon

Secretary:

Matthe J. Smith

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday February 12, 2014 in the Board Room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Martha Smith, Nancy Daniele, Shana Fair, and Peggy Touvell. Library employees present: Rich Goodwin, Melissa Essex, and Cathy Holt

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

Jerry Albaugh, the newly elected President of the Friends of the Library, was present. Mr. Albaugh stated that the Board and staff are always welcome at any of the functions of the Friends group. He invited everyone to attend the meetings and movies that the group has been hosting. Mr. Albaugh stated that the Friends of the Library want to help the library. They are planning to buy lifetime book drops for the Main and Byesville locations

There was no general public participation.

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund December 31, 2013	\$622,025.91
Receipts	98,843.22
Expenses	110,017.44
Balance in the General Fund January 31, 2014	\$610,851.69
Balance in the Building Fund December 31, 2013	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund January 31, 2014	\$470,117.90
Balance in the Motor Fund December 31, 2013	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund January 31, 2014	0.00
Balance in the Automation Fund December 31, 2013	\$14,960.98
Receipts	0.00

Expenses	0.00
Balance in the Automation Fund January 31, 2014	\$ 14,960.98
Balance all Funds	\$1,095,430.57
Balance in Checking	\$100,910.34
Change Fund	100.00
Peoples Interest Business checking	\$994,420.23
Total	\$1,095,430.57

There were no gifts reported for the month of January.

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Mrs. Holt presented the 2014 permanent appropriations.

Mrs. Fair moved to accept the appropriations as presented. Mrs. Smith 9-14
seconded the motion. All voted yes and the motion carried.

Mrs. Holt approached the Board, concerning Integrity Energy managing the electric rates for all locations. Integrity is currently managing the rates for the Columbia Gas accounts. We have had no problems with the current plan. Integrity has been successful in securing the best gas rates for the past year. There will be no charge for this service to the library.

Mrs. Fair moved to allow Integrity Energy to manage the electric rates at all locations. Mrs. Touvell seconded and the motion carried. 10-14

Mr. Goodwin presented the Director's report. January of this year has been a slow month. Weather has played into most of the month. Due to weather conditions the library closed early on January 6th and opened two hours late on January 7th. The library closed all day on January 25th. The Main building closed early on January 6th due to a heating issue, which has been corrected.

The majority of time has been spent on upcoming negotiations and renovations.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of January was 26,095. The total number of patron visits for the month was 10,581. The circulation of our Ebook collection is steadily increasing.

The Adult Winter Reading Program began with a film presentation on Jan. 18th. Unfortunately, poor weather forced a cancellation of the Jan. 25th session. Program offerings will continue through Feb. 22nd.

The Ohio Library Council is offering a New Library Trustee Workshop on Saturday March 8th. This is a one-day event held at the OLC headquarters in Columbus. The Library will pay the registration fee plus mileage for any board member who is interested in attending.

Our library system will also host the annual Eastern Region Trustee Dinner on Tuesday, April 8th. Crossroads Branch hosted this successful event last year with over 50 attendees (including three of our own board members) present. The cost for Guernsey County trustees who wish to participate will be paid by the library. Please consider joining us that evening. Registration is required.

Mrs. King was unable to attend but offered the following updates on the events in the Children's Department. On January 13th a program was held for area Homeschoolers. It was well attended. Several parents expressed an interest in future programs. The department is in the process of utilizing Facebook as a way for the homeschooling parents and the children's department to communicate. Also, a tab was created-"Ask the Children's Librarian"- on our Facebook page.

Children's programming resumes on February 10th and the classes are filling up nicely.

Last year a \$100.00 donation was received to be used for the purchase of Caldecott and Newbery books. The award winning books were announced on January 27th and the books that were needed to fill in our collection have been ordered.

On January 17th \$3,000.00 worth of assorted items were ordered to create a much anticipated book nook area. These funds are part of the G.G.R.E.A.T. grant. The items will be used at the Crossroads and Byesville Branches. It will be exciting to see these items used by area children. This was a great collaboration.

Under unfinished business a notice for bids, on the Main renovations will appear in the Jeffersonian February 12th and February 17th. Ron VanWey will be in contact with local contractors. The bids are due on March 5th.

The bookmobile still has not sold. Several suggestions have been made concerning the sale of both the bus and the garage as a packaged deal. Mr. Goodwin will look into this possibility.

Mrs. Fair moved to go into executive session at 4:33 to discuss negotiations. Mrs. Touvell seconded. All voted yes and the motion carried. 11-14

Mrs. Fair moved to return to regular session at 5:01. Mrs. Smith seconded. All voted yes and the motion carried. 12-14

There was no new business.

Mrs. Smith moved to approve payment of the bills represented by warrants #020293 through #020350 and memo #0001C and #0002C, as well as online payment to Peoples Visa. Mrs. Touvell seconded, all voted yes, and the motion carried.

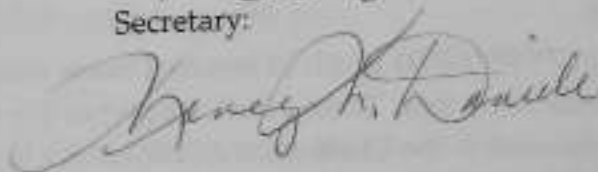
The next regular meeting will be held March 5, 2014 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mrs. Smith moved to adjourn the meeting. Mrs. Fair seconded and the meeting adjourned at 5:10p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday March 5, 2014 in the Board Room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Scott Woods, Craig Rich, Nancy Daniele, Shana Fair, and Peggy Touvell. Library employees present: Rich Goodwin, Melissa Essex, and Cathy Holt

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

There was no general public participation.

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund January 31, 2014	\$610,851.69
Receipts	122,265.31
Expenses	129,595.18
Balance in the General Fund February 28, 2014	\$603,521.82
Balance in the Building Fund January 31, 2014	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund February 28, 2014	\$470,117.90
Balance in the Motor Fund January 31, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund February 28, 2014	0.00
Balance in the Automation Fund January 31, 2014	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund February 28, 2014	\$ 14,960.98
Balance all Funds	\$1,088,100.70
Balance in Checking	\$93,473.67
Change Fund	100.00
Peoples Interest Business checking	\$994,527.03
Total	\$1,088,100.70

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts:\$100.00 given by Dean & Tina Nicolozakes for the purchase of books in memory of Neal S. Tostenson,\$100.00 given by Frances Nicolozakes for the purchase of books in memory of Neal S. Tostenson,\$1,000.00 given by the Guernsey County Literacy Council for the purchase of books for adult readers, on a low readability level, 2013 Meadowbrook High School Yearbook given by The Ohio Genealogical Society, of Bellville, Oh. 1938 Cambridge Dantab, given by Virginia Wilson of Florida, Guernsey Township Histories, given by Larry E. Carpenter, of Colorado, 1956 Cambridge Cantab,1987 Cambridge Cantab,1982 Cambridge Junior High Yearbook, 1983 Cambridge Junior High Yearbook, given by Frank Leyshon, 1956,1957,1958,1959,1960,1961,and 1962 Guernsey Annuals given by an unknown donor, and Women Trailblazers, Guernsey County , Ohio given by Pauli Cornish.

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Mr. Rich seconded and the motion carried.

Mr. Goodwin presented the Director's report. Some minor flooding occurred at the Main Branch; on February 20th. The basement area on the west side was covered by almost 1 inch of water. An exact cause has yet to be determined. Melting snow and heavy rains the night before are a possibility. ServPro of Zanesville was contacted to clean up the mess. They removed the carpeting from the kitchen and provided fans and dehumidifiers to dry the spaces. Jack Warne Construction has provided estimates to investigate and solve the potential problems.

Our part time maintenance worker at the Main Branch resigned effective Feb. 25th. A replacement has been hired working comparable hours for the same wage. She began Monday March 3rd.

Our labor attorney, Donald Keller formally of Bricker & Eckler has taken a similar position with McNees, Wallace & Nurick LLC. There was an age agreement in his former position that required him to exit. In consultations with Tom we agreed to remain with Mr. Keller throughout the remaining negotiations. Bricker & Eckler agreed to forward all of our files to Mr. Keller.

Mrs. Essex presented the Asst. Director's report. Circulation for the month of February was 23,679. The total number of patron visits for the month was 11,180.

