

The Board of Trustees of the Guernsey County District Public Library met in regular session January 7 2015, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Nancy Daniele, Shana Fair, Scott Woods, Martha Smith and Joel Blue. Library employees present: Rich Goodwin, Melissa Essex, and Cathy Holt

Mr. Cahoon called the meeting to order at 4:06 p.m.

There was no public participation.

Mrs. Smith 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, 2014	\$904,649.49
Receipts	92,714.59
Expenses	111,127.19
Balance in the General Fund December 31, 2014	\$886,236.89
Balance in the Building Fund November 30, 2014	\$103,899.53
Receipts	0.00
Expenses	2,107.00
Balance in the Building Fund December 31, 2014	\$101,792.53
Balance in the Motor Fund November 30, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund December 31, 2014	0.00
Balance in the Automation Fund November 30, 2014	\$14,460.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund December 31, 2014	\$14,460.98
Balance all Funds	\$1,002,490.40
Balance in checking	\$6,695.48
Change Fund	100.00
Peoples Interest Business Checking	995,694.92
Total	\$1,002,490.40

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gift: \$100.00 given by Evelyn S. Kochera, for the purchase of reference material.

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

Mr. Goodwin presented the Director's report. The plaque for Harley Starr has been placed at the Main Library.

Library Design Assoc. have completed all contracted work. The plexiglass screening on the mezzanine at Main has been installed.

The Main library lounge water issue and subsequent repairs have been completed. A new dinette set was purchased and flooring options will be presented later.

The staff will be focusing heavily on "weeding" the Byesville and Crossroads locations over the next few months.

Mrs. Essex presented the Assistant Directors report. Total system circulation for the month of December 2014 was 22,691. The total number of patron visits at all three locations was 10,739. Our website received a total of 6,016 hits.

On December 22<sup>nd</sup>, the library received a letter from First Presbyterian Church, Cambridge, OH., stating that parking space rentals will not be available for calendar year 2015. As of Jan. 1<sup>st</sup>, arrangements have been made for Main Branch employees to obtain reserved spaces through Unity Presbyterian Church. The cost per space is \$15.00 per month.

There was no unfinished business.

Under new business Milfair and King Carpet both submitted proposed estimates for the new floor coverings in the lounge at the main library. After some discussion, Mr. Woods moved to accept the estimate from King Carpet. 1-15

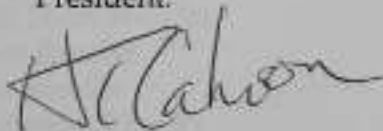
Mr. Blue seconded the motion, all voted yes and the motion carried.

Ms. Daniele moved to approve payment of the bills represented by warrants #021017 through #021905 and memo checks #025C and #026C, as well as online payment to Peoples Visa. Mrs. Smith seconded. All voted yes and the motion carried.

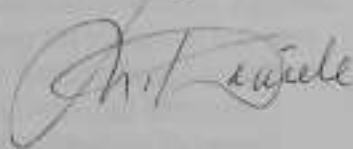
The next regular meeting will be held February 4, 2015 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mr. Woods moved to adjourn the meeting. Mrs. Fair seconded and the motion carried. Meeting adjourned at 4:30 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library held its organizational meeting on January 7, 2015 in the Crossroads Branch Library Board Room. Trustees present: Tom Cahoon, Martha Smith, Shana Fair, Scott Woods, Nancy Daniele and Joel Blue. Library staff present: Rich Goodwin, Melissa Essex, and Cathy Holt.

President Tom Cahoon called the meeting to order at 4:32 p.m.

Mr. Woods moved that all officers remain the same Mr. Cahoon as President, Mrs. Fair as Vice President, and Ms. Daniele as Secretary. Cathy Holt will remain Fiscal Officer, and Melissa Essex will remain as Deputy Fiscal Officer. Mr. Blue seconded the motion. All members voted yes on the 2015 officers.

Mrs. Fair moved to approve the 2015 Temporary Appropriation as presented.

#### 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	2,000

##### 2000 Supplies

2100 General Administrative Supplies	6,000
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	15,000
3400 Insurance	500
3500 Rents/Leases	5,000
3600 Utilities	30,000
3700 Professional Services	20,000
3800 Cataloging	100
3900 Other Contracts & Services	25,000

##### 4000 Library Materials & Information

4100 Books & Pamphlets	30,000
4200 Periodicals	15,000
4300 Audio-Visual	10,000
4500 Computer Services	5,000
4600 Interlibrary Loan Fees	200
4700 Library Material Repair	200
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	2,000
7200 Assessments	2,500
7500 Refunds & Reimbursements	100
<b>TOTAL 101 GENERAL FUND</b>	<b>426,300</b>
 401 BUILDING & REPAIR FUND	
5100 Land	5,000
5200 Land Improvements	50,000
5300 Buildings	30,000
5400 Building Improvements	300,000
5500 Furniture & Equipment	150,000
5900 Other	100
<b>TOTAL 401 BUILDING &amp; REPAIR FUND</b>	<b>535,100</b>
 402 MOTOR EQUIPMENT FUND	
5000 Capital Outlay	
5700 Motor Vehicles	0
<b>TOTAL 402 MOTOR EQUIPMENT FUND</b>	<b>0</b>
 403 AUTOMATION FUND	
5000 Capital Outlay	
5500 Equipment	14,500
<b>TOTAL 403 AUTOMATION FUND</b>	<b>14,500</b>
	<b>975,900</b>
 <b>TOTAL ALL FUND</b>	

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

Mrs. Fair moved to establish a change fund as follows:

4-15

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.

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

Mr. Woods moved to enter into executive session at 4:43 p.m. to establish compensation for non-bargaining unit employees. Ms. Daniele seconded all voted yes and the motion carried.

5-15

Ms. Daniele moved to go out of executive session at 5:44pm. Mr. Woods seconded the motion and the motion carried.

6-15

7-15 Mrs. Fair moved to raise salaries for non-Bargaining unit staff 3% across the board. Administrative staff salary schedule and part-time staff for 2015 is as follows:

7-15

Rich Goodwin	\$69,798.00
Melissa Essex	\$45,954.00
Donna King	\$45,740.00
Cathy Holt	\$33,472.00
Matthew Kinsey	\$25,708.00
Victoria Goudy	\$8.91 per hr.
Jennifer Jacobs	\$8.65 per hr.
Amy Wilson	\$8.40 per hr.

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

Mrs. Smith moved to adjourn. Mr. Blue seconded and the motion carried. The meeting adjourned at 5:48.

President:



Secretary:



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

There was no public participation.

Mrs. Smith 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 December 31, 2014	\$886,236.89
Receipts	103,701.56
Expenses	125,767.00
Balance in the General Fund January 31, 2015	\$864,171.45
Balance in the Building Fund December 31, 2014	\$101,792.33
Receipts	0.00
Expenses	0.00
Balance in the Building Fund January 31, 2015	\$101,792.53
Balance in the Motor Fund December 31, 2014	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund January 31, 2015	0.00
Balance in the Automation Fund December 31, 2014	\$14,460.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund January 31, 2015	\$14,460.98
Balance all Funds	\$980,424.96
Balance in checking	\$5,513.74
Change Fund	100.00
Peoples Interest Business Checking	974,811.22
Total	\$980,424.96

Mrs. Fair moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$100.00 given by Betty Pethel, on behalf of the Guernsey County Homemakers, as a thank you for the use of the Crossroads meeting room, \$29.22 given by Guernsey County Retired Teachers for the purchase of two books, Dogwood Hill, by Sherryl Woods, donated in memory of Judith L. Momirov, and Genealogy Online, by Elizabeth Powell Crowe, donated in memory of Kenneth E. Ballenger.

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

Mrs. Holt presented the 2015 permanent appropriations.

Mrs. Fair moved to accept the appropriations as presented. Mr. Blue 8-15  
seconded the motion. All voted yes and the motion carried.

Mr. Goodwin presented the Director's report. Amy Wilson, part-time Custodian at the Main library, was a victim of a homicide on January 27<sup>th</sup>. Amy will be missed. The staff would like permission from the board to host a soup & sandwich luncheon, as well a candy bar sale in the very near future, with all proceeds going to Amy's family.

Permission was granted.

Mrs. Essex and Mrs. King are both currently on medical leave recovering from medical procedures. Both ladies are doing well and expected to return to work in March.

The staff lounge at the Main library is completely restored. King Karpel has completed the installation of the floor coverings.

There was no unfinished business.

Under new business Mr. Goodwin presented two Quotes for new copiers one at the Main library and one at Crossroads. Hughes Xerographic and Professional Services both offered quotes for comparable machines.

Mrs. Fair moved to accept the quote from Professional Services to purchase both copiers. Mr. Rich seconded the motion. All voted yes and the motion carried. 9-15

Recently the Ohio School for the Deaf stopped by the library inquiring about the possibility of hosting classes for two local families in the community. The classes would be held once a week for about 8 weeks. It was determined that the Main library would be the best location for the program. Mr. Kinsey offered to change his working hours to accommodate the school with the proposed service. If all goes well the school would like to offer more classes in the fall.

Mr. Rich moved to increase non-bargaining unit part-time employees to \$9.25 per hour beginning with the next pay period and to offer a \$25,000 life insurance policy to those staff members also. The policy would be at no cost to the employee. 10-15

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

Ms. Daniele moved to go into executive session at 5:07pm to discuss an item in the policy manual. Mrs. Smith seconded the motion. 11-15

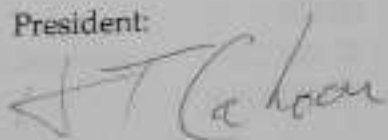
Mrs. Smith moved to return to regular session at 5:10 pm. All voted yes and the motion carried. 12-15

Mrs. Smith moved to approve payment of the bills represented by warrants #021082 through #021140 and memo checks #001D and #002D, 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 March 4, 2015 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mr. Woods moved to adjourn the meeting. Mrs. Smith seconded and the motion carried. Meeting adjourned at 5:12 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session March 4, 2015, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Nancy Daniele, Shana Fair, and Martha Smith. Library employees present: Rich Goodwin, and Cathy Holt

Mr. Cahoon called the meeting to order at 4:13 p.m.

