

The Board of Trustees of the Guernsey County District Public Library met in regular session February 8, 2018, in the board room of the Crossroads Branch Library. Trustees present: Shana Fair, Matt Motes, Lisa Groh, and Sheila Ellenberger. Library employees present: Melissa Essex, Cathy Holt, Matt Kinsey, and Evelyn Barton.

Mrs. Fair, President, called the meeting to order at 4:05 p.m.

Ms. Ellenberger moved to approve the January regular meeting minutes as well as the minutes from the organizational meeting on January 10 and the special meeting on January 17. Mr. Motes seconded the motion; all voted in favor and the motion carried.

Mrs. Holt presented the Fiscal Officer's report.

Balance in the General Fund December 31, 2017	\$1,009,477.91
Receipts	104,850.63
Expenses	161,100.74
Balance in the General Fund January 31, 2018	\$953,227.80
Balance in the Building Fund December 31, 2017	\$1,190,000.00
Receipts	00.00
Expenses	00.00
Balance in the Building Fund January 31, 2018	\$1,190,000.00
Balance in the Motor Fund December 31, 2017	00.00
Receipts	0.00
Expenses	0.00
Balance in the Motor Fund January 31, 2018	00.00
Balance in the Automation Fund December 31, 2017	\$100,236.40
Receipts	0.00
Expenses	0.00
Balance in the Automation Fund January 31, 2018	\$100,236.40
Balance all Funds	
Balance in checking	\$66,296.14
PayPal	76.03
Change Fund	165.00
Peoples Interest Business Checking	\$2,176,927.03
Total	\$2,243,646.20

The Chart of Accounts has been revised as discussed in last month's meeting, with all branches streamlined together. Professional salaries and clerical salaries are separated out. There is an additional \$277 of interest to post to the Peoples Bank Acct. There is a new report included for the Board showing where we were last year compared to current standing, as well as the current cash position which will present a better picture of expenditures vs. income.

There were no gifts for the month of January.

Mrs. Groh moved to approve payment of the bills represented by warrants #023510 through #023564, as well as online payments to Visa, Anthem, OPERS, and memo expenses. Some of these expenses are once-a-year expenses. The check to OLC covers membership dues (first of a 3-installment plan) for the library, interested employees, and trustees. Ms. Ellenberger seconded the motion; all voted in favor and the motion carried.

There was some discussion regarding the permanent appropriations. All has been appropriated except for \$1,197, but Mrs. Holt has been advised it's alright not to appropriate this. Extra has been allocated to salaries and leave since director and potential new hires are not certain. Professional services includes things like CMI, security, cleaning, and attorney fees. Contingencies serves as an emergency fund where up to 3% can be allocated. Books and audio equipment are tracked separately for each branch. Mr. Motes moved to approve the permanent appropriations for 2018. Mrs. Fair seconded the motion; all voted in favor and the motion carried.

Mrs. Essex presented the Interim Director's Report with two additions. First, a window has been broken in the director's office and Smith Glass has been contacted to come and replace it. We expect a similar cost to the window that was replaced in the children's department last year for \$313. Second, board approval is needed to hold a one-time evening event at the Crossroads Branch. Bill Cleveland, author of *100 Things to Do In America Before You Die*, which has a reference to Kennedy's Bakery, could speak on April 27 but is only be available during the evening. He would present for an hour at 7 p.m. and then have time for questions and answers. Melissa is available to staff the event. Since this is a library themed event, and we have staffing available, there was no objection from the board.

Mr. Kinsey presented the IT Report sharing that some items have failed and needed to be replaced in advance of their scheduled replacement.

Under Unfinished Business, the need for repairs in the Finley Room at the Main Branch was discussed. Water coming in from the exterior has created pressing interior issues and safety concerns. An estimate was presented from All Types Home Improvements for \$2,365 to remove the crown molding, and add a high-density foam molding for an additional \$1,465. The price for both together is \$3,830 and there is a \$200 savings for a total of \$3,630. Ms. Ellenberger moved to approve the quote from All Types Home Improvements for \$3,630 to remove and replace the molding. Mr. Motes seconded the motion; all voted in favor and the motion carried.

Ms. Barton shared recommendations from the Safety Committee. The first was to purchase AEDs and first aid cabinets for each branch, based on the quotation from Cintas for these items (which also includes 2 Grab n Go bags for use in offsite activities). There was some discussion about whether Crossroads would require two first aid cabinets as stated in the quote, the idea being that the second kit would be located in the Children's Department. Mrs. Essex will obtain Cintas's recommendation on how many square feet each kit can be expected to serve. Mr.

Motes moved to purchase the first aid kits and AEDs from Cintas, with the number of first aid kits for Crossroads (one or two) to be left in Mrs. Essex's discretion based on what she learns from Cintas. Ms. Ellenberger seconded the motion; all voted in favor and the motion carried.

Ms. Barton also shared the Safety Committee's recommendation for ePanic buttons and there was some discussion about the features of the proposed solution. The board requested that the Safety Committee look into alternative options such as the one that City Hall uses before making a decision.

The final safety matter is the draft surveillance policy, which is currently being reviewed by a lawyer. Because this document is not yet final, the board wishes to review the final copy instead of the current draft.

Mrs. Groh moved to enter into executive session to discuss security matters. Ms. Ellenberger seconded the motion and a roll call vote was taken, Aye – 4; Nay – 0.

Executive session was entered at 4:52 p.m. The Board returned to regular session at 5:06 p.m.

Ms. Ellenberger moved to enter into executive session to discuss the hiring of a library director and to discuss salaries for administrative staff. Mr. Motes seconded the motion. A roll call vote was taken, Aye – 4; Nay – 0.

Executive session was entered at 5:07 p.m. The Board returned to regular session at 5:30 p.m.

Mr. Motes motioned to increase the salaries of Mrs. Essex, Mrs. Holt, and Mrs. King by 2% to \$51,000; \$36,221.22; and \$49,495.50, respectively; and the salary of Mr. Kinsey by 1.5% to \$43,490.72. In addition, a one-time bonus of \$1,000 should be provided to Mrs. Essex and a one-time bonus of \$500 to Mrs. Holt in recognition of their service as Interim Director and Interim Assistant Director. Mrs. Groh seconded the motion; all voted in favor and the motion carried.

Ms. Ellenberger motioned to make the first offer for the position of library director to Michael Limer. Mr. Motes seconded the motion; all voted in favor and the motion carried.

Ms. Ellenberger motioned that if an agreement cannot be reached with Mr. Limer, an offer should be made to Linda Hatfield. Mr. Motes seconded the motion; all voted in favor and the motion carried.

Mr. Motes motioned to adjourn. Mrs. Groh seconded the motion; all voted in favor and the motion carried. The meeting adjourned at 5:34 p.m.