The 5th Annual "Writers at the Crossroads" will take place Saturday, March 22, 2014. Cambridge Writers sponsors this event and donates all proceeds to the Children's Department for the purchase of Legos. Thanks go to clerk Casey Burdette for creating the nice display advertising this event at Crossroads.

A brief "FAQ" sheet pertaining to the Main Branch renovations has been given to all staff members, and is available at each circulation desk for patron distribution.

The New Trustee Workshop, Sponsored by Ohio Library Council, is Saturday, March 8th. Anyone who wishes to attend needs to register ASPA. This all-day event will be held at the Crowne Plaza Hotel in Columbus. In addition, trustees interested in attending the annual trustee dinner, to be held on April 8th at Crossroads, need to register soon. Further details may be obtained online at www.ohc.org.

Mrs. King gave an update on the Children's Department. Story time is wonderful this session! Lots of new families have been attending and we have incorporated some new early literacy activities that have been favorably received.

The revival of the South Eastern Ohio Children's Library Committee (SOCLC) went well. Eighteen Children's Librarians were present along with Janet Ingraham Dwyer, State Library Children's Consultant, and Suzette Tedrick from East Guernsey School District. The meeting was held on February 6th at the Crossroads Branch. Common Core issues were discussed at length, including our GREATT Grant, along with iPad use and program ideas. The group will meet again at Crossroads on April 24th. The Children's Department attended an early literacy evening program on March 4th at Secrest Elementary. It was well attended and fun.

The next event for the Homeschooling community will be March 17th at the Crossroads Branch. The theme is "Celebrate Dr. Seuss". Several fun activities are planned.

The Friends of the Library have agreed to help at our Summer Reading Kick-off event. The event will be held outdoors here at Crossroads. The local Fire

Department will be present with their power hose, and many other drenching activities will be manned by members of the Friends group.

Under unfinished business, there were 5 bids opened for General Contracting for the Main renovation, and 4 bids for the electrical only on March 5th at the Crossroads Branch. Mr. VanWey will contact the contractors to verify that they understood what the project entails. Mr. VanWey was concerned because the bids were lower than expected. He would also like to verify references on the companies that he was not familiar with. Mr. Cahoon will call a special meeting to accept the bids, after hearing back from Mr. VanWey.

The Bookmobile has been on the agenda a number of times over the last two years. Several attempts have been made to sell the bus, but have been unsuccessful. The Board discussed the possibility of donating the bus, to perhaps the Mid-East Vocational School. Cathy & Doyce Holt offered a bid to buy the bus for \$1,500.00 based on the bus starting and hearing it run.

Mr. Woods moved to accept the Holt's offer contingent upon the bus starting. Mr. Rich seconded the motion. All voted yes and the motion carried. 13-14

The Board requested that Mr. Goodwin speak with two realtors to get input as to the value of the bus garage.

Mr. Rich moved to go into executive session at 4:47 to discuss labor negotiations. Mr. Woods seconded. All voted yes and the motion carried. 14-14

Mr. Rich moved to return to regular session at 5:10. Mr. Woods seconded. All voted yes and the motion carried. 15-14

There was no new business.

Mrs. Fair moved to approve payment of the bills represented by warrants #020351 through #020419 and memo #0003C and #0004C. Ms. Daniele seconded, all voted yes, and the motion carried.

The next regular meeting will be held April 2, 2014 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mr. Woods moved to adjourn the meeting. Mr. Rich seconded and the meeting adjourned at 5:15p.m.

President

H. Chasen

Secretary

H. R. R. R.

The Board of Trustees of the Guernsey County District Public Library met in special session on March 12, 2014 in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Shana Fair, Nancy Daniele, 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.

Under unfinished business, Mr. Goodwin received from Mr. Ron VanWey of Davis Architectural Group a letter in reference to the bid opening on March 5, 2014 for the renovation project at the Main Library. Mr. VanWey has reviewed the contract requirements and scope of the work with the contractors and upon doing so is recommending to the board the following:

1. Awarding Contract #1: General Contract along with Alternate G-1 to CCI Commercial Construction for the amount of \$125,400.00
2. Award Contract #2: Electrical Contract to Hilscher Clarke Electric for the amount of \$85,985.00.

After some discussion Mrs. Fair moved to award the contracts to the recommended contractors. Ms. Daniele seconded the Motion. All voted yes and the motion carried. 16-14

Under new business Bradford Mowing submitted two proposals for the Board's approval. The first was for the mowing at all locations. The prices are the same as last year, with the exception of the brush hogging at Crossroads which went up by \$50.00 per mow. Crossroads field is mowed twice a year. The second proposal was for mulching at all locations.

Mr. Woods moved to accept the mowing proposal. Mrs. Fair seconded the motion. All voted yes and the motion carried. 17-14

Mr. Woods moved to accept the proposal for mulch. The Board would like the pine nuggets to be used. They would also like Mr. Bradford to start with the Crossroads and Byesville Branches. They would like to wait until after the renovation before putting new mulch down at the Main Library. Mrs. Fair seconded the motion. All voted yes and the motion carried. 18-14

Mr. Woods moved to adjourn. Ms. Daniele seconded. All voted in favor. The meeting adjourned at 4:30 p.m.

President

Tom Cahoon
Secretary

Nancy Daniele

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday April 2, 2014 in the Board Room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Scott Woods, Craig Rich, Nancy Daniele, Martha Smith, and Peggy Touvell. Library employees present: Rich Goodwin, and Cathy Holt

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

There was no general public participation.

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund February 28, 2014	\$610,851.69
Receipts	122,265.31
Expenses	129,595.18
Balance in the General Fund March 31, 2014	\$603,521.82
Balance in the Building Fund February 28, 2014	\$470,117.90
Receipts	0.00
Expenses	0.00
Balance in the Building Fund March 31, 2014	\$470,117.90
Balance in the Motor Fund February 28, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund March 31, 2014	0.00
Balance in the Automation Fund February 28, 2014	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund March 31, 2014	\$ 14,960.98
Balance all Funds	\$1,381,146.60
Balance in Checking	\$386,400.22
Change Fund	100.00
Peoples Interest Business checking	\$994,645.28
Total	\$1,381,146.60

Mrs. Smith moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: Book donations were given by the following authors who set up displays at "Writers at the Crossroads" A Needful Heart and Embattled Hearts by J.M. Madden, To Walk the Night, Tainted Night, Tainted Blood, and Blessed by a Demon's Mark by E.S. Moore, Broken Worlds Book 1: The Color of Changes, by Mike Ghery, The Pipe Dreamers: A novel of the 60's by Sandra Gurvis, Values of a Spiritual Mind: 16 Essays for Living, by Roman New, and Hide and Seek, by MaryLu Warstler, Animals at Risk Snow Leopards in Dangers, by Sofia Maimone, given by the Guernsey County Retired Teachers Association in memory of Dorothy McPeck, and \$152.00 given by the "Writers at the Crossroads" for the purchase of Legos for the Children's Department.

Mr. Rich seconded and the motion carried.

Mr. Goodwin presented the Director's report. The water issue at the Main library is still pending a resolution. Jack Warne Construction is attempting to determine the problem. It could possibly be coming from an old coal bin.

The part-time maintenance employee that was mentioned at the last meeting has been let go. She was not working out. We are attempting to fill the position in the next two weeks. Doug Waller the full-time maintenance employee is filling in.

The Ohio Library Council's Trustee Dinner will take place at the Crossroads Branch on Tuesday, April 8th. Currently there are over 30 attendees. Tom, Martha, Shana, Rich and Melissa are planning to attend.

Attorney Keith Plummer has stated that the estate of Harley Starr should be ready to settle after April 15th. We are anticipating close to \$100,000 minus attorney fees.

Bradford mowing has completed the installation of mulch at Byesville and Crossroads. We have received some nice comments from the public.

Due to Mrs. Essex vacation there was no circulation report or Assistant Directors report. Circulation for March will be reported at the May meeting.

Mrs. King was unable to attend the meeting, but she did provide a brief update of the latest events in the Children's Department.

The Dept. served 8 different Bright Beginnings and Head Start groups during March. They held a Dr. Seuss program for area homeschooler on March 17th. It was well attended.

The Easter Bunny will be making an appearance to visit with Story Time attendees during the week preceding Easter. We will be holding our next SOCLC meeting on April 24th. We have an interesting and full agenda.