There was no public participation.

Mrs. Smith 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 January 31, 2015	\$864,188.35
Receipts	118,788.72
Expenses	136,979.23
Balance in the General Fund February 28, 2015	\$845,997.34
Balance in the Building Fund January 31, 2015	\$101,792.33
Receipts	0.00
Expenses	0.00
Balance in the Building Fund February 28, 2015	\$101,792.53
Balance in the Motor Fund January 31, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund February 28, 2015	0.00
Balance in the Automation Fund January 31, 2015	\$14,460.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund February 28, 2015	\$14,460.98
Balance all Funds	\$962,250.85

Balance in checking	\$9,237.13
Change Fund	100.00
Peoples Interest Business Checking	952,913.72
Total	\$962,250.85

Mr. Cahoon moved to accept the following resolution:

RESOLVED, that the Board of Trustees accept the following gifts: \$10.00 given by Scott M. Smith of New Cumberland, Pa., \$20.00 given by Mary T. Pallotti of Dublin Ca., \$35.96 given by Al Espenschied for purchase of a book, 1942 Cantab, 1943 Cantab, 1944 Cantab and 1945 Cantab given by Linda Grubbs of Cambridge, Oh, The Good Years, My Fourscore and More, by Millard L. Jordan, and A Living History of Southeastern Ohio, Cold Outhouses and Kerosene Lamps both books donated to the Finley Room, by an anonymous donor.

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

Mr. Goodwin presented the Director's report. Circulation for the month of February is 24,561.

Mrs. King has returned to work on a Physician release. She is currently working 9 hours a week. Mrs. Essex is recovering and is planning to return to work on March 23<sup>rd</sup>.

Mr. Kinsey is in attendance tonight to provide an update on the proposed security cameras installation as well as the proposed system upgrade.

There were no Asst. Director's or Children's Department reports.

Mrs. Daniele moved to enter into executive session at 4:20 pm, to discuss a personnel matter. Mrs. Smith seconded the motion, and the motion carried. 13-15

Mrs. Fair moved to return to regular session at 4:53 pm. Mrs. Smith seconded the motion. All voted yes and the motion carried. 14-15

Mrs. Fair moved to revise Sec. 2.5.B.1 of the Personnel Manual so that is shall read as follows: "Relatives of Trustees shall not be considered for employment. Relatives of current staff may be considered for employment as long as they are not hired by or required to report to a relative." This revision is effective immediately, March 4, 2015. 15-15

Mrs. Fair moved to not approve the hiring of Mr. Bishard. Mrs. Smith seconded the motion. All voted yes and the motion carried. 16-15

Mr. Goodwin will take appropriate action to inform the employee of the board's decision. He will also seek a suitable person to fill the maintenance position at the Main library.

Under unfinished business Mr. Kinsey reported that from an IT equipment standpoint, the library cannot host the programs needed by the Ohio School for the Deaf.

Under new business Ms. Daniele moved to approve Bradford's Mowing Service quote for lawn care and basic landscaping as submitted. 17-15

Mrs. Smith seconded the motion. All voted yes and the motion carried. The other two quotes, for additional landscaping at Crossroads and Main, were tabled for further consideration at the April meeting.

Mr. Kinsey reported significant multiple issues involving library computer services, including patron use, downloading of materials, circulation desk computer downtime, etc.

The board requested Mr. Kinsey supply projected cost for computers and other basic equipment needs and options at the next meeting. Also specific prices for internet services may be available at the April meeting.

The new website launch was successful and the new photo copiers at Main and Crossroads have been installed and working well.

One quote for a security DVR based surveillance system with 16 cameras has been received. The board requested that Mr. Goodwin seek additional quotes for consideration at the April meeting.

Ms. Daniele provided the board with an update from the Safety Committee. After some discussion the board noted that exit lighting at Crossroads and Main should be addressed immediately. The board instructed Mr. Goodwin to arrange to have an appropriate wattage light source installed at the Crossroads rear employee entrance, served by a separate circuit from the automatically timed parking lot lights. Mr. Goodwin will also secure lighting to repair or replace the poles vandalized at the south, rear entrance at Main.

Another concern of the Safety Committee is the need for drills or practices for safety procedures. The board directed that Mr. Goodwin contact local

such as, but not limited to, Cambridge Police Department, Detective Brian Venom or Bethany Hayes (ALICE workshop presenter) from OUZ campus Zanesville, as well as local fire department personnel to help develop and implement correct written emergency procedures, and then begin regular employee practices for procedures.

Other items on the Safety Committee update were tabled for further attention next month.

Ms. Daniele moved to approve payment of the bills represented by warrants #021141 through #021196 and memo checks #003D and #004D, As well as online payment to Peoples Visa. Mrs. Fair seconded. All voted yes and the motion carried.

Mrs. Holt noted that workers are stilled needed at the benefit luncheon for the family of Amy Wilson on March 7, 2015.

The next regular meeting will be held April 8, 2015 at 4:00 p.m. in the board room at the Crossroads Branch Library.

Mrs. Smith moved to adjourn the meeting. Ms. Daniele seconded and the motion carried. Meeting adjourned at 6:12 p.m.

President:



Secretary:



The Board of Trustees of the Guernsey County District Public Library met in regular session April 8, 2015, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, Nancy Daniele, Shana Fair, Craig Rich, and Martha Smith. Library employees present: Rich Goodwin, Melissa Essex, Donna King, Matt Kinsey and Cathy Holt

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

There was no 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 February 28, 2015	\$864,188.35
Receipts	454,526.71
Expenses	145,990.80
Balance in the General Fund March 31, 2015	\$ 1,154,533.25

Balance in the Building Fund February 28, 2015	\$101,792.33
Receipts	0.00
Expenses	0.00
Balance in the Building Fund March 31, 2015	\$101,792.53

Balance in the Motor Fund February 28, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund March 31, 2015	0.00

Balance in the Automation Fund February 28, 2015	\$14,460.98
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund March 31, 2015	\$14,460.98
Balance all Funds	\$1,270,786.76

Balance in checking	\$350,662.54
Change Fund	100.00
Peoples Interest Business Checking	920,024.22
Total	\$1,270,786.76

Mrs. Smith moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$5.00 given by John Stoy Cincinnati, Oh, family pictures, of the Ringer family, donated by Carol Ringer, Cambridge, Oh. \$335.00 donated by the Cambridge Writers Group, from donations made to the Children's department, for Lego blocks collected at the annual Writers at the Crossroads program, and \$50.00 given by Alpha Rho chapter of the Delta Kappa Gamma Society International for the purchase of large print books.

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

Mrs. Holt requested the board's approval to transfer \$538,246.26 from the General Fund and place \$438,207.47 in the Capital Building & Repair Fund and the remainder of \$ 100,039.02 in the Capital Automation Fund.

Mrs. Smith moved to approve the request. Mrs. Fair seconded the motion. All voted yes and the motion carried. 18-15

Mr. Goodwin presented the Director's report. The Cambridge Writers held their annual event in March at the Crossroads Branch. There were approximately 40 people in attendance.

Recently game and puzzle tables have been introduced at the Crossroads Branch. They have been well received to date.

Mrs. Essex presented the Assistant Director's report. Total circulation for the month of March 2015 was 24,363. The total number of patron visits to all three locations was 11,864.

Crossroads Branch will host the annual Southeast Ohio Trustee Dinner on May 7, 2015. Dinner begins at 6:30pm. Registration and full details for this event may be viewed on line at [www.olc.org](http://www.olc.org). However arrangements can be made through the library. Please register soon if you are planning to attend.

Doug Byrne, an Allstate agent, will be available April 24<sup>th</sup> and 27<sup>th</sup> to speak with any employee interested in individual insurance plans (disability, dental, eye etc.) Currently several employees have plans through AFLAC and are interested in other options. These plans are optional and are paid completely by the employee through payroll deductions.

The State Library of Ohio mobile training lab will be at the Byesville Branch on July 15<sup>th</sup>. The lab will offer patron classes on using iPad and Android eReader devices. Matt Motes, SEO employee, will facilitate.

Donna King Children's Librarian has returned to work. The spring session of story time is wrapping up. Plans are going well in anticipation of summer reading.

Mrs. Fair moved to approve payment of the bills represented by warrants # 021197 through # 021256 and memo checks 0005D and 006D. As well as online payment to Peoples Visa. Mrs. Smith seconded the motion all voted yes and the motion carried.

Under unfinished business Mr. Goodwin suggested that the Safety committee review and suggest adaptations to the Guernsey County Public Library Emergency Action Plan.

The security lighting concerns at Crossroads have been successfully addressed.

The lighting at Main is on hold pending approval of Cambridge Preservation Society and a labor installation price.

Mr. Rich moved to accept the Personnel Manual as revised. Mrs. Fair seconded the motion. All trustees voted yes, by roll call, and the motion carried.

19-15

Mrs. Fair moved to accept landscaping proposals from Bradford Mowing service for all three locations. Mrs. Smith seconded the motion. All voted yes and the motion carried.

20-15

Mr. Kinsey presented a detailed technology proposal. Please refer to the attached IT report.

Ms. Daniele moved to contract with Times Warner to provide dedicated internet service to the Crossroads Branch. Mr. Rich seconded the motion, all voted yes and the motion carried.

21-15

Mr. Rich moved to accept Mr. Kinsey's IT proposal to replace virtualization (VDI hardware) with physical PC's, which will also include a

22-15

refresh cycle to start in 2017. Mrs. Smith seconded the motion, all voted yes and the motion carried.

Mr. Rich moved to accept the proposal from Alarm One for cameras at the Main Library. Mrs. Fair seconded the motion all voted yes and the motion carried. 23-15

The next regular meeting will be May 6, 2013 at 4:00 p.m. at the Crossroads Branch Library.

Mrs. Smith moved to adjourn the meeting. Ms. Daniele seconded and the motion carried. Meeting adjourned at 6:45 p.m.

President:

Secretary:

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

There was no 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.

