

The Board of Trustees of the Guernsey County District Public Library held its organizational meeting on January 10, 2018, in the board room of the Crossroads Branch Library. Trustees present: Shana Fair, Lisa Groh, Stephanie Laube, and Sheila Ellenberger. Library employees present: Melissa Essex, Cathy Holt, and Matt Kinsey. Other members of the public present: James Hopkins.

Mrs. Fair, President, called the meeting to order at 4:04 p.m.

Mrs. Fair moved to retain the current slate of officers, which is as follows:

President – Shana Fair

Vice President – Matt Motes

Secretary – Lisa Groh

Fiscal Officer – Cathy Holt

However, one exception to the current slate is that the current Deputy Fiscal Officer, Melissa Essex, no longer wishes to serve in this role. The board will wait to appoint a Deputy Fiscal Officer until a new library director is hired so that the new director can be trained to fill this role.

Mrs. Laube seconded the motion; all voted in favor and the motion carried.

Mrs. Groh moved to make the following committee appointments:

Safety Committee – Shana Fair

Insurance Committee – Scott Woods, pending acceptance.

The Board discussed the potential for creating a finance committee, which has been mentioned in the past; however the financial reports from the new system are already easier to read. No finance committee will be created at this time.

Mrs. Holt reviewed the Fiscal Officer Annual Report. Despite how the monthly reports may look due to income hitting in two large payments during the year, we have not spent more money than we took in for 2017. The expected income for 2018 is lower than 2017 due to a reduction in mineral rights in Guernsey County which affects us by \$18,000-\$20,000 in intergovernment and levy income. We can expect to receive the first levy payment in March or April and the second installment in late July or early August with mobile home tax shortly after that. The estimate is based on figures from the county auditor and should be fairly accurate. Estimates for patron fines, rental, and gifts are based on the prior year. Rental income includes the bus garage and payment from the Board of Elections.

Mrs. Groh moved to approve the 2018 Temporary Appropriation as presented on the following pages.

101 GENERAL FUND

2018

1000 Salaries & Benefits	
1100 Salaries & Leave Benefits	150,000
1400 Retirement Benefits	75,000
1600 Insurance Benefits	75,000
1900 Other Employee Benefits	2,500
2000 Supplies	
2100 General Administrative Supplies	20,000
2200 Property Maintenance Supplies	20,000
2300 Motor Vehicle Supplies & Parts	5,000
3000 Purchased & Contracted Services	
3100 Travel & Meeting Expenses	1,000
3200 Communications/Printing/Publicity	25,000
3300 Property Maintenance, Repair & Security	25,000
3400 Insurance	5,000
3500 Rents/Leases	6,000
3600 Utilities	50,000
3700 Professional Services	75,000
3800 Cataloging	100
3900 Other Contracts & Services	38,000
4000 Library Materials & Information	
4100 Books & Pamphlets	75,000
4200 Periodicals	20,000
4300 Audio-Visual	25,000
4500 Computer Services	20,000
4600 Interlibrary Loan Fees	500
4700 Library Material Repair	500
4900 Library Materials - Other	1,000
5000 Capital Outlay	
5200 Land Improvements	75,000
5400 Building Improvements	87,500
5500 Furniture & Equipment	87,500
7000 Other Objects	
7100 Dues & Memberships	6,000
7200 Assessments	4,500
7500 Refunds & Reimbursements	1,000
TOTAL 101 GENERAL FUND	976,100

401 BUILDING & REPAIR FUND	2018
5000 Capital Outlay	
5100 Land	9,000
5200 Land Improvements	200,000
5300 Buildings	280,000
5400 Building Improvements	400,000
5500 Furniture & Equipment	300,000
5900 Other	1,000
TOTAL 401 BUILDING & REPAIR FUND	1,190,000
402 MOTOR EQUIPMENT FUND	
5000 Capital Outlay	
5700 Motor Vehicles	0
TOTAL 402 MOTOR EQUIPMENT FUND	0
403 AUTOMATION FUND	
5000 Capital Outlay	
5500 Equipment	100,236
TOTAL 403 AUTOMATION FUND	100,236
TOTAL ALL FUNDS	2,266,336

Ms. Ellenberger seconded the motion. All voted in favor and the motion carried.

Ms. Ellenberger moved to accept the following resolution:

RESOLVED, that the Board of Trustees authorizes a change fund to be used as follows: \$15.00 in the Finley Room, \$50.00 at the Main Library Circulation Desk, \$50.00 at the Byesville Branch and \$50.00 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.

Mrs. Laube seconded the motion; all voted in favor and the motion carried.

Ms. Ellenberger moved to enter into executive session to discuss the compensation of public employees. Mrs. Groh seconded the motion and a roll call vote was taken: Aye – 4, Nay – 0.

Executive session was entered at 4:16 p.m. The Board returned to regular session at 4:32 p.m.

Mrs. Groh motioned to approve the \$0.50 raise across the board for all bargaining unit staff as stipulated by the union, but to hold discussion of salary for non-bargaining unit staff until performance evaluations have been completed and approved by the Board. Ms. Ellenberger seconded the motion; all voted in favor and the motion carried.

Ms. Ellenberger motioned to adjourn. Mrs. Laube seconded the motion; all voted in favor and the motion carried. The meeting adjourned at 4:33 p.m.

President

Secretary