Melissa & Donna will be attending the Southeast/Central Ohio Library Council Chapter Conference in Worthington. Donna will be presenting a program, "Third Grade Reading Help, Guaranteed", along with another librarian from Cincinnati. She will also be sharing information about the recent participation in the GREATT Grant.

Under unfinished business, the renovations at the Main building are set to begin on April 16th. Parking could be an issue, as the need for a dumpster will take up one possibly two of the current parking spaces. The project is expected to be completed in approximately 90 days or before.

Mr. Goodwin was asked to check with Fleming about the roof repairs that were discussed about a year ago at the Main building.

It was noted that Melissa had another nice article in the Jeffersonian.

Mr. Rich moved that the board enter into executive session to discuss the union contract.

19-14

Mr. Woods seconded the motion. All voted yes. The board entered into executive session at 4:26 pm.

Mr. Rich moved that the board return to regular session at 4:37 pm.

20-14

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

Mrs. Smith moved to accept the union contract effective March 1, 2014 to February 28, 2017. 21-14

Mrs. Touvell seconded the motion. All voted yes, and the motion carried.

Mrs. Smith moved to go into executive session to discuss non-bargaining unit member salaries. 22-14

Mrs. Touvell seconded the motion. All voted yes. The Board entered in at 4:39 pm.

Mr. Rich moved to return to regular session at 6:00 pm. 23-14

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

Mr. Rich moved to increase all part-time non-bargaining unit members' salaries by 3%. 24-14

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

Mr. Woods moved to table consideration of Administrative Salaries. 25-14

Mrs. Touvell seconded the motion. All voted yes and the motion carried.

Under new business The Friends of the Library would like to host a Staff Appreciation Breakfast on April 17th. Mr. Goodwin spoke with Jeff Deeks at the Fire Department about a staff in-service on the use of fire extinguishers to be held that morning also. He would like the Boards approval to close all locations from 9 -11 a.m. The Board is also invited.

Mr. Rich moved to close on April 17th from 9-11a.m. so that all staff may attend the breakfast and in-service. 26-14

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

Ms. Daniele moved to approve payment of the bills represented by warrants #020420 through #020486 and memo #0005C and #0006C as well as online

payment to Peoples Visa. Mrs. Smith seconded, all voted yes, and the motion carried.

The next regular meeting will be held May 7, 2014 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mrs. Smith moved to adjourn the meeting. Mr. Woods seconded the motion, all voted yes. The meeting adjourned at 6:10 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday May 7, 2014 in the Board Room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Shana Fair, Nancy Daniele, Martha Smith, and Peggy Touvell. Library employees present: Rich Goodwin, Melissa Essex, and Cathy Holt

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

There was no general public participation.

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund March 31, 2014	\$896,460.45
Receipts	121,143.04
Expenses	345,945.13
Balance in the General Fund April 30, 2014	\$671,658.36
Balance in the Building Fund March 31, 2014	\$470,117.90
Receipts	170,000.00
Expenses	48,848.60
Balance in the Building Fund April 30, 2014	\$591,269.30
Balance in the Motor Fund March 31, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund April 30, 2014	0.00
Balance in the Automation Fund February 28, 2014	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund March 31, 2014	\$ 14,960.98
Balance all Funds	\$1,277,388.64
Balance in Checking	\$282,527.86
Change Fund	100.00
Peoples Interest Business checking	\$994,759.73
Total	\$1,277,388.64

Mrs. Smith moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$500.00 given by the Guernsey County Literacy Council, for books and low level reading materials, and \$50.00 given by Alpha Rho Chapter of the Delta Kappa Gamma Society for the purchase of large print books.

Mrs. Fair seconded and the motion carried.

Mrs. Holt gave a brief summary of the CPIM Fiscal Officer Conference in Columbus, which she and Mrs. Essex recently attended. She also noted the retainage accounts for the contractors doing the renovations at the Main location have been opened.

Mr. Goodwin presented the Director's report. Electronic copies of the Current Collective Bargaining agreement have been sent out. If anyone would prefer a paper copy please just ask.

The water issue at the Main building is still ongoing. Another contractor was on sight and believed he had a resolution. Currently we are waiting on an estimate.

In a recent conversation with Keith Plummer, he advised that we are about a week away from finalizing the Starr estate.

The Holt family has taken possession of the bookmobile. As you may recall the Board passed a motion at the March meeting to sell the bus to the Holt's for \$ 1,500 contingent on getting the bus running. Mr. Cahoon has signed over the title and the plates have been returned. All insurance provided by the library has been cancelled on the bus.

Mrs. Essex presented the Assistant Director's report. The total circulation for the month of March 2014 was 25,399. April 2014 circulation was 23,446. The total number of patron visits for March was 12,548 while April was 12,819.

The Main Branch has experienced two separate incidents of theft involving the change fund. On March 26th and April 16th, the cash drawer at the circulation desk was emptied of \$44.00 and \$35.00 respectively. There are no visible signs of forced entry into the building. Staff members are not under

suspicion. The best theory is that someone is loitering after-hours and remains hidden until the building closes. One of the clerks found a young boy hiding in a basement stairwell and asked him to leave. Questionable behavior of a few patrons leads to the fact that security concerns at this location may need to be addressed.

The month of April was busy, with attendance at both the CPIM Conference and OLC Chapter Conference in Columbus. Donna and Melissa will receive iPad training from Nolan Crabb an Ohio Lions representative, on May 5th.

Two members of the Cambridge Fire Department conducted fire extinguisher training for the staff on April 17th. Several staff members provided positive feedback and requested more training sessions be held on various topics. The Friends of the Library also provided an appreciation breakfast.

Thank you to Shana Fair and Martha Smith for their interest in and attendance at the OLC Trustee Dinner on April 8th. Our library system received many compliments from visitors that evening.

Amy Wilson began the Main Branch janitor position on April 21st. Her probationary period extends until July 19th.

Mrs. King was unable to attend but, sent in the latest happening in the Children's Department. The second meeting of SOCLC (South Eastern Ohio Children's Library Committee) was held on April 24th and was again well attended. We had some new faces- a librarian from Kate Love Simpson and another from Minerva.

The library participated in Deerasic Park's Spring Fling on Saturday, May 3rd. Approximately 200 people stopped by our booth. Mary did such a nice job on the back board for this event that it is on display in the children's department near the computers.

On May 13th and 14th the children's department will be traveling to the Byesville Branch to do programming for Byesville Elementary School's Bright Beginnings students. We will also be traveling to the Byesville Park on May 29th to do a program for Beechgrove Head Start's Park Day.

The library purchased \$250.00 worth of Legos from the on-line Lego Store and they have started dribbling in. They will be used for programming during Summer Reading.

Registration for our "Fizz, Boom, Read" Summer Reading Programming begins on June 2nd!!

Under unfinished business, the renovations at the Main building have begun. The crews arrived in mid-April. Shelves and books have been moved to various locations. The rooms that they are currently working on have been sealed off to the public. Mr. Goodwin encouraged the Board to stop in and take a look around at the progress that is being made. Things are moving along fairly quickly. Please refer to the attached Main Renovation Update for further details.

Under new business Mr. Goodwin brought to the Boards attention the possible need for a HVAC Maintenance contract. Prior to the passage of the levy we had a contract with Ables. The new contract that they provided for us would be at a cost of \$2800, a year if the system is checked twice a year or \$4400, per year to check the system four times a year. This would include basic maintenance, parts and labor. These prices are higher than in the past.

The Board requested other estimates be sought, and offered possible companies that might be willing to service the system.

In other new business Mrs. Fair moved to accept the Personnel Manual as updated to reflect the current collective bargaining agreement. 27-14

Mrs. Touvell seconded the motion, all voted yes and the motion carried.

Ms. Daniele moved that the Board enter into executive session at 5:05pm to discuss personnel matters. 28-14

Mrs. Touvell seconded the motion. All voted yes and the motion carried.

Mrs. Fair moved to return to regular session at 5:42 pm. 29-14

Mrs. Touvell seconded the motion. All voted yes and the motion carried.

Mrs. Fair moved to increase the administrative staff salaries by 3%, retroactive to January 1, 2014.

30-14

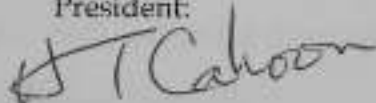
Mrs. Touvell seconded the motion. The motion carried.