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*Revised  
Copy  
corrections made*

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

Mrs. Holt requested the board's approval to transfer \$538,246.26 from the General Fund and place \$438,207.47 in the Capital Building & Repair Fund and the remainder of \$ 100,039.02 in the Capital Automation Fund.

Mrs. Smith moved to approve the request. Mrs. Fair seconded the motion. All voted yes and the motion carried.

Mr. Goodwin presented the Director's report. The Cambridge Writers held their annual event in March at the Crossroads Branch. There were approximately 40 people in attendance.

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Currently several employees have plans through AFLAC and are interested in other options. These plans are optional and are paid completely by the employee through payroll deductions.

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Donna King Children's Librarian has returned to work. The spring session of story time is wrapping up. Plans are going well in anticipation of summer reading.

Mrs. Fair moved to approve payment of the bills represented by warrants # 021197 through # 021256 and memo checks 0005D and 006D. As well as online payment to Peoples Visa. Mrs. Smith seconded the motion all voted yes and the motion carried.

Under unfinished business Mr. Goodwin suggested that the Safety committee review and suggest adaptations to the Guemsey County Public Library Emergency Action Plan. There was a brief discussion pertaining to the function and responsibility of the safety committee. It was determined the committee does not have the authority to negotiate with the bargaining unit.

The security lighting concerns at Crossroads have been successfully addressed.

The lighting at Main is on hold pending approval of Cambridge Preservation Society and a labor installation price.

Mr. Rich moved to accept the Personnel Manual as revised. Mrs. Fair seconded the motion. All trustees voted yes, by roll call, and the motion carried.

Mrs. Fair moved to accept landscaping proposals from Bradford Mowing service for all three locations. Mrs. Smith seconded the motion. All voted yes and the motion carried.

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Mr. Rich moved to accept the proposal from Alarm One for cameras at the Main Library. Mrs. Fair seconded the motion all voted yes and the motion carried.

The next regular meeting will be May 6, 2015 at 4:00 p.m. at the Crossroads Branch Library.

Mrs. Smith moved to adjourn the meeting. Ms. Daniele seconded and the motion carried. Meeting adjourned at 6:45 p.m.

President:

Secretary:

The Board of Trustees of the Guernsey County District Public Library met in regular session May 6, 2015, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, 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 4:10 p.m.

There was no public participation.

Mrs. Essex requested the April minutes be amended to reflect the discussion concerning the safety committee.

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund March 31, 2015	\$1,154,533.25
Receipts	138,791.77
Expenses	663,331.54
Balance in the General Fund April 30, 2015	\$629,993.48
Balance in the Building Fund March 31, 2015	\$101,792.53
Receipts	438,207.47
Expenses	0.00
Balance in the Building Fund April 30, 2015	\$540,000.00
Balance in the Motor Fund March 31, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund April 30, 2015	0.00
Balance in the Automation Fund March 31, 2015	\$14,460.98
Receipts	\$100,039.02
Expenses	0.00
Balance in the Automation Fund April 30, 2015	\$100,236.40
Balance all Funds	\$1,270,229.88
Balance in checking	\$249,992.75
Change Fund	100.00
Peoples Interest Business Checking	\$1,020,136.05
Total	\$1,270,229.88

Mrs. Fair moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$12.00 given by Judy Brooks, Marcos California, \$ 25.00 given by Mike McCoy, Chicago Illinois, \$75.00 given by Schneider Downs & Company, Inc. of Pittsburgh, Pa. as a thank you for the use of the meeting room, and Methodist magazine, Volume 7-Volume 21, 1825-1839, Methodist Quarterly Review, Volume 5, 1841 -1845, given by the Dayton Metro Library, Dayton, Oh.

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

Mrs. Holt requested the board's approval to transfer \$25,000.00 from the Crossroads Building Improvement account and place it in the intergovernmental funds account.

Mrs. Fair moved to approve the request. Mrs. Smith seconded the motion. All voted yes and the motion carried. 24-15

Mrs. Holt informed the board that the Anthem Health Insurance renewal has been received. The policy reflects a slight increase of 2.4%. Plan structure is now based upon age and three members of the bargaining unit will be over the board approved paid premium of \$1016.00.

The current depository agreement expires on July 1, 2015. Mrs. Holt will be sending letters to all financial institutions in May seeking the best rates for the library's finance.

Mr. Goodwin presented the Director's report. The landscaping projects are complete at Main and Byesville. Crossroads is still pending.

New "Reserved Parking" signs have been purchased for the Main Library. They will be in place as soon as the county evens out the post.

Mrs. Essex presented the Assistant Director's report. Total circulation for the month of April 2015 was 21,441. The total number of patron visits at all three locations was 11,528.

Thursday, May 7, 2015 is the OLC Trustee Dinner. The dinner begins at 6:30. The program starts at 7:15pm. Pre-registration is required.

Douglas Byrne, Allstate agent, met with 14 interested staff members on April 24<sup>th</sup> and 27<sup>th</sup> regarding supplemental coverage(dental, eye, etc.) 13 staff members elected to purchase Allstate policies and switch from current AFLAC coverage.

Shirley Ford, current Finley Room clerk, is retiring effective May 31<sup>st</sup>. The staff has planned a dinner in her honor to be held Friday, May 29<sup>th</sup> at Theo's restaurant. Dinner begins at 6:00pm and is Dutch treat. Any interested Board members are welcome to attend. The library will present a plaque and pay for both Shirley and her husband's meal.

The Friends of the Library have a book sale planned for the Byesville Branch on June 19<sup>th</sup> & 20<sup>th</sup>.

Donna King Children's Librarian has returned to work. The spring session of story time is wrapping up. Plans are going well in anticipation of summer reading. The Rolling Hills Local School District as well as The East Guernsey School District has approached the library concerning a grant partnership for literacy. There will be more information coming in the near future.

Under unfinished business the safety committee has not met since the last board meeting. The next meeting will be open to the public and held during regular business hours.

The security lighting proposal, for the Main Library, recently submitted to the city, was rejected. Mr. Goodwin will continue to seek additional proposals. He is currently investigating light posts similar to the lighting on Wheeling Ave.

The surveillance cameras have been ordered from Alarm One. Mr. Kinsey is working with the representative from that company on the details concerning the project.

The IT project is moving right along. The 60 new PC's that were ordered are here. Mr. Kinsey is currently working on the installation. Mr. Kinsey has found a free product that will replace the current Envisionware print release program. He is also in the process of acquiring a time control product for the public computers.

Under new business Vicky Goudy, part-time employee at Byesville has resigned from her position. In addition to filling the vacated position, Mrs. Essex would like the board to consider creating a new bargaining unit part-time position with the employee working 20 plus hours per week.

25-15 Mrs. Fair moved to create the position. Mr. Woods seconded the motion 25-15 and the motion carried.

The board denied the request from the bargaining unit to hold a bake/yard sale on Saturday June 6<sup>th</sup> from 8 -5 in the large meeting room.

Mrs. Fair moved to approve payment of the bills represented by warrants # 021257 through # 021319 and memo checks 0007D, 0008D and 0009D, as well as online payment to Peoples Visa and intergovernmental memo expenses. Mrs. Smith seconded the motion, all voted yes and the motion carried.

The next regular meeting will be June 3, 2015 at 4:00 p.m. at the Crossroads Branch Library.

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

President:

*H. K. Kahoona*

Secretary:

*Jan E. Smith (pro temp secretary)*

The Board of Trustees of the Guernsey County District Public Library met in regular session June 3, 2015, in the board room of the Crossroads Branch Library. Trustees present: Shana Fair, Joel Blue, Craig Rich, and Martha Smith. Library employees present: Rich Goodwin, Melissa Essex, Donna King, and Cathy Holt

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

There was no public participation.

Mr. Rich moved to accept the amended April minutes. Mrs. Smith seconded the motion, and the motion carried. Mrs. Smith moved to accept the May minutes as mailed. Mrs. Fair seconded the motion, and the motion carried.

26-15

Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund April 30, 2015	\$1,154,533.25
Receipts	129,449.68
Expenses	129,069.54
Balance in the General Fund May 31, 2015	\$630,373.62
Balance in the Building Fund April 30, 2015	\$540,000.00
Receipts	0.00
Expenses	0.00
Balance in the Building Fund May 31, 2015	\$540,000.00
Balance in the Motor Fund April 30, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund May 31, 2015	0.00
Balance in the Automation Fund April 30, 2015	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund May 31, 2015	\$100,236.40
Balance all Funds	\$1,270,610.02

Balance in checking	\$250,244.01
Change Fund	100.00
Peoples Interest Business Checking	\$1,020,266.01
Total	\$1,270,610.02

Mrs. Fair moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$8.00 given by James Gress, Paulding, Oh., \$5.00 given by Steve McManaway, Cambridge, Oh. \$15.00, given by Sheri Rosendahl, Grand Junction, Colorado, and \$24.75 given by The Cambridge Writers Club.

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

Mrs. Holt presented to the board a letter of understanding from the bargaining unit president Mary Rhodes. The letter was in reference to the insurance premium amount. The premium cost for three of the members exceeds the amount agreed upon at the signing of the last contract. After some discussion, concerning the members in question and the structure of the plan being based on age, Mr. Rich moved to pay the difference in the amount of approximately \$3,000 for the year. This motion would need to be reviewed on a yearly basis. The motion did not receive a second. After more discussion, Mr. Rich moved to renew his original motion. Mrs. Smith seconded the motion. When asked by the board the administrative staff all agreed that they would approve granting the motion. Mrs. Fair stated that the goal of the board was to control insurance cost which overall has been successful. Mrs. Fair requested a polled vote from the board members; Mr. Rich, yes, Mrs. Smith, yes, Mrs. Fair, yes, Mr. Blue abstained. As a result the board will again pay the full amount of the insurance premiums for all staff, for the coming renewal year. This matter will be reviewed on a yearly basis. 27-15

Mr. Goodwin presented the Director's report. The landscaping project at the Crossroads Branch has not been completed as of yet. Mr. Bradford has been asked to remove dead or dying trees at Crossroads, as an addition to the clean-up, as well as 2 evergreens at the Main building located at the base of the front entrance.

