

Guernsey County District Public Library

Board of Trustees Regular Meeting

September 12, 2019

The Board of Trustees of the Guernsey County District Public Library met in regular session September 12, 2019, in the board room of the Crossroads Branch Library.

Trustees present: Sheila Ellenberger, Stephanie Laube, Kathy Warhola, Judy Simcox, Cathy Koscoe and Jay Jackson.

Library employees present: Michael Limer, Luke Bentley, Donna King, Matt Kinsey and Jennifer Jacobs.

Mr. Limer, Director, called the meeting to order at 5:07 p.m.

There was no Public Participation

**Review and Approval of Minutes**

Dr. Ellenberger moved to approve the minutes of the last board meeting held on August 8, 2019.

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

**Financial Report**

Mrs. Jacobs presented the financial report. Mrs. Laube made a motion to approve the financial report. Mrs. Warhola seconded the motion. All voted yes, and the motion carried.

**Administrative Staff Reports**

Mr. Bentley reported that there are two upcoming adult programs planned. He is also looking into Wowbrary, a program that can connect to our catalog and send weekly newsletters to patrons about new releases.

Mrs. King has been reaching out to high schools about providing upcoming programs to teens.

Mr. Limer has delivered 100 bags to the maternity ward at the hospital. Each bag contains two books and information about early literacy and our storytime programs.

**New Business**

Mr. Bentley, along with staff members Lori Mitchell, Linda Oliver and Allie Burdette, have been working on updating the policy manuals. Mr. Bentley presented to the Board several changes they would like to make.

Mrs. Warhola made a motion to accept the policy changes. Mr. Jackson seconded the motion. All voted yes, and the motion carried.

Mrs. Warhola made a motion to sign a one-year service agreement with Johnson Controls for our fire/safety alarm at all three branches. Dr. Ellenberger seconded the motion. All voted yes, and the motion carried.

Mrs. Laube made a motion to sign a contract with NASPO, which would enable us to get governmental rates on our account with Verizon Wireless. Mrs. Warhola seconded the motion. All voted yes, and the motion carried.

### **Old Business**

Mr. Jackson made a motion to enter into an agreement with Farber Vehicles. Dr. Ellenberger seconded the motion. All voted yes, and the motion carried. Mr. Limer reported that we are estimated to receive our vehicle from Farber in May 2020.

### **Business Too Late for the Agenda**

Mrs. Simcox' term is due to expire on September 21, 2019. She expressed willingness to renew her term.

Dr. Ellenberger volunteered to be on a future committee for contract negotiations.

Mr. Jackson volunteered to be the representative for the board in regard to our document disposal policy.

### **Adjournment**

Mrs. Warhola moved to adjourn. Dr. Ellenberger seconded the motion. All voted yes, and the meeting adjourned at 5:35 p.m.

The next meeting is scheduled for October 10, 2019, at 5:00 p.m.

President

Secretary