Mrs. Fair moved to approve payment of the bills represented by warrants #020482 through #020557, memos to retainage accts. 01000C, 01000H, 01000L and memo #0007C and #0008C as well as an online payment to Peoples Visa. Mrs. Smith seconded, all voted yes, and the motion carried.

The next regular meeting will be held June 4, 2014 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mrs. Touvell moved to adjourn the meeting. Mr. Cahoon seconded the motion, all voted yes. The meeting adjourned at 5:47 p.m.

President:



Secretary:



Main Renovation Update
May 7, 2014

The renovation project began on April 16, 2014 with a crew from Library Design Associates removing and temporarily relocating a large number of books. The crew completed these tasks by April 17th.

CCI began demolition of the crown moldings in the large reference and juvenile rooms on Monday, April 19th. Hilscher Clarke (electrician) also began removing lights fixtures. At this point demolition of the east and west ends of the building is complete. Installation of the new drywall ceiling in the large west room has been 75% completed only needing to be taped and mudded. New moldings are currently being installed.

Ceiling tiles have also been removed in the small west and east rooms along with associated insulation. Painters and carpet layers will begin as soon as possible.

This phase of the project is scheduled to be completed in the 3rd week of May. There have been 3 change orders to date.

1. Demo, clean, re-lamp, and re-install 24 pendant light fixtures. This was done to allow easier installation of drywall and made movement of scaffolding safer. \$3,246.04
2. Furnish and install new insulation and black iron. After removal of the ceiling tiles in the small east and west rooms it was determined that the current insulation was not taped properly and had been wet several times in the past due to roof leaking. \$1,063.61
3. Furr-out existing brick walls for new drywall. After removal of original plaster crown moldings in the large east and west rooms it was discovered that the brick wall would not be flush with existing walls. \$1,141.64.

The addition of a restroom in the basement also began. The inspector has notified us that we may have to install backflow devices and an expansion tank to bring us up to current code. No cost associated with this yet.

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday June 4, 2014 in the Board Room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Shana Fair, Nancy Daniele, Martha Smith, Peggy Touvell 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

There was no general public participation.

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund April 30, 2014	\$671,658.36
Receipts	201,322.09
Expenses	116,517.51
Balance in the General Fund May 31, 2014	\$756,462.94
Balance in the Building Fund April 30, 2014	\$591,269.30
Receipts	.00
Expenses	75,229.00
Balance in the Building Fund May 31, 2014	\$516,040.30
Balance in the Motor Fund April 30, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund May 31, 2014	0.00
Balance in the Automation Fund April 30, 2014	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund May 31, 2014	\$ 14,960.98
Balance all Funds	\$1,286,964.22
Balance in Checking	\$291,985.17
Change Fund	100.00
Peoples Interest Business checking	\$994,878.01
Total	\$1,286,964.22

Mrs. Smith moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$91,987.39 given by the Estate of Harley Starr.

Mrs. Fair seconded and the motion carried.

Mrs. Holt gave the board updated copies, with the corrections made to the April Fiscal Officer's report.

Mrs. Holt reported to the board the upcoming changes to our current health care coverage. The current policy will go up 10% effective July 1, 2014. The insurance committee met with the Schwendeman Agency to look at other options for employee healthcare coverage. The committee recommended that the board consider changing to what is known as Anthem Option 1, there would be minimal changes to the policy. The savings to the board would be \$76,046.52 per year which reflects a 24% decrease.

Mrs. Touvell moved to accept the recommendation from the committee for Anthem Option 1.

31-14

Mrs. Fair seconded the motion. All voted yes and the motion carried.

Mary Rhodes-Ellis bargaining unit President sent a letter to the board requesting that the board consider paying the full premium for all employees. Under contract language the board will pay up to \$1,016.00 per month per employee. Due to the structure of the new policy premiums are based on three components one of which is age. Therefore three of our sr. employee's premiums are slightly higher. The union understands that this would be for this year only and would need to be re-evaluated upon next year's renewal.

Mrs. Fair moved to accept the request by union president Mary Rhodes-Ellis, effective July 1, 2014 to June 30, 2015. This in no way sets precedence for future consideration of said action.

32-14

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

Mrs. Holt presented to the board a letter of cancellation for the AEP Energy account due to expire July 1st. The board recently voted to switch to

Integrity Energy effective July 1st. The letter is to safe guard against any fees of cancellation that could be imposed at the expiration of the former contract.

Mrs. Holt presented information regarding the patron usage of Debit/Credit cards to pay for fines and copies. She will continue to seek quotes in hopes of finding the most affordable option for the library.

Mr. Goodwin presented the Director's report. Fleming's have completed the roofing job at the Main library that was approved last year. Replaced were all the shingles on the Carnegie building.

As mentioned in the Fiscal Officers report we did receive \$91,987 from the Harley Starr estate earlier in May. The amount of \$100,000.00 was willed by Mr. Starr to the library without restrictions.

Mrs. Essex presented the Assistant Director's report. The total circulation for the month of May was 21,981. The total number of patron visit for May was 13,285.

Mrs. King presented an update from the children's department. May was a busy month with many last minute elementary schools and head start programs. Summer planning was also a priority.

Summer Reading Registration is underway and so are many last-minute preparations. "Fizz, Boom Read" is the theme for this year's summer reading program. There will be many science-based activities.

The Summer Reading Kick-off takes place on June 16th at 6:30 pm. Our Friends group is helping with this outdoor activity and the Cambridge Fire Department will be on hand to "drench" the kids!!

Under unfinished business, the renovations at the Main building are moving right along. Please refer to the attached Main Renovation Update #2 for further details

Mrs. Fair moved to accept the HVAC maintenance proposal by Rogers Company. 33-14

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

Mrs. Fair moved to accept the B-Dry proposal to take care of the water problem in the basement of the Main library. 34-14

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

Under new business Mr. Goodwin brought to the board's attention a change proposal from Library Design Associates, Inc. for additional repairs to be made during the renovations at the Main building.

Mrs. Smith moved to accept the LDA proposal of \$5,744.00. 35-14

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

Mr. Rich moved to give Mr. Goodwin permission to approve future change orders, with a cumulative, up to \$10,000.00, without further board approval. 36-14

Mrs. Touvell seconded the motion. All voted yes and the motion carried.

Mrs. Fair moved to approve payment of the bills represented by warrants #020558 through #020629, and memos #00010C and #00011. Mr. Rich seconded, all voted yes, and the motion carried.

The next regular meeting will be held July 2, 2014 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mrs. Smith moved to adjourn the meeting. Mrs. Fair seconded the motion, all voted yes. The meeting adjourned at 5:32 p.m.

President:

Secretary:

Main Renovation Update #2

June 4, 2014

All rooms in the east and west sides of the building have been painted. New crown molding is installed in large rooms. Insulation and ceiling tiles have been installed in the small east and west rooms. New light fixtures have also been installed in these spaces.

New plumbing has been installed and inspected in the new basement restroom. Space is waiting on drywall and lighting. Backflow devices discussed at the last meeting are required but have not been priced or installed yet.

Flooring sub-contractor discovered asbestos laden tiles while attempting to remove current carpeting. Lepi Enterprises of Zanesville conducted a test on these tiles and the mastic holding them down and discovered that only the tiles have asbestos in them. These tiles were discovered to be in every first floor space of the Carnegie parts of the building. Lepi Enterprises will begin the abatement process on Thursday, June 5th at 7 am with an expected completion date of Monday, June 9th.

We will be having a construction meeting tomorrow at 9 am with all contractors and the architect to determine the remaining schedule.

Since the discovery of the asbestos the construction schedule has had to change. We have determined the best avenue was to close the downtown building beginning Monday, June 2nd and remaining closed until the project is completed. LDA had a crew in Tuesday, June 3rd to demo the front desk and remaining cabinetry to allow for a complete abatement. We are hoping that since we have closed down that there is a possibility of the project speeding up since they do not have to work around the public and several things could go on at the same time.

The Board of Trustees of the Guernsey County District Public Library met in regular session on Wednesday July 2, 2014, in the Board Room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Shana Fair, Nancy Daniele, Martha Smith, Scott Woods and Craig Rich. Library employees present: Rich Goodwin, Donna King and Cathy Holt

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

There was no general public participation.