Y-City Locksmith recently replaced the door locks and knobs on all restrooms at the Byesville Branch as well as the rear exit door to the building.

Smith Glass is currently investigating a recent problem with the handicap door at Crossroads. The interior door is blocked opened to avoid closing too quickly.

Mr. Kinsey has completed the new PC hardware update at Main and Byesville. He is hoping to begin installation at Crossroads before the end of the week.

So far patron response has been favorable. The new equipment has improved video playback and overall speed.

The PC's in the Children's and Teen areas will be configured to block Facebook and YouTube to insure availability of these terminals for J/YA patrons. Patrons of all ages will still have access to these sites on the other machines.

A new digital document camera has been purchased for the Finley Room. This USB device is designed to photograph maps and books without damage to the bindings; it can also be connected to a PC to serve as an ad hoc overhead projector.

Mrs. Essex presented the Assistant Director's report. Total circulation for the month of May 2015 was 19,182. The total number of patron visits at all three locations was 8,695.

Some staff members are wondering if the board would consider approving the observation of July 4<sup>th</sup> on Friday July 3<sup>rd</sup>.

Two new clerks were recently hired. Michelle Raffelson, was hired to fill a full-time position at the Main Branch. Samantha Barker was hired to fill a part-time position at the Byesville Branch. Current employee Jennifer Jacobs has filled the part-time position created last month by the Board for the Byesville Branch.

Our full-time maintenance employee begins a 3-6 week medical leave starting June 29<sup>th</sup>. We are investigating the possibility of a cleaning service to cover during the interim.

Mr. Blue moved to observe July 4<sup>th</sup> on July 3<sup>rd</sup>. Mrs. Fair seconded the motion and all voted yes. The Library will be closed July 3<sup>rd</sup> & 4<sup>th</sup> in observance of the holiday. 28-15

Mrs. Fair moved to hire Raffelson and Barker to their respective positions. Mr. Rich seconded the motion. All voted yes and the motion carried. 29-15

Donna King Children's Librarian reported that May was an incredibly busy month. The department visited Secrest and Byesville Elementary Schools. All for Kids, (a daycare center) visited the library for a program, along with numerous Head Start groups. The South Eastern Ohio Children's Library Committee also held their meeting at the Crossroads Branch during the month.

The final stages of the Summer Reading program are underway. The program theme is "Every Hero has a Story"! Some of the highlights include: a Deerassic Park field trip, a visit from the Sherriff's Department, a Scholastic Book Fair, a Lego Program and a Zumba Class. Wednesday class time should be exciting this summer with visits from the Fire Department, The Ohio Patrol and the Franklin County Bomb Squad. Teen volunteers are being scheduled. Registration began on June 1<sup>st</sup>. There was a good turnout for the first day of registration.

We were approached by the Appalachian Ohio P-20 Council. They are a 9- county collaborative that focuses on career development and encourages students to set goals and become lifelong learners. They are providing bracelets to students who meet or exceed the summer reading goal. This may lead to more collaborative efforts between our library and AOP-20.

Under unfinished business the security cameras for the main Branch should be ready by mid-June. A policy will need to be established and adopted by the board. Dan Padden will procure a letter of review through Mr. Goodwin.

Mr. Goodwin is seeking options for the outside lighting at the Main Branch. Prices have been obtained from J&M Electrical Supply. Paul Sherry has also offered some lights that were replaced by the city, and are currently being stored at the Armory. If the library can use these the only cost, to the library, would be installation.

There was no new business.

Mr. Blue moved to approve payment of the bills represented by warrants # 021320 through # 021385 and memo checks 0010D, and 0011D, as well as online payment to Peoples Visa. Mr. Rich seconded the motion, all voted yes and the motion carried.

The next regular meeting will be July 8, 2015 at 4:00 p.m. at the Crossroads Branch Library.

Mr. Rich moved to adjourn the meeting. Mrs. Smith seconded and the motion carried. Meeting adjourned at 5:10 p.m.

President:



Secretary:

The Board of Trustees of the Guernsey County District Public Library met in regular session July 15, 2015, in the board room of the Crossroads Branch Library. Trustees present: Tom Cahoon, 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 p.m.

There was no public participation.

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

C1-24 Mrs. Holt gave the Treasurer's Report.

Balance in the General Fund May 31, 2015	\$ 630,373.62
Receipts	115,563.20
Expenses	145,701.45
Balance in the General Fund June 30, 2015	\$600,069.14
Balance in the Building Fund May 31, 2015	\$540,000.00
Receipts	0.00
Expenses	0.00
Balance in the Building Fund June 30, 2015	\$540,000.00
Balance in the Motor Fund May 31, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund June 30, 2015	0.00
Balance in the Automation Fund May 31, 2015	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund June 30, 2015	\$100,236.40
Balance all Funds	\$1,240,305.54

Balance in checking	\$219,813.74
Change Fund	100.00
Peoples Interest Business Checking	\$1,020,391.80
Total	\$1,270,305.54

Mrs. Fair moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$102.00 given by patrons that attended the Summer Reading Swim, at Salt Fork for the Children's Department, "The Tarczal Alliance" by Paulette Forshey given by Paulette Forshey, and \$ 20.00 given by an anonymous donor to the Finley Room.

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

Mrs. Holt advised the board that three financial institutions responded to the depository agreement letters sent out in May: Peoples Bank, Wesbanco, and The Community Bank. Mr. Woods moved to accept Peoples Bank proposal for all active funds and to accept Wesbanco and the Community Bank for inactive funds as needed. Mrs. Fair seconded the motion, all voted yes and the motion carried.

30-15

Mr. Goodwin presented the Director's report. Time Warner has initiated the installation of our new 20 mbs fiber line. This will be evaluated over several days to ensure everything is functioning as advertised.

The landscaping for the Crossroads Branch has still not been completed. Removal of the dead trees on the property has been added to the project.

Several patches to the asphalt have been put in place in an effort to correct the "pot holes" that developed after last winter. There is a possibility a permanent fix may be needed.

Mr. Kinsey has completed approximately 90% of the installation of the new computer hardware. Everything is working wonderfully.

Mrs. Essex presented the Assistant Director's report, circulation for the month of June 23,376 items. The combine number of patron visits at all three locations was 11,733.

All Clean, temporary cleaning service, began Tuesday, June 30<sup>th</sup> at Crossroads. Cleaning has been done to acceptable specifications.

Estimates were obtained for gutter cleaning at both Byesville and Crossroads Branches. Gordon Jr. Mobile Power Wash was hired to complete the work at a cost of \$375.00.

The SEO Library Center mobile technology lab will present 3 computer classes at the Byesville Branch on Wednesday, July 15, 2015. Matt Motes, information technologist, will conduct training. Interested patrons should call the Byesville Branch, at 740-685-2236 for further details.

Noted author **Beverly Lewis** will hold a book signing/author chat at Crossroads Branch on Monday, Sept. 14, 2015. To date, this is the biggest name that we have hosted at any facility! Press releases will be distributed soon. Please pass along this information to any interested family and friends.

Donna King Children's Librarian reported that the Summer Reading Program is winding down. The Wednesday classes have been well attended. There was a nice crowd at the Kick-off held at Salt Fork State Park Lodge. The weather has been a bit iffy at all of the outdoor program, but those that have braved the elements have enjoyed very nice programs.

The Scholastic book fair was very successful. We were able to keep 40% of what was sold which turned out to be around \$250 dollars in free children's books!

The Lego event was very popular with over 60 people attending. We are thankful to The Cambridge Writers Group for their generous monetary donations to purchase the Legos.

The Sheriff's Department made a visit with McGruff in tow, as well as lots of equipment. Stranger Danger, 911, and bullying were among the topics of discussion. Our families also toured the patrol car. Sirens were roaring!

Reader's Theater and Summer Baby Time have been moving along very well.

Ten teen volunteers have been utilized this year. They have been a big help and have done a very good job.

The program wraps up at the Cambridge City Park on July 22<sup>nd</sup> with a performance by Mister Puppet, pizza and door prizes!

Under unfinished business the security cameras at Main have been installed. The Board would like to see quotes for cameras at both Crossroads and Byesville.

Mr. Goodwin, along with Jay Patterson of J's Lighting, inspected the light post offered by the city as a possible lighting solution at the Main Library. It was determined that the post could be sandblasted and repainted, but new globes would need to be purchased.

Mrs. Fair recommended that the next board meeting be held at the Main Library, so that board members could observe the new surveillance cameras and review the lighting, etc.

There was a discussion about where things stand with the safety committee. It seems there has been a pause in the meeting schedule. Mrs. Fair said she would contact Ms. Daniele about the committee. The Board discussed the possibility of restructuring the committee, and the possibility of seeking outside help to come up with a safety manual. The discussion will continue at the next meeting.

There was no new business.

Mrs. Fair moved to approve payment of the bills represented by warrants # 021386 through # 021448 and memo checks 0012D, and 0013D, as well as online payment to Peoples Visa. Mr. Woods seconded the motion, all voted yes and the motion carried.

The next regular meeting will be August 5, 2015 at 4:00 p.m. at the Main Library.

Mr. Woods moved to adjourn the meeting. Mr. Rich seconded and the motion carried. Meeting adjourned at 5:30 p.m.

President:

Secretary

A handwritten signature in dark ink, appearing to read "J. T. Cahoon". The signature is written in a cursive style with a large, sweeping "C".

The Board of Trustees of the Guernsey County District Public Library met in regular session August 5, 2015, in the meeting room of the Main Library. Trustees present: Tom Cahoon, Shana Fair, Craig Rich, Scott Woods and Joel Blue. Library employees present: Rich Goodwin, Melissa Essex, Donna King, Matt Kinsey and Cathy Holt.

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

Jerry and Joan Albaugh representing the Guernsey County Friends of the Library were present. They presented to the board a donation check totaling \$5,000; \$2,500 from the Modern Woodmen, \$500 from the CDC and \$2,000 from the Friends group. They would like the money used for the purchase of a new outdoor book drop. Mr. & Mrs. Albaugh also expressed to the board the need for storage to hold the books for the next book sale. They indicated that book sales are the group's largest fundraiser. The possibility of placing a storage container outside the building at Crossroads, purchased by the group, was brought to the board. Other ideas were also discussed such as a yard barn, a possible store front in downtown Cambridge, or perhaps space in the basement of the Main Library. The Albaugh's also brought to the board's attention the need for new blinds in the large meeting room at Crossroads. The Board thanked the group for the donation and will consider the other requests.

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

Balance in the General Fund June 30, 2015	\$ 600,069.14
Receipts	373,039.75
Expenses	118,734.31
Balance in the General Fund July 31, 2015	\$854,374.58
Balance in the Building Fund June 30, 2015	\$540,000.00
Receipts	0.00
Expenses	0.00
Balance in the Building Fund July 31, 2015	\$540,000.00
Balance in the Motor Fund June 30, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund July 31, 2015	0.00

Balance in the Automation Fund June 30, 2015	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund July 31, 2015	\$100,236.40
Balance all Funds	\$1,494,610.98

Balance in checking	\$474,085.57
Change Fund	100.00
Peoples Interest Business Checking	\$1,020,391.80
Total	\$1,494,610.98

Mrs. Holt requested the Board's approval to transfer \$350,000.00 from the general finance account to the interest bearing checking.

Mr. Blue moved to approve the transfer. Mr. Woods seconded the motion, and the motion carried.

31-15

Mrs. Holt informed the Board that the implementation of the PayPal account is moving right along at last. A separate bank account will need to be established with Peoples Bank for the payments to fall into. They will then be transferred to the general finance account. Mr. Kinsey will follow up with SEO to install the software. We would like to have everything in place by September 1, 2015.

Mrs. Fair moved to continue to move forward with the necessary steps to establish the PayPal account. Mr. Blue seconded the motion and the motion carried.

32-15

Mrs. Fair moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$30.00 given by Thomas & Judy LaBine from the Marshes to the Finley Room, and Sharon Proctor donated Family Group Sheets (which will be added to the pamphlet file ) for the following: Roy Young, Henry Young and Jackson Geese.

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

Mr. Goodwin presented the Director's report. The ongoing landscaping project on the lower parking lot, at Crossroads, is expected to be completed by the end of August. Several ballasts have been replaced at Byesville and Crossroads, as well as a door opener issue at the Byesville Branch. There is a major plumbing issue that needs attention at Crossroads. The main hot water tank is leaking along with a mixing valve attached to it. The original installers have been on site accessing the problem. They are recommending replacing all components including the shutoff valves due to calcium build up.

The Board recommended obtaining quotes to repair/replace/fix. The concern was to get it taken care of ASAP.

Mrs. Essex presented the Assistant Director's report. Circulation for the month of July was 22,983 items. The total number of patron visits at all three locations totaled 12,936.

The SEO Library Center mobile technology presented 3 computer classes at the Byesville Branch on Wednesday, July 15, 2015. Matt Motes, information technologist, conducted the training. A total of 30 patrons attended the sessions.

Noted author **Beverly Lewis** will hold a book signing/author chat at Crossroads Branch on Monday, Sept. 14, 2015 at 10:00am. Please pass along this information to any interested family and friends.

Mrs. King Children's Librarian reported that the Summer Reading Program was once again a success. She shared highlights from some of the various programs. Approximately 200 people attended the finale at the park. Mrs. King offered statistics for other programs, as well as overall attendance.

The department has been invited to participate in the "Back to School Picnic" hosted by the Kiwanis Club. They will be doing a program for Help Me Grow on August 26<sup>th</sup> and hosting a meeting of the Southeastern Ohio Children's Library Committee on August 28<sup>th</sup>. In addition they are busy working on Fall Programming, which will include the Family Fall Festival, a Star Wars Program and possibly an Astronomy Program. They are also in the very early stages of planning an Educational Opportunity Fair.

Mr. Kinsey, IT Coordinator presented the Board an update on the changes, updates and savings that he has been working on in the IT Dept. Please refer to the attached document for details.

Under unfinished business the Board advised Mr. Goodwin to proceed with the Security Lighting at Main. The surveillance cameras have been installed and board members are encouraged to tour the building and inspect the placement and see how they operate.

Mr. Woods moved to re-establish the Safety Committee: to include 2 board members, 1 member from administration, and 3 union members.

33-15

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

The first meeting of the newly re-established committee will be August 14, 2015 at 9:30 in the meeting room of the Main Library.

Mr. Rich will serve as the chairman of the committee. Mrs. Fair will fill the other board position. Mr. Goodwin will serve as the Administrator and the union will appoint three members.

Under new business the Alarm One proposal was tabled until the next meeting.

Mr. Woods moved to renew the contract with Simplex for all three locations. Mr. Rich seconded the motion all voted yes and the motion carried.

34-15

Mr. Woods moved to approve the in-service meeting, to be held August 13, 2015, the meeting will be for all Guernsey County Public Library Employees. The purpose will be to update the staff on changes to the computer system and to answer any question that the staff may have about the changes.

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

Mr. Woods moved to accept the engagement letter from Bricker & Eckler as legal counsel for the library.

35-15

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

Mr. Cahoon agreed to renew his term on the board. Mr. Goodwin will send a letter to judge Ellwood to inform him of Mr. Cahoon's intentions.

Board member Nancy Daniele sent a resignation letter to the board effective August 5, 2015.

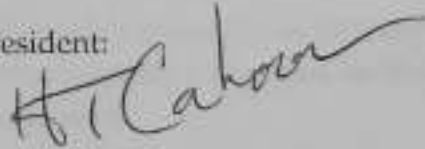
Mr. Goodwin will advise the Commissioners of her resignation.

Mr. Woods moved to approve payment of the bills represented by warrants # 021449 through # 021513 and memo checks 0014D, and 0015D, as well as online payment to Peoples Visa. Mrs. Fair seconded the motion, all voted yes and the motion carried.

The next regular meeting will be September 2, 2015 at 4:00 p.m. at the Crossroads Library.

Mr. Woods moved to adjourn the meeting. Mr. Rich seconded and the motion carried. Meeting adjourned at 5:57 p.m.

President:



Secretary

**Guernsey County Public Library**

**IT Department Report**

**Aug. 5, 2015**

**Presented by Matthew Kinsey, IT Coordinator**

We have completed installation of all patron and staff terminals system-wide. Patrons are enjoying much better video quality, improved compatibility with USB devices and overall faster performance. Uptime of staff terminals is now 100%. The library already owns previously unused volume licenses for recent editions of MS Office, so we are able to install this software on all patron PCs with no new purchase necessary.

Standalone internet service has been installed at the Crossroads Branch. The new connection offers more than twice the speed of our old point-to-point circuit at a savings of about \$500 per month, without leeching bandwidth from Main. The only hardware purchase necessary to complete the project was a modestly priced router (under \$150). The networking solution was designed and deployed by the IT Coordinator so no 3<sup>rd</sup> party technical help was required. A separate VLAN has been set up for the administrative offices for improved security. A repurposed access point provides better coverage for the administrative offices (formerly a wireless dead spot).

In addition to reducing our internet service and energy costs (GCC and GCT will no longer have to run AC in server rooms year round), the new configuration eliminates costly subscriptions and support contracts. (The following costs are per year)

- \$550 Envisionware
- \$4,000 Cymphonix/Untangle
- \$4,500 Citrix
- \$5,280 Kinetic (on-site add'l)

We were able to use the existing UPS (battery backup) with our new surveillance cameras, so we did not need to buy a new one from Alarm One. The Xen server and storage server have been retired. Networking roles formerly handled by the server at Main have been migrated to the firewall router. Old patron and staff profiles have been removed. All data from administrative VMs and the shared drive have been moved to cloud storage, providing an inexpensive, reliable off-site backup for our files.

We have consulted with IT hardware resellers to determine the resale value of our decommissioned equipment. Servers typically depreciate in value by 20% each year and our servers are 5 years old, so while we don't expect to get a high price, we hope to recover at least something for the old equipment.

The project will wrap up with the rollout of automatic shutdown software to be installed after all staff are thoroughly trained and prepared. We are planning a training event to cover new hardware and services.

The Board of Trustees of the Guernsey County District Public Library met in regular session September 2, 2015, in the board room of the Crossroads Branch. Trustees present: Tom Cahoon, Joel Blue, Lisa Groh, and Richard Hall. Library employees present: Rich Goodwin, Melissa Essex, Donna King, and Cathy Holt.

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

Due to the resignation of former board member Nancy Daniele the position of secretary is vacant. Peoples Bank, our financial institution, requires that the library accounts have a corporate secretary; due to the fact that only President Tom Cahoon and the three newest board members were present the election of a new secretary was tabled until the next meeting.

There was no public participation.

Mr. Hall moved to accept the minutes as mailed. Mr. Blue seconded the motion and the motion carried. Mr. Cahoon, Mr. Blue, and Mr. Hall requested to no longer have a hard copy of the minutes mailed to them.

Balance in the General Fund July 31, 2015	\$854,372.11
Receipts	139,499.16
Expenses	110,884.39
Balance in the General Fund August 31, 2015	\$882,986.88
Balance in the Building Fund July 31, 2015	\$540,000.00
Receipts	0.00
Expenses	0.00
Balance in the Building Fund August 31, 2015	\$540,000.00
Balance in the Motor Fund July 31, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund August 31, 2015	0.00
Balance in the Automation Fund July 31, 2015	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund August 31, 2015	\$100,236.40
Balance all Funds	\$1,523,223.28

Balance in checking	\$152,414.82
Change Fund	100.00
Peoples Interest Business Checking	\$1,370,683.46
Total	\$1,523,223.28

Mrs. Holt requested the Board's approval to transfer \$9,000.00 from the Main Furniture & Equipment fund with \$2,000.00 going to Byesville phone & internet account and \$7,000.00 going to Crossroads phone & internet account. We are currently waiting on e-rate funds, which will off-set the requested amount.