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund May 31, 2014	\$755,765.66
Receipts	110,133.64
Expenses	129,325.54
Balance in the General Fund June 30, 2014	\$736,573.76
Balance in the Building Fund May 31, 2014	\$516,040.30
Receipts	.00
Expenses	115,632.50
Balance in the Building Fund June 30, 2014	\$400,407.80
Balance in the Motor Fund May 31, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund June 30, 2014	0.00
Balance in the Automation Fund May 31, 2014	\$14,960.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund June 30, 2014	\$ 14,960.98
Balance all Funds	\$1,151,442.54
Balance in Checking	\$156,350.05
Change Fund	100.00
Peoples Interest Business checking	\$994,992.49
Total	\$1,151,442.54

There were no gifts.

Mrs. Holt requested the board's permission to transfer funds from the Main Land Improvement account, in the amount of \$5,000.00, and place it in the Computer Services account.

Mr. Rich moved to approve the transfer. Ms. Daniele seconded the motion. All voted yes and the motion carried. 37-14

Mrs. Holt informed the Board that Jennifer, from the Schwendeman Agency would like to stop in the morning of July 10th to answer any questions that the staff may have concerning the health insurance plan. The board agreed to allow her to come. They would prefer that she come at 8:00 a.m. prior to the opening of all locations. Staff members that would like to meet with her could do so on a volunteer basis.

Mrs. Holt also noted that a representative from AFLAC will be in the Byesville location on July 16th and at Crossroads on July 17th. She would like to touch base with those individuals that currently have a plan with them, as well as anyone else that might be interested in the types of plans they offer.

Mr. Goodwin presented the Director's report. Renovations have dominated the month of June. Great kudos go out to the circulation staff as they have picked up Main closure patrons very well. Crossroads door visits have increased by approximately 150-200 visits per day. The Byesville location is also picking up more usage.

Mrs. Essex, the Assistant Director, was unavailable at the meeting, but provided the circulation report. The total circulation for the month of June was 20,739. The total number of patron visits for June was 10,383.

Mrs. King presented an update from the children's department. Summer Reading is in full swing and fairly well attended!

The kick-off had approximately 70 in attendance and even adults were getting soaked by the Fire Department.

The Family Lego party was a success with about 38 in attendance.

The Wednesday classes are particularly fun this year due to our "Fizz, Boom, Read" science theme. So far we have managed to avoid major explosions, though we did manage to permeate Crossroads with a strong garlic stench one week.

The Summer Reading Finale, on Wednesday, July 23rd, should be exceptionally exciting. Singer-performer, Zak Morgan, has produced many recordings and is well known in educational circles.

Under unfinished business, the renovations at the Main building are moving right along. Please refer to the attached Main Renovation Update #3 for further details

Under new business Mr. Goodwin presented to the board an estimate from The Rogers Company for the replacement of the HVAC for the Mezzanine area at the Main location.

Mr. Woods moved to accept the estimate to replace the unit. 38-14

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

Mr. Goodwin requested the Board's permission to close for two hours the end of July or early August, so that staff may attend an in-service that was recommended, called A.L.I.C.E. The Board agreed that it was a good program.

Mr. Woods moved to proceed with scheduling the event and the closure of all locations for two hours in the near future. 39-14

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

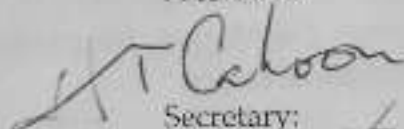
Mrs. Fair moved to approve payment of the bills represented by warrants #020630 through #020696, and memos #00012C and #00013C, as well as

on line payment to Peoples Visa. Mr. Rich seconded, all voted yes, and the motion carried.

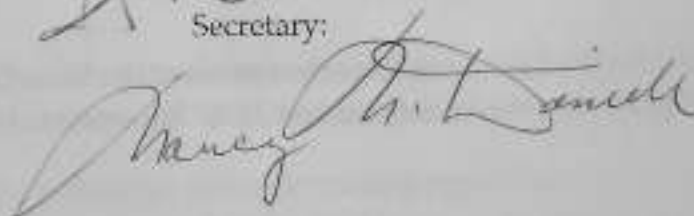
The next regular meeting will be held August 6, 2014, at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mr. Woods moved to adjourn the meeting. Mr. Rich seconded the motion; all voted yes. The meeting adjourned at 4:55 p.m.

President:



Secretary:



Main Renovation Update #3

July 2, 2014

Demolition in all areas is complete, including carpet and flooring removed.

Drywall has been installed on the ceilings in the center section of the Carnegie building and is in the process of being finished.

New light fixtures are currently being installed in the mezzanine and current work room on the first floor.

New ceiling tiles are in the process of being installed in the mezzanine and first floor.

First floor restrooms have new drywall installed and should be completed by tomorrow. Tile should begin to be installed Monday, July 7th.

I have agreed to 3 change orders involving new drywall in small office near front of the building, repairing of a "soft" spot in current women's restroom floor, and replacement of drywall in restrooms.

The small office near front of the building walls are in really bad shape was revealed after cabinets were removed. Tile removal in restrooms revealed the "soft" spot on floor, due to past water issues and also damaged walls because the difficulty in removing the old tile.

There is a construction meeting tomorrow. In speaking to one of the contractor's today, possible discussion might include end dates. Will advise.

The Board of Trustees of the Guernsey County District Public Library met in regular session on August 6, 2014, in the meeting room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Nancy Daniele, Shana Fair, Peggy Touvell, and Craig Rich. Library employees present: Rich Goodwin, Melissa Essex, and Cathy Holt.

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

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund June 30, 2014	\$ 711,644.50
Receipts	332,900.82
Expenses	102,188.22
Balance in the General Fund July 31, 2014	\$ 942,357.10
Balance in the Building Fund June 30, 2014	\$400,407.80
Receipts	0.00
Expenses	61,586.77
Balance in the Building Fund July 31, 2014	\$338,821.03
Balance in the Motor Fund June 30, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund July 31, 2014	0.00
Balance in the Automation Fund June 30, 2014	\$14,460.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund July 31, 2014	\$14,460.98
Balance all Funds	\$1,295,639.11
Balance in checking	\$300,428.31
Change Fund	100.00
Peoples Interest Business Checking	334,363.74
Total	\$1,295,639.11

Mrs. Fair moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: three copies of Story Cans From The Rainy Day Writers, by the Rainy Day Writers, given by the Rainy Day Writers, \$8.00 given by Doug Waller to the Children's Department from the sale of his book during the book fair, the following donations were given to the Filey Room, CARITAS 1974 - Guernsey Central Catholic High School Yearbook, Guernsey County 175th Celebration Booklet, Guernsey Milestone - Sesquicentennial Celebration Booklet.

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

Mrs. Holt informed the Board that a representative from the State Auditor's office will be arriving on Monday August 11th. The audit will be for the past two years; 2012 & 2013. The estimated cost to the Library is expected to be \$2,780.00.

Mrs. Holt also brought to the Board's attention an issue that has come up with the CMI accounting system currently being used by the library. The system is older than seven years old and still has Windows XP; CMI is no longer servicing the Window XP system. CMI is strongly suggesting that all systems be updated as soon as possible. They have offered one quote, and are currently working on two others. Mr. Goodwin would like to purchase the computer hardware from Kinetic, and only the software from CMI. CMI will offer a quote to include basic specs for the hardware to be compatible with our current system and also a quote to update to the most current accounting system that they have to offer. The cost is estimated to be approximately \$5,000.00.

Mr. Rich moved to proceed with replacing the system as needed. Ms. Daniele seconded the motion. All voted yes and the motion carried.

40-14

Mr. Goodwin presented the Director's report. There will be a staff in-service on Thursday, August 28th from 9a.m. to 11a.m. The Library will be closed during that time.

The Rogers Company will begin the installation of the new AC unit at the Main building on August 7th, providing that the weather cooperates. They recently were at the Crossroads Branch as part of the bi-annual maintenance agreement.

B-Dry is prepared to work on the Main basement either the end of August or early September. We still need to have current drywall and an air handler moved prior to them beginning. The area has been dry throughout the summer.

A couple of issues have been discovered in the large west room, and the handicap access button is not working on the exterior of the building. Smith Glass has been contacted they are working on an estimate.

Mrs. Essex, presented the Assistant Director's report. Circulation for the month of July was 22,321. The total number of patron visits at both Byesville & Crossroads was 11,266. Despite closed signs and obvious construction, curious patrons continue to try the doors at the Main Branch. Regular patrons are looking forward to the reopening of the facility.