Mr. Hall moved to approve the transfer. Mr. Blue seconded the motion. All voted yes, and the motion carried.

Mrs. Holt informed the Board that the PayPal account has been established and will be available to the patrons attending the Beverly Lewis program on September 14<sup>th</sup>. The service will not be available for patron use in general, until a reasonable limit of payment can be established to off-set the fees involved.

Mr. Blue moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$17.00 given by Terry Willis to the Finley Room, \$30.00 given by Goddard & Wagoner PLLC for the use of the meeting room, \$ 70.00 given by the Scanlon Group for the use of the meeting room.

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

Mr. Goodwin presented the Director's report. Peterman plumbing has completed the work at the Crossroads Branch. They replaced more than just the hot water tank. They gave us a year's warranty on the current equipment. The system will need to be checked every 6 months to avoid having the issue again.

ComputerTime software has been installed on all patron PCs system-wide. This program automatically ends PC sessions 15 minutes before closing so the staff no longer has to verbally notify patrons at the end of the day. The program notifies patrons 15 minutes and then gives a last minute countdown on-

screen and over headphones. The program seems to be working fine. The patrons are leaving the area on time and in an orderly manner. The cost of the program was offered to us at a reasonable discount for about \$20 per seat. Patron PCs are now set to restart automatically overnight, wiping history and downloaded files from the previous session.

Recent statistics collected from our content filtering solution has revealed that our networks served 10 times the number of requests for web resources compared to the period before the new computer rollout. The faster service seems to be a big hit with the patrons.

Mrs. Essex presented the Assistant Director's report. Circulation for the month of August was 20,139 items. The total number of patron visits at all three locations totaled 11,434.

The recent staff in-service held August 13<sup>th</sup> was well received. Matt Kinsey presented information regarding the recent computer upgrades and Stephanie Casto, representing Schwendeman Agency, discussed current health insurance coverage.

September is "National Library Card Sign-up Month". The American Library Association theme is "Peanuts". The clerks' at all three locations are taking part in a friendly competition to determine which branch can register the most new patrons in one month's time. Mrs. Essex requested the board's approval to waive the \$1.00 replacement cost for a lost card for the month of September.

Mr. Hall moved to approve the request. Mr. Blue seconded the motion. 36-15  
All voted yes, and the motion carried.

The library will have a booth at the Farmer's Market in front of the courthouse on September 4<sup>th</sup> for National Library Card Signup Month. The recent addition of the tablet from the Verizon phone account will allow the public to sign up for a library card at the market.

The Beverly Lewis book signing/author chat will be Monday, September 14 2015 at the Crossroads Branch. Copies of "The Photograph", "Love Letters" and "Amish Heritage Cookbook" will be available for purchase at a cost of \$12.00 per copy.

Jack Warne Construction has viewed the plaster damage at the Main Branch. However, they have yet to respond with an estimate for repair.

Mrs. King Children's Librarian reported that online registration is now available on our website for children's programs. Registration began on Monday August 31, 2015 and 23 children have registered in this manner so far. Many of the names are new so we may reach a different audience with this service. Classes begin on September 21<sup>st</sup>. We are anticipating full classes.

Janet Ingraham Dwyer, State Library Children's Consultant attended the recent SOCLC meeting held at The Crossroads Branch. She asked the committee to host the Summer Reading Workshop for Southeastern Ohio. The committee voted to accept the challenging task. The workshop will be February 26, 2016 at the Crossroads Branch.

In honor of September being National Library Card Sign-Up Month, we will be holding programs at both the Main Branch and the Byesville Branch.

Future plans of the department include a Telescope Workshop with the help of the Astronomy Club of Zanesville. This program is tentatively set for November 4<sup>th</sup>. We are also planning to participate in a program "1000 Books Before Kindergarten Challenge" This program encourages families and caregivers to read at least 1000 books before their children enter school. The challenge involves parent keeping reading logs and receiving incentives as they go along.

Help Me Grow recently donated 60 backpacks to be given out to story time participants.

Under unfinished business Jay Patterson will be picking up the light posts that were donated by the city, so that work can begin on restoring the lights to be used outside at the Main Branch.

There was no update from the Safety Committee. The next meeting is scheduled for September 10<sup>th</sup>, during the day.

3745 Under new business Mrs. Groh moved to hire Tom Lehotay for snow removal. His pricing has remained the same over the last 3 years and he has done a good job. Mr. Hall seconded the motion. All voted yes and the motion carried.

Mr. Hall moved to purchase two new book drops. One for the Main Branch and one for the Byesville Branch both will be dual boxes that will have one side for books and one side for audio materials. The cost of each box will be \$9,710.00 from Library Design. The \$5,000.00 donated by the Friends of the Library and the Modern Woodman will be applied to the cost. The Friends would like to have their name placed on the boxes. Arrangements will need to be made to have that done.

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

The Board declined the request to hold a Food for Fines during the month of October. It was noted that the library averages around \$1,000.00 on fines per month and with the purchase of the book drops that would be a considerable lose.

The personnel proposal was tabled until next meeting, due to the fact only four members were present and two of those were new to the group.

Mr. Blue moved to approve payment of the bills represented by warrants # 021514 through # 021573 and memo checks 0016D, and 0017D, as well as online payment to Peoples Visa. It was also noted that we are no longer paying Fatlink for internet service at Crossroads. We are now paying Time Warner. Mrs. Groh seconded the motion, all voted yes and the motion carried.

The next regular meeting will be October 7, 2015 at 4:00 p.m. at the Byesville Branch Library.

Mr. Hall moved to adjourn the meeting. Mr. Blue seconded the motion. The meeting adjourned at 4:53.

President:



Secretary

The Board of Trustees of the Guernsey County District Public Library met in regular session October 7, 2015, in the meeting room of the Byesville Branch. Trustees present: Tom Cahoon, Shana Fair, Joel Blue, Lisa Groh, Scott Woods, Craig Rich and Richard Hall. Library employees present: Rich Goodwin, Melissa Essex, Donna King, and Cathy Holt.

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

There was no public participation.

Mr. Hall moved to appoint Mrs. Groh as secretary. Mr. Blue seconded the motion. All voted yes and the motion carried.

Mrs. Groh and Mr. Hall, new board members, were introduced to the board members who were not at the last meeting.

Mr. Blue moved to accept the minutes as mailed. Mr. Hall seconded the motion and the motion carried.

Balance in the General Fund August 31, 2015	\$882,949.88
Receipts	108,794.77
Expenses	152,928.80
Balance in the General Fund September 30, 2015	\$838,815.85
Balance in the Building Fund August 31, 2015	\$540,000.00
Receipts	0.00
Expenses	0.00
Balance in the Building Fund September 30, 2015	\$540,000.00
Balance in the Motor Fund August 31, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund September 30, 2015	0.00
Balance in the Automation Fund August 31, 2015	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund September 30, 2015	\$100,236.40
Balance all Funds	\$1,479,052.25

Balance in checking	\$108,074.80
PayPal	25.00
Change Fund	100.00
Peoples Interest Business Checking	\$1,370,852.45
Total	\$1,479,052.25

Mrs. Holt noted that the accounts are winding down as we get close to the end of the year. Hopefully there won't be any more major expenses this year.

Mr. Rich moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gifts: \$35.00 given by The Scanlon Group for the use of the meeting room, .55 cents given by Margaret Reed over payment of a lost item, various old copies of the Daily Jeffersonian, Program for the Class of 1945 Reunion, and various life Magazines given by Janet Woltz.

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

Mr. Goodwin presented the Director's report. Physical plant updates: A "bladder" was replaced in an expansion tank that feeds the boilers, and a leak developed after repairs. The leak was also repaired.

The lamp posts: have been sandblasted but not painted (delays due to rain). The site prep work will begin soon. The posts are currently at Barthallow's in Byesville. Hopefully they will be installed by the end of the month. Meet the candidates has been moved to the Pritchard Laughlin Civic Center instead of the Crossroads Branch this year (as announced on the radio), possibly due to the large number of candidates and attendees. They may not use Crossroads again. Even with a small number of candidates our facility can only handle around 100 people, which raises a fire safety concern. Crossroads will still host three Cambridge Township polling places.

IT Report: Usage continues to be high. #1 activity the patrons seem to use the computers for is Business Services, surprisingly not social networking.

Some new purchases were made in the technology department. Some of the old wireless access points were showing signs of failure, so they were replaced in advance of the 2016 refresh plan. The new WAPs will accommodate newer mobile devices and provide better coverage to all points in each facility. One of the new devices can do an entire building. It's also accessible from the parking lot, but there is a curfew on it so it cannot be used after closing. Two important technology purchases have also been made for the Finley Room: A 5 TB hard drive to hold digital resources currently stored on aging CD media, and a light box which can be used with the document camera to digitize a large collection of historical 4x5" negatives donated by the Daily Jeffersonian. Three Bluetooth barcode scanners, which can be connected with tablets running a mobile version of our ILL'S have also been acquired. This will allow off-site checkout and borrower card registration, plus ensure continued services over our mobile data plan in the event of an internet outage.

Mrs. Essex presented the Assistant Director's report. Circulation for the month of September was 21,284 items. The total number of patron visits at all three locations totaled 11,027.

The Library's presence at the Cambridge Farmers Market was well received. The Main Branch staff took the initiative to organize the display.

The book signing event held September 14<sup>th</sup> with Beverly Lewis went well. Sixty one patrons attended. The next big adult program will be Saturday, October 24<sup>th</sup> at Crossroads featuring ORBS.

During National Library Card Month in September 146 new patrons were registered.

Mrs. Fair brought to our attention a recent NYT article about libraries as hand-on learning spaces. Book sales are up, eBooks & eReader sales are down. Mrs. Fair will get copies of this article.