Barring any setbacks an open house is tentatively being planned for Sunday October 5th at the Main Branch. Details should be finalized by the September meeting.

Marcia Hartman, from the "Now and Then" magazine stopped by on July 28th. She is working on an article with the focus being library use in the digital age. She is planning another article, for mid-winter, which will focus on the renovations at the Main Branch.

Mrs. Essex spoke at the August 6th Rotary Club Meeting regarding the library services and current renovation activities. A similar talk will be shared at the Golden 60's Club on Thursday, August 21st.

Donna King, Children's Librarian, was unable to attend the meeting but offered to the Board some statistics from the recent successful summer reading program, as well as some upcoming events that are being planned for the fall.

Under unfinished business, the renovations at the Main building are moving along very well. Please refer to the attached Main Renovation Update # 4 for further details.

Under new business Board Member Craig Rich has agreed to serve for another seven years. Mr. Goodwin will notify the Commissioners.

Mrs. Fair moved to approve LDA signage proposal # 1. Mr. Rich 41-14
seconded the motion. All voted yes and the motion carried.

Mr. Goodwin proposed to the Board that he would like to open the
Byesville Branch from 10 - 2, the same hours as the Crossroads Branch, on
Saturdays, beginning the weekend after Labor Day. This would require additional
staff.

Mrs. Fair moved to move forward with the proposal. Mrs. Touvell 42-14
seconded the motion. All voted yes and the motion carried.

Mrs. Fair moved to add an additional full-time position at the Byesville 43-14
Branch. Mr. Rich seconded the motion. All voted yes and the motion carried.

Ms. Daniele moved to go into executive session to discuss personnel 44-14
issues at 5:17 p.m.

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

Mr. Rich moved to return to regular session at 5:31 p.m. 45-14

Mrs. Fair seconded the motion. All voted yes and the motion carried.

Mr. Rich moved to create and fill a position of IT Coordinator for the 46-14
Guernsey County District Public Library.

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

Mrs. Fair moved to approve payment of the bills represented by
warrants #020697 through #020751 and memo checks #014C and #015C, as well as
online payment to Peoples Visa. Ms. Daniele seconded. All voted yes and the
motion carried.

Mrs. Fair moved to adjourn the meeting. Mr. Rich seconded and the
motion carried. Meeting adjourned at 5:36 p.m.

President:



Secretary:



Main Renovation Update #4
August 6, 2014

The General Trades contractor (CCI) is approximately 95% complete with only a few areas needing attention along with general clean up. They also have the front doors to refinish and fix. They will be removing them shortly to take off site for this work. A small change order was needed after the discovery of rot along the bottoms of the doors. This amounted to approx. \$1,271.

The electrician (Hilscher Clarke) has most of the new lighting installed, waiting on arrival of fixtures for the small office space and 2 pendant fixtures. They also have a few lights that need to have ballasts and or light bulbs replaced. They will be re-installing the new east side post light that was knocked down after placement.

An issue with the new pendant lights became apparent after they were installed. We had requested that with these lights we would require some type of diffuser on the tops of the fixtures as they would be visible from the mezzanine area. What was provided with the fixtures is unacceptable. The architect is working with the manufacturer for a solution.

Painting is nearing completion as well as carpet installation. Both should be continuing today. We have identified several areas that have been painted that will require the painters to correct.

Furnishings and shelving should begin to arrive on Thursday, August 7th. Library Design Assoc. will have a crew on site beginning that day and continue until completion, approximately 2 - 3 weeks.

Signage (to be discussed later in meeting) and computer hardware will be finalized soon. Minimal computer hardware will be required as we currently have approximately 6 complete terminals on hand. Kinetic Networking will be on site in August to complete all networking connections.

The Board of Trustees of the Guernsey County District Public Library met in regular session on September 3, 2014, in the meeting room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Nancy Daniele, Shana Fair, Martha Smith, and Craig Rich. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt

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

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund July 31, 2014	\$ 942,357.10
Receipts	127,869.56
Expenses	114,988.79
Balance in the General Fund August 31, 2014	\$955,237.87
Balance in the Building Fund July 31, 2014	\$338,821.03
Receipts	0.00
Expenses	179,883.46
Balance in the Building Fun August 31, 2014	\$158,937.57
Balance in the Motor Fund July 31, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund August 31, 2014	0.00
Balance in the Automation Fund July 31, 2014	\$14,460.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund August 31, 2014	\$14,460.98
Balance all Funds	\$1,128,636.42
Balance in checking	\$133,307.30
Change Fund	100.00
Peoples Interest Business Checking	995,229.12
Total	\$1,128,636.42

Mrs. Smith moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gift: \$16.21 given by patrons to the Scholastic Book Fair Box for the purchase of children's books.

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

Mrs. Holt was pleased to announce that the recent audit went very well. All board members verified that a copy of the audit had been e-mailed to them by the auditor. The audit has been sent on to the state to finalize. There was one recommendation from the auditor concerning the recording of levy money with fees. The recommendation will be taken care of for the upcoming year.

Mrs. Holt explained to the Board a problem that recently came up concerning the insurance coverage of Matt Kinsey. It seems there was a mix-up as to when a new full-time employee's health insurance coverage goes into effect. Our current policy has a clause that states a person must be considered full-time for 30 days to be eligible for insurance. Our agent was not aware of this until the enrollment was submitted to Anthem. Consequently Mr. Kinsey cancelled his previous policy leaving him uninsured for 18 days. He was able to secure a temporary policy. He would like the board to consider reimbursing him one half of the cost.

Mr. Rich moved to compensate Mr. Kinsey \$50.00 toward the temporary 47-14 policy. Ms. Daniele seconded the motion. All voted yes and the motion carried.

Mr. Goodwin presented the Director's report. The Main location is close to an opening date.

A professional cleaning service (All Clean) from Zanesville will be providing post construction cleaning; this is also including window and screen cleaning.

Smith Glass has submitted a proposal to replace the windows in the west section of the Main building that are having condensation issues. Attempts were made with Higgenbotham of Zanesville. A second proposal may be coming from the contractor slated to do the prep work for B-Dry.

We have contracted with Endly Construction to remove and replace the drywall in the staff lounge at the Main building. This is needed to allow the B-Dry personnel access to the flooring for the installation of their system.

In regards to the plaque in memory of Harley Starr, the cost for a 12x12 plaque made of metal would be approximately \$1,150. There are other options available at more reasonable prices from the Trophy Case.

Mrs. Essex, presented the Assistant Director's report. Circulation for the month of August 2014 was 20,481. The total number of patron visits at both Byesville and Crossroads Branches for August was 9,758.

The Main Branch open house has been scheduled for Sunday, Oct. 5th between the hours of 2:00pm-4:00pm. Friends of the Library have agreed to provide light refreshments. Hopefully several staff members will make time to be there. Board attendance would be appreciated. A column advertising the event should be in the Sunday, Sept. 28th Jeffersonian.

The Main Branch clerks have spent the summer arranging and preparing items for the shelves. Their helpfulness and positive attitudes have been much appreciated through this long process.

Matt Kinsey has been a great help preparing the Main Branch computers for use and has settled into his new position. A replacement for his vacated part-time position, Alexa Anderson, began on the job Sept. 2nd. Jamie Hopps has been hired to fill the vacated full-time position at Crossroads Branch and began training Sept. 2nd.

Donna King, Children's Librarian, offered an update on the happenings in the Children's Department. Story Time begins on Monday, September 15th.

There will be a Family Lego Party on September 23rd at 6:30pm. There was a great response to the Lego Party hosted during Summer Reading.

On Friday, September 26th at 4:00pm, there will be a rather big after school event. Mary Rhodes miraculously managed to make arrangements with Life Flight, United Ambulance, our Fire Department, our Sheriff's Department and our Police Department to be here at Crossroads to conduct walk-through tours of

their equipment, vehicles, etc. United Ambulance will publicize to the local schools.

This year at our annual Fall Family Festival we will be featuring, author, instructor and professional face painter, Jody Rife. She will do storytelling while painting a face of a child. She will also paint other children's faces as well. The Friends of the Library have graciously agreed to pay \$150.00 toward her fee. The program is scheduled for October 7th at 6:00pm.

Under unfinished business, there are still several issues that need to be finished. There has been no date set for the opening yet.

Under new business Mrs. Fair moved to hire new employees, Alexa Anderson and Jamie Hopps. 48-14

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

Mr. Goodwin suggested that the Board consider changing the October meeting due to the OLC Conference in Columbus.

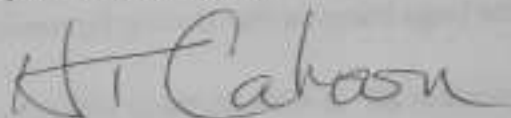
Mr. Rich moved to hold the meeting at the Main Branch on Oct. 7th at 4:00pm. 49-14

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

There was some discussion about the recent ALICE training in service. Board President Tom Cahoon requested that a committee be formed to include bargaining unit members, administrative staff and board members to address and continue emergency preparedness.

Ms. Daniele moved to approve payment of the bills represented by warrants #020752 through #020822 and memo checks #016C and #017C, as well as online payment to Peoples Visa. Mrs. Smith seconded. All voted yes and the motion carried.

Mrs. Fair moved to adjourn the meeting. Mr. Rich seconded and the motion carried. Meeting adjourned at 5:40p.m.



President

Secretary:

Gregory L. Smith

The Board of Directors of the American Society of
International Law, Inc. has the honor to acknowledge the receipt of your letter of the 10th day of
January, 1964, regarding the proposed amendments to the Constitution and Bylaws of the Society.

The Board has considered the proposed amendments and has decided to accept them.

The Board has also decided to accept the proposed amendments to the Constitution and Bylaws of the Society.

The Board has decided to accept the proposed amendments to the Constitution and Bylaws of the Society.

The Board has decided to accept the proposed amendments to the Constitution and Bylaws of the Society.

Very truly yours,

Secretary

Enclosed for the American Society of International Law, Inc. are the proposed amendments to the Constitution and Bylaws of the Society.

Enclosed for the American Society of International Law, Inc. are the proposed amendments to the Constitution and Bylaws of the Society.

Very truly yours,

Secretary

Enclosed for the American Society of International Law, Inc. are the proposed amendments to the Constitution and Bylaws of the Society.

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Very truly yours,

Secretary

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Very truly yours,

Secretary

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Very truly yours,

Secretary

Enclosed for the American Society of International Law, Inc. are the proposed amendments to the Constitution and Bylaws of the Society.

Very truly yours,

The Board of Trustees of the Guernsey County District Public Library met in regular session on October 15, 2014, in the meeting room of the Main Library. Trustees present: Tom Cahoon, Nancy Daniele, Shana Fair, and Scott Woods. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt

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

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund August 31, 2014	\$ 955,237.87
Receipts	92,410.67
Expenses	132,806.46
Balance in the General Fund September 30, 2014	\$914,842.08
Balance in the Building Fund August 31, 2014	\$158,937.57
Receipts	0.00
Expenses	28,866.00
Balance in the Building Fund September 30, 2014	\$130,071.57
Balance in the Motor Fund August 31, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund September 30, 2014	0.00
Balance in the Automation Fund August 31, 2014	\$14,460.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund September 30, 2014	\$14,460.98
Balance all Funds	\$1,059,374.63
Balance in checking	\$63,930.99
Change Fund	100.00
Peoples Interest Business Checking	995,343.64
Total	\$1,059,374.63

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gift: \$150.00 given by the Guernsey County Friends of the Library for a performer at the Fall Festival in October.

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

Mrs. Holt requested the board's permission to transfer \$10,000.00 from the Main Building Improvement account to the Main Building Repair account.

Mrs. Fair moved to accept the request. Mr. Woods seconded the motion. All voted yes and the motion carried. 50-14

Mrs. Holt and Mrs. Essex recently spoke with representatives from Peoples Bank about the Debit/Credit card service available to the library. They are continuing to seek other options from other banks, as well as Pay Pal in hopes of finding the best program for both the patron and the library.

The State Audit is complete and we have received the final bill.

Mr. Woods moved to accept the final audit from the State Auditor.

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

Mr. Goodwin presented the Director's report. Mr. Boyd Hall has been contacted and has given a verbal approximate estimate of a possible fix to the external wall in the "Boiler Room" at the main building. The estimate is \$500.00. The job would require the removal and re-installation of the telephone switching equipment. The work would take place, if approved, after B-Dry has finished their job. Endley Construction will re-Install drywall that was removed for B-Dry to obtain access to the area. Additional anticipated expense for this job will include the replacement of the air handler in the lounge area. The floor coverings in the area will also need to be replaced due to water damage.

Mrs. Essex, presented the Assistant Director's report. Circulation for the month of September 2014 was 21,573. The total number of patron visits at both Byesville and Crossroads was 9,327. The patron visit count for September 22-30 at the Main Branch was 698. Our website received 5,016 hits.

The Main Branch open house held Oct. 5, 2014 went well. Several patrons expressed positive comments about the renovations. A special "thank you" is extended to the Friends of the Library for providing refreshments.

The Grow & Show Garden Club will, once again, decorate at the Crossroads and Main branches for Christmas. In order to coordinate with the Dickens Victorian Village event, library facilities will be decorated in November instead of December.

Mrs. Essex plans to attend the October 20, 2014 meeting of the Lions/Lioness Club meeting to thank the group for their recent iPad donation. Thanks to Lions members in our area, we now have an iPad for both the Main and Crossroads branches.

Mr. Goodwin and Mrs. Essex both attended portions of the Ohio Library Council conference held in Columbus Oct. 8-10, 2014. The remainder of the administration team handled daily library operations.

Donna King, Children's Librarian, offered an update on the happenings in the Children's Department. On Friday, September 26th, Cambridge Fire Department, Guernsey County Sheriff Department's drug dog and communication's vehicle, United Ambulance and Life flight were all present for our afterschool program. They provided tours and educational information and actually several area families with children stopped by.

Our Family Fall Festival was a great success. With some monetary help from our Friend's organization, we hosted Jody Rife, a storyteller/face painter. We had about 80 folks in attendance and most of the children had their faces painted, very elaborately, after Jody told three stories. She did a wonderful job!

We have again been asked to attend Deerasic Park's annual Trail of Treats. It will be held on October 25th, from 5:30 to 7:00 and our Friends organization is helping with the purchase of candy. Wee Cherish Christian School

has asked us to do a few story times at their location in the next month and Central Elementary Bright Beginnings have also scheduled a story time with us.

Under unfinished business, the Main Branch is open please refer to the Main Library Final Renovation Update attached.

Under new business Mr. Goodwin informed the Board that Jay Patterson, of J's Electrical has expressed an interest, and made an offer to rent the former bookmobile garage. After some discussion Mr. Woods moved to offer the property for rent under the following terms: \$300.00 per month, all utilities in the tenant's name, 1 year lease, improvements as listed in his offer, with improvements to remain when or if he leaves, he would have the right of first refusal if the board should decide to sell the property, and permission granted to erect his business sign. 52-14

Mrs. Fair seconded the motion. All voted yes and the motion passed.

The front door of the Byesville Branch was brought to the attention of Mr. Goodwin. The door is not handicap accessible. It was determined that some modification would need to be made. Mr. Goodwin will seek proposals for the November meeting.

Mr. Tom Lehotay offered a bid for snow removal for the upcoming winter. His prices remain the same as last year. Mr. Lehotay has done a nice job in the past.

Ms. Daniele moved to retain Mr. Lehotay's service for the coming winter. 53-14

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

The State Library recently changed the number of times that a patron is able to renew and item. Currently our policy is no more than twice. The new State Policy allows for up to four renewals.

Ms. Daniele moved to change our policy to four renewals in keeping with the consortium policy. 54-14

Mr. Woods seconded the motion, and the motion carried.

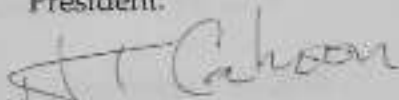
The Board agreed to proceed with the plaque in memory of the late Harley Starr. The plaque would read "A Gift from the Harley Starr Estate"

Mrs. Fair moved to approve payment of the bills represented by warrants #020823 through #020889 and memo checks #019C and #020C, 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 5, 2014 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 motion carried. Meeting adjourned at 5:10p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session on November 5, 2014, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Nancy Daniele, Shana Fair, Scott Woods and Martha Smith. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt

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

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund September 30, 2014	\$ 914,842.08
Receipts	107,495.00
Expenses	111,090.19
Balance in the General Fund October 31, 2014	\$911,246.89
Balance in the Building Fund September 30, 2014	\$130,071.57
Receipts	0.00
Expenses	30,003.38
Balance in the Building Fund October 31, 2014	\$100,068.19
Balance in the Motor Fund September 30, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund October 31, 2014	0.00
Balance in the Automation Fund September 30, 2014	\$14,460.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund October 31, 2014	\$14,460.98
Balance all Funds	\$1,025,776.06
Balance in checking	\$30,214.07
Change Fund	100.00
Peoples Interest Business Checking	995,461.99
Total	\$1,025,776.06

Mrs. Smith moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$20.00 given by Terry Willis to the Finley Room, \$546.36 given by Cambridge Lioness Lions Club for the reimbursement of the Apple iPad.