Mrs. King Children's Librarian reported that online registration was a success. At least half of the participants signed up online. Going forward this process will be used for all programs. In honor of National Library Card Sign Up Month, programs were offered at both the Main and Byesville Branches. No one attended the program at the Main Branch, however about 20 people attended the

program at the Byesville Branch. Most of them expressed an interest in a monthly program. The next program at Byesville is scheduled for October 15<sup>th</sup> from 4:00 to 5:00 pm. The annual Family Fall Festival will be October 13<sup>th</sup>, from 6:30 to 7:30 at the Crossroad Branch. Activities will include fall stories, games, a craft and a trick or treat with area responders, fire department etc. The children's department will participate in the Help Me Grow Fall Family Festival on October 27<sup>th</sup> from 5:30 to 7:30. The department will share library and literacy information and will also have a craft available for the children. The 1,000 Books Before Kindergarten Challenge is rolling this month. It is an initiative to encourage parents to share at least 1,000 books with their children from birth to age 5 by kindergarten. Bags will be distributed to all interested parents with all information needed to begin the challenge. The children's department will be traveling to All for Kids and Little Bear's Daycare starting in October to present story times. Future events include a Telescope Workshop on November 4<sup>th</sup> from 6:30 to 8:00pm, presented by the Astronomy Club of Zanesville, and a Star Wars Program on November 10<sup>th</sup> from 6:30 to 7:30pm.

Under unfinished business the Safety Committee has met twice. The group prioritized the following items: Fire, Hostile patrons/hostage situations/self-defense, Medical emergencies, Weapons & firearms, Natural/manmade disasters, Evacuation, Bomb scare, Utilities failure, Drugs/waste management, Management of incidences to include crime scenes, Hazardous material/waste mgmt., Key control (building safety, security, meeting building codes), Emergency closings, Staff accountability (keeping track of staff in an incident). Each committee member is now developing policies for the concerns. Mr. Rich will share a sample fire policy with the committee members as a sample format. Each library location will have a binder with policies for each of the listed items, as well as lists of local service agencies we might call. The committee will meet on October 15<sup>th</sup> and again on November 5<sup>th</sup>. Other items discussed concerning the safety committee were the possibility of a member of someone from law enforcement coming in to advise the committee and perhaps do staff training. Mr. Hall suggested the ALICE training: modeling evacuation polities on local schools; consider getting MARCS Radios (instant call button for local responders) through OFCC grant. Establish meeting points, pickup ahead of time. How to know the number of patrons that were in the building will also need to be addressed. A sweep of the building will be part of the procedure (unless there is a shooter).

Under new business it has been determined that two collections are taking up space without being used very much. The two collections are the VHS

collection and the art prints. There was some discussion on the two collections, such as the circulation and how to best repurpose or dispose of the items.

39-15 Mrs. Fair moved to discontinue VHS and art prints and move them to surplus property. Mr. Rich seconded the motion. Mrs. Groh abstained for lack of information about whether this is the best decision to serve the patrons. All other trustees voted yes and the motion carried.

39-15

40-15 Mr. Rich moved to enter into executive session at 4:55pm to discuss a personnel issue. Mr. Woods seconded the motion and the motion carried.

40-15

41-15 Mr. Woods moved to return to regular session. Mr. Rich seconded the motion and the motion carried. The board returned to regular session at 5:13pm.

41-15

42-15 Mr. Rich moved to increase the IT Coordinator's salary to \$20.00 per hour effective on the next payroll. Mr. Hall seconded the motion and the motion carried.

42-15

Mr. Blue moved to approve payment of the bills represented by warrants # 021574 through # 021639 and memo checks 0018D, and 0019D, as well as online payment to Peoples Visa. Mr. Woods seconded the motion, all voted yes and the motion carried.

The next regular meeting will be November 4, 2015 at 4:00 p.m. at the Crossroads Branch Library.

Mr. Woods moved to adjourn the meeting. Mr. Blue seconded the motion. The meeting adjourned at 5:15pm.

President:

*AT Cahoon*

Secretary

*Jim Sh*

The Board of Trustees of the Guernsey County District Public Library met in regular session November 10, 2015, in the board room of the Crossroads Branch. Trustees present: Tom Cahoon, Shana Fair, Joel Blue, Lisa Groh, and Scott Woods. Library employees present: Rich Goodwin, Melissa Essex, Donna King, and Cathy Holt.

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

Public participation: Jacqueline Martin has been a patron of the Main branch for 30 years. Jacqueline had several concerns regarding the collection at the Main branch, after the renovation. She indicated that prior to the renovation she loved the fiction section, especially the thought-provoking books. She misses the more obscure titles that were removed after the renovation. She is requesting that we never do a similar weeding of the titles available at Crossroads. She stated that the book selection at Crossroads is wonderful. She also pointed out that the new setup of the fiction shelves at the downtown location is not user-friendly – several low shelves are spread all around. It is very hard to bend down and browse the shelves. She is requesting that a letter that she wrote be added to the back of the minutes. Mr. Goodwin also requested that an excerpt from the paper showing the praise that Ms. Martin had for the library also be added to the back of the minutes.

The Board replied that inter-library loan provides another way to find obscure titles. There are still plenty of different types of books available at Crossroads or in our system.

The staff stated that books on the bottom shelves do not get checked out much.

The Board thanked Ms. Martin for input.

Mr. Woods moved to accept the minutes as mailed. Mr. Cahoon seconded the motion and the motion carried.

Balance in the General Fund September 30, 2015	\$838,509.33
Receipts	108,960.25
Expenses	99,015.64
Balance in the General Fund October 31, 2015	\$848,453.94
Balance in the Building Fund September 30, 2015	\$540,000.00
Receipts	0.00
Expenses	0.00
Balance in the Building Fund October 31, 2015	\$540,000.00

Balance in the Motor Fund September 30, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund October 31, 2015	0.00
Balance in the Automation Fund September 30, 2015	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund October 31, 2015	\$100,236.40
Balance all Funds	\$1,488,690.34

Balance in checking	\$117,537.02
PayPal	25.00
Change Fund	100.00
Peoples Interest Business Checking	\$1,371,027.09
Total	\$1,488,690.34

Mrs. Holt noted that she may need to move some funds around next month.

Mrs. Fair moved to accept the following resolutions:

RESOLVED, that the Board of Trustees accept the following gift: \$30.00 given by Dan and Lynn Padden in memory of Sue Ley.

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

Mrs. Holt updated the board on where we currently stand with the erate money owed to us from Fatlink. The FCC has placed a hold on their account. In conversation with Mr. Ratizack he hopes to have the matter resolved by next week so that he can pay us the \$7,350.00 that he owes the library. If we don't receive the money, we have documentation stating that he should have received it. We may need to take legal action. There are two other libraries that are having the same problem and have offered to work with us to get this matter resolved.

Mr. Goodwin presented the Director's report. LDA delivered and installed the new book drops; however there is an issue with rust. LDA will

remove and reinstall new ones at no additional cost to us. We haven't paid for them yet. LDA instructed us to hold the payment until the rust issue was resolved.

The Main branch has experienced some damage to the railing on the front steps. A police report was made and we have requested that the officers check in on the location during patrol.

The additional lighting to the front of the building should help prevent further loitering around the front of the building. The lamps are definitely needed. The lamp posts are ready, but a permit is required to install them. We were unaware of this when the project was started. Since the location is in the city limits, an engineer's drawing must be made as to the scope of the work and approved by the City of Cambridge Engineer's office. The lamps at the rear of the building also require an engineer's drawing. We cannot put the new post exactly where the old post was, because it would take up space on the handicap ramp. Mr. Goodwin requested that board members visit the location and see whether new lighting is needed at the back. Mr. Goodwin will report back to the board when the drawings are done. Mr. Cahoon recommended that we try and get this project completed before winter. Jay Patterson is contracted to do the job. It's his responsibility to secure the permit.

Mrs. Essex presented the Assistant Director's report. Circulation for the month of October was 21,895 items. The total number of patron visits at all three locations totaled 11,069.

Crossroads Branch will host an art print sale on December 11th & 12th. The art prints will sell for \$10.00 per print. Before the sale, staff and board members may reserve prints they would like by writing their name on the back. The VHS tapes are being offered to patrons at no charge.

Carolyn Schrock Miller, rep. of the Guernsey County Homeschoolers Association, accepted 150 folders of miscellaneous ephemera on behalf of the Association. This collection comprised the Library's "pamphlet file" and was no longer an actively used reference source.

The family of Margaret Tucker has requested that donations be made to the library in lieu of flowers. Her daughter Christine was very involved in the library, and assisted with Crossroads development. So far \$350.00 has been deposited in her memory. A list will be given to the family so that they can send thank-you cards.

The ORBS program was a success. The group was interested in coming back. They could do an investigation of the Main facility and present their results to the public.

Staff member Alyssa Love has a degree in graphic design and recently created original designs for our Finley Room for each season of the year free of charge. She also prepared the new fire escape plans.

Mrs. King Children's Librarian reported that all recent events have been a success: The Fall Festival, The Trail of Treats at Deerasic Park as well as the Telescope Program. 1,000 Books Before Kindergarten program is going well. So far 80 people have signed up for The Star Wars Program.

Mr. Kinsey IT Coordinator reported that WiFi is now updated and a curfew is in place. (Without the curfew, we were starting to have peoples hanging around the buildings.) The document camera has performed very well. We would like to buy more document cameras for each branch. MobileCirc kits have been distributed at each branch. We now have scanners to go out among the stacks and check people out, weed on the fly.

Network usage continues to trend upwards. There is no "Games" category in the report, but it may be buried in one of the other categories. The stationery computers go black at quarter till closing. The WiFi stays on a little longer to give patrons a chance to finish up. There is no WiFi access available on Sundays when the branches are closed.

Under unfinished business, concerning the security lighting at the Main Branch, please refer to the Director's report.

Under new business Mrs. Fair moved to update the policy updates (shared via email) as proposed. Mr. Woods seconded the motion. All voted yes and the motion carried.

43-15

Mr. Goodwin offered two proposals from Alarm One for security cameras at both Byesville & Crossroads. The cost for cameras at Byesville was \$4,000.00 and approximately \$10,000.00 at Crossroads. Alarm One is the company that installed the cameras at Main. The invoice includes screen to monitor camera (Crossroads only), cameras, and recording equipment. Labor to run the cabling at

Crossroads is fairly involved. Crossroads will need 1 external and 11 internal cameras. Byesville will need 6 cameras. The cameras will allow the staff to see who's outside before they open the doors. Focus will be on the children's department, etc. and any strange exit points at Crossroads. The restrooms are a problem at Byesville, but due to privacy laws cameras cannot be pointed at the restrooms, not even to see who may have entered. The Main Branch has signage saying the facility is under video surveillance. The issues in the computer room was the impetus for installing cameras in the buildings. The recording capability is 10 days. The cameras are 720 dpi. Once the equipment is purchased there are no follow up fees. The board recommended tabling the request for two reasons:

The goal of the safety committee is to get recommendations from experts on whether or not we need security measures like cameras. Mrs. Fair recommends waiting for the safety committee's recommendation.

The board would also like to see more than one quote for competitive pricing. However the first quote was very hard to get. Mr. Goodwin is not aware of any other local companies. Marathon Alarm may still be in business. Mr. Goodwin should try them before the next meeting.

Mrs. Fair moved to table the discussion to purchase security cameras for Crossroads and Byesville and to obtain a complete bid from Marathon Alarm. Mr. Woods seconded the motion. Mr. Blue abstained. All others voted yes.

44-15

Mrs. Fair moved to approve payment of the bills represented by warrants # 021640 through # 021700 and memo checks 0021D, and 0022D, as well as online payment to Peoples Visa. Mr. Cahoon seconded the motion, all voted yes and the motion carried.

The next regular meeting will be December 2, 2015 at 4:00 p.m. at the Crossroads Branch Library.

Mr. Blue moved to adjourn the meeting. Mrs. Fair seconded the motion. The meeting adjourned at 4:57pm.

President:

Secretary

The Board of Trustees of the Guernsey County District Public Library met in regular session December 2, 2015, in the board room of the Crossroads Branch. Trustees present: Tom Cahoon, Shana Fair, Joel Blue, Lisa Groh, Scott Woods Craig Rich, and Richard Hall Library employees present: Rich Goodwin, Melissa Essex, Donna King, and Cathy Holt.

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

There was no public participation.

Mr. Woods moved to accept the minutes as mailed. Mrs. Fair seconded the motion. All voted yes and the motion carried.

Balance in the General Fund October 31, 2015	\$848,452.53
Receipts	108,070.21
Expenses	135,860.24
Balance in the General Fund November 30, 2015	\$820,662.50
Balance in the Building Fund October 31, 2015	\$540,000.00
Receipts	0.00
Expenses	0.00
Balance in the Building Fund November 30, 2015	\$540,000.00
Balance in the Motor Fund October 31, 2015	0.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund November 30, 2015	0.00
Balance in the Automation Fund October 31, 2015	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund November 30, 2015	\$100,236.40
Balance all Funds	\$1,460,898.90
Balance in checking	\$89,577.78
PayPal	25.00
Change Fund	100.00
Peoples Interest Business Checking	\$1,371,196.12
Total	\$1,460,898.90

Mrs. Holt requested the board's approval to transfer funds from the Crossroads furniture & equipment fund in the amount of \$32,000. The funds would be placed as follows: \$3,000, into the admin. retirement fund, \$12,000, into Byesville salaries, and \$17,000, into the admin. salaries fund. These transfers are necessary due to staffing changes made throughout the year.

Mr. Rich moved to accept the transfer as described. Mr. Hall seconded the motion. All voted yes and the motion carried.

Mrs. Fair moved to accept the following resolutions:

RESOLVE that the Board of Trustees accept the following gifts: \$50.00 given by the Guernsey County Friends of the Library, as reimbursement for candy used at the Trail of treats, held at Deerasic in October, \$660.00 given by many friends in memory of Margaret Tucker and Marking the Miles along the National Road, by Cyndie L. Gerkin, and The Turnip, by Jan Brett, as well as the Christmas Wish, by Helen Foster James given by the Guernsey County Retired Teachers in memory of Helen Andrew and Virginia Lee Collins respectively.

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

Mrs. Holt updated the board on where we currently stand with the erate money owed to us from Fatlink. Mr. Ratizack has indicated that the problem will be resolved once a supposedly \$200.00 fee is paid to the FCC. The earliest we could expect payment would be December 7<sup>th</sup>. USAC the organization that regulates the erate program is requiring additional paperwork from the library, due to the hold-up by Fatlink. We have until October 29, 2016 to resolve this issue, which may require legal action. Muskingum & Perry County libraries are in the same situation. It is possible that we could be reimbursed from his successors if he sells the company.

Mr. Goodwin presented the Director's report. The book drops have been replaced. LDA has been paid.

Efforts have been made to contact Black's welding to repair damages at the Main branch, but so far they haven't responded back. Doug Frame, who does concrete work, is willing to look at the bike rack which was ripped out of its

frame, and he can also look at the welding work. He estimated around \$500 to fix the bike rack and center post on the front steps. Whoever does the work must have insurance, and a workers comp bond. These requirements can make it hard to find someone to do the work. Zane State welding program might be bondable. Mrs. Groh offered to recommend a welder's number if Doug Frame doesn't work out. The estimate should be under \$1,000.

We are still having ceiling issues in the main building. Jack Warne sent a team to look at the problem. Hopefully the work will begin next week.

Marathon Alarm is scheduled to come on Friday to evaluate the possible installation of security cameras at Crossroads and Byesville. The safety committee will recommend whether the cameras are needed, but the full board will review and compare the estimates.

Mrs. Essex presented the Assistant Director's report. Circulation for the month of November was 19,224 items. The total number of patron at all locations was 11,113.

Network usage is up 15%, especially at Main and Byesville.

All Clean has been handling the cleaning at Crossroads temporarily while the maintenance man was on medical leave. He has returned to work. They will now be taking care of Main. They send a cleaning person for 8 hours a week—it has been the same person every time, but it doesn't have to be. The cleaning is done before anyone gets to the building.

There will be an art print sale on December 11&12<sup>th</sup> at the Crossroads branch. Staff and board members are encouraged to take any they've reserved prior to the sale.

There will be a staff in-service on Thursday, May 5<sup>th</sup>. Jay Burton, SERLS coordinator, will present a refresher on basic customer service and conducting a reference interview. The Safety committee recommends that the in-service include CERT (Community Emergency Response Teams) training (this training could also be split up) as well as first aid.

Mrs. King Children's Librarian reported that the Christmas parties are coming up and fall programming will end this week. Jerry Albaugh has again agreed to play Santa.

Sixty-seven children have signed up to participate in our 1000 Books Before Kindergarten initiative.

The department is busy planning for the winter and spring programming.

The South Eastern Ohio Summer Reading Workshop will be hosting approximately 47 libraries at Crossroads on February 26<sup>th</sup>. The group appreciates the location and Donna and Mary are honored to be presenting.

Mr. Kinsey IT Coordinator reported that usage is heavier at the Main Building; however there has been a slight decrease at Crossroads. A Linux machine has been added to the teen room at Crossroads. Several patrons have been trying it out. The PAC machines are now catalogs. They load into memory and run without activating the hard drive, so they have no internet option.

Mr. Rich co-coordinator of the Safety Committee gave a brief update on what the committee has been working on. They are working through each topic from a template of items that are of concern. They are working, on average about 3 or 4 items per meeting. They have also been putting together a list of possible items that they might like to see purchased. The items they have in mind might provide safer conditions for both the employees and the patrons. Mr. Rich indicated that he would like to present the policies, once they are complete, to the board at a later date. The next committee meeting will be Friday, December 11<sup>th</sup> at 10 a.m.

Under unfinished business, Jay Patterson is currently waiting on plans from an engineer to submit for permit processing, so that he can proceed with the outdoor lighting project at the Main building. The light posts have been refinished and the globes are done.

The security cameras were briefly discussed in the Director's Report. The board will look at cost comparisons after hearing the safety committee's recommendations on whether the cameras are needed. Some questions have come up over time concerning external cameras as well as internal. The blind spot at the back entrance at Crossroads, where the deliveries are received is also a concern.

Under new business there was much discussion concerning the policy updates to the meeting room usage. There were some modifications made that

would include meeting space at both the Main Branch and Byesville Branch. Also mentioned was the possibility of purchasing some additional furniture to allow for larger groups, especially at Main. In addition, there was some discussion about the best possible way for patrons to schedule the rooms and the possibility of posting the policy on the website. However, after all the discussion Mr. Rich moved to accept the policy as presented. Mr. Woods seconded, Mrs. Fair voted nay, all others voted yes.

We are considering purchasing Midwest Tape's Hoopla service. This service would enable patrons to log in via the website and download music CD's, albums, TV episodes, and comic books. The SEO Consortium is looking at purchasing this project for all member libraries, so we will wait to see if they do.

The 2016 calendar is standard and has been agreed to by the bargaining unit. Next Christmas is on a Sunday. Mr. Goodwin requested permission to observe Christmas 2016 on Monday the 26<sup>th</sup>.

Mr. Hall moved to accept the request. Mrs. Groh seconded the motion all voted yes and the motion carried.

45-15

Christmas falls on a Friday this year we are scheduled to be open half a day on December 26<sup>th</sup> (Saturday). The contract states that employees must work the 26<sup>th</sup>. Mr. Goodwin requested that the staff receive pay for the 24<sup>th</sup> and the library to close on the 26<sup>th</sup>.

Mr. Rich moved to close the library on the 26<sup>th</sup> and to pay the staff for December 24<sup>th</sup>. Mr. Blue seconded the motion, all voted yes and the motion carried.

46-15

Mr. Blue moved to approve payment of the bills represented by warrants # 021701 through # 021759 and memo checks 0023D, and 0024D, as well as online payment to Peoples Visa. Mr. Woods seconded the motion, all voted yes and the motion carried.

The next regular meeting will be January 13<sup>th</sup>, 2016 at 4:00 p.m. at the Crossroads Branch Library. The organizational meeting will immediately follow.

Mr. Blue moved to adjourn the meeting. Mr. Rich seconded the motion. The meeting adjourned at 5:15 p.m.

President:

*AT Cahoon*

Secretary

*Gina Sh*