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

Mr. Goodwin presented the Director's report. The downtown library renovation still has a few contractual issues waiting for resolution, the glass walls on the "tutor" rooms and the screening on the mezzanine. Beyond that CCI has been paid in full as well as LDA for their contracted obligations. We are still awaiting resolution from Hilscher-Clark concerning the overhead lights at the front desk.

Election Day brought over 1,000 people through the doors at the Crossroads Branch. The Crossroads Branch provides access for 3 Cambridge Township precincts.

Boyd Hall still has not brought in a written quote for the proposed work, which needs to be done to the wall, in the boiler room. A Board member suggested that they may know someone else who may also be willing to provide a quote.

The Byesville Branch recently had a problem with the heating unit. Kopchack HVAC was contacted and corrected the problem. Byesville also had an issue with the fire alarm panel. Simplex was contacted and the problem has been taken care of.

Mrs. Essex presented the Assistant Directors report. Total circulation for the month of October 2014 was 24,824. The total number of patron visits at all three locations was 12,219.

On Nov. 21-22, 2014 the Main Branch will host two Victorian Village events. The EOAG will present a display of art submitted by area artists, including K-12 students. In addition, the Friends of the Library organization has teamed with Rainy Day Writers to supply readers for the annual "Dickens Read" effort. This will be held in front of the west side fireplace. These events require a change

in staff scheduling, since the branch is typically closed on Saturdays. Administrative staff will be present on Saturday, Nov. 22nd to serve patrons.

Donna King, children's librarian reported that Deerasic's "Trail of Treats" was madness! Approximately 600 children and their families trekked through the trail and sixty-five dollars' worth of candy disappeared in 45 minutes! Our Friend's Group donated \$50.00 for the purchase of candy for the event.

The visit to Wee Cherish Preschool went well and another visit has been scheduled for later in the month. Several Head Start groups are also on the schedule for later this month and in December.

Southeastern Ohio Children's Library Committee will be meeting in the large meeting room on November 6, 2014.

Under unfinished business, the bookmobile garage has been rented to Jay Patterson of J's Lighting. The rent is \$300.00 per month plus utilities.

We received two quotes for the Byesville Branch door. Mr. Woods 55-14 moved to accept the quote from Townsend Glass.

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

Under new business the Board was offered a project agreement from Ohio PC Solutions to analyze the computer system of the library. After some 56-14 discussion Mr. Woods moved to proceed with the analysis of the system.

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

Mrs. Smith moved to approve payment of the bills represented by warrants #020890 through #020955 and memo checks #021C and #022C, 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 December 3, 2014 at 4:00 p.m. in the meeting room at the Byesville Branch Library.

Mrs. Fair moved to adjourn the meeting. Ms. Daniele seconded and the motion carried. Meeting adjourned at 4:50 p.m.

President:

HT Lahey

Secretary:

Mike Danile

The Board of Trustees of the Guernsey County District Public Library met in regular session December 3, 2014, in the meeting room of the Byesville Branch Library. Trustees present: Tom Cahoon, Nancy Daniele, Shana Fair, Scott Woods and Martha Smith. Library employees present: Rich Goodwin, Melissa Essex, Donna King and Cathy Holt

Mr. Cahoon called the meeting to order at 4:03 p.m.

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

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund October 31, 2014	\$ 911,246.89
Receipts	101,421.39
Expenses	108,018.80
Balance in the General Fund November 30, 2014	\$904,649.49
Balance in the Building Fund October 31, 2014	\$100,068.19
Receipts	0.00
Expenses	-3,831.34
Balance in the Building Fund November 30, 2014	\$103,899.53
Balance in the Motor Fund October 31, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund November 30, 2014	0.00
Balance in the Automation Fund October 31, 2014	\$14,460.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund November 30, 2014	\$14,460.98
Balance all Funds	\$1,023,010.00
Balance in checking	\$27,332.34
Change Fund	100.00
Peoples Interest Business Checking	995,576.54
Total	\$1,023,010.00

Mrs. Smith moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$100.00 given by Brian J. & Cheri J. Secrest, \$500.00 given by Guernsey County Friends of the Library for the purchase of best-selling books, \$5.00 given by Sycamore Land & Title LLC, Michigan "Little Stories from Long Ago", Sikora Family History, given by Dr. Lorle Porter, New Concord, Oh., "A History of The Cheadle and White Families", "The Identity of Major William Cochran", "The Ables-Cochran Family Wagon Train" and "The Moses Shuman Family Public Record from 1803" all by George c. Williston, given by George C. Williston, Hasting Michigan, "Big Muskie Tub Change, Raising Boom #3", VHS tape donated by Shana Fair, Senecaville, Oh.

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

Mrs. Holt requested the Board's permission to transfer \$600.00 from the Admin. Furniture & Equipment account and place \$450.00 into the Admin. Travel & Meeting account and \$150.00 into the Main Travel & Meeting account.

57-14

Mr. Woods moved to accept the request. Mrs. Smith seconded the motion. All voted yes and the motion carried.

Mr. Goodwin presented the Director's report. The Main building renovations are complete, as far as what was contracted. We are still anticipating "screening for the Mezzanine openings", that was approved with Library Design Assoc. They are scheduled to complete the project (12/5).

The B-Dry company recently completed the waterproofing project at the Main library. The cost was as quoted \$3,650. Joe Endley is currently replacing drywall and painting the lounge. The expected price is \$955. We will have the additional expense of reconnecting the air handler in that space via the Roger's Company.

As a reminder, the January meeting will include the Organizational Meeting. The Board will elect officers and discuss possible salary increases for Non-bargaining unit staff. This meeting is tentatively scheduled to begin immediately after the regular meeting on January 7, 2015.

Mrs. Essex presented the Assistant Directors report. Total circulation for the month of November 2014 was 21,788. The total number of patron visits at all three locations was 10,899. Our website received a total of 5,595 hits.

The Crossroads Branch will, for the third year in a row, host the annual OLC Trustee dinner. This event will be held May 7, 2015 and registration opens in February. All trustees are encouraged to mark calendars now for this event.

Donna King, children's librarian, informed the Board that she will be undergoing major back surgery on Dec. 12, 2014. She will be on medical leave for several weeks. She is hoping to be back in early March. All programs for the next session of story time are planned and will resume in early March.

Under unfinished business, the staff lounge at the Main Library will need to have new flooring and some new furniture, after the drywall work is completed. Those items will need to be decided on soon.

In regards to the safety measures, which have come up following the ALICE training, Mr. Goodwin has sent floor plans of all buildings to law enforcement and fire agencies. He is waiting for them to schedule a walk through.

58-14
Mr. Woods moved to add Mrs. Fair, Ms. Daniele and Mrs. Holt to serve on the Safety Committee along with currently delegated representatives from the union.

Mrs. Fair seconded the motion. All voted yes and the motion carried.

Mr. Goodwin reported that the handicap entrance door at the Byesville Branch is not complete. Ables and Townsend Glass are working together to complete the project.

A sketch of the plaque in memory of the late Harley Starr was shown to the Board.

59-14
Under new business Mrs. Smith moved to hire Tasia Mueser full-time at the Main building.

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

Mrs. Fair moved to approve the Holiday list for 2015. 60-14

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

Mr. Woods moved to approve payment of the bills represented by warrants #020956 through #021016 and memo checks #023C and #024C, 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 January 7, 2015 at 4:00 p.m. in the board room at the Crossroads Branch Library. The 2015 organizational meeting will immediately follow.

Mrs. Smith moved to adjourn the meeting. Mrs. Fair seconded and the motion carried. Meeting adjourned at 5:00 p.m.

President:



Secretary:

