

Guernsey County District Public Library

Board of Trustees Regular Meeting

October 8, 2020

The Board of Trustees of the Guernsey County District Public Library met in regular session October 8, 2020, at the Downtown Branch.

Trustees present:

Sheila Ellenberger, Stephanie Laube and Cathy Koscoe in person  
Matt Motes via teleconference.

Library employees present:

Michael Limer and Jennifer Jacobs in person

Mr. Limer, Director, called the meeting to order at 5:00 p.m.

**Review and Approval of Minutes**

Dr. Ellenberger made a motion to approve the minutes for the regular meeting held on September 10, 2020. Mrs. Laube seconded the motion. A roll call vote was taken:  
Dr. Ellenberger – yes; Mrs. Laube – yes; Mrs. Koscoe – yes; Mr. Motes – yes.

**Financial Report**

Mrs. Jacobs presented the financial report.

We received the following gift:

BE IT RESOLVED, that the Board of Trustees accept the following gift for the Finley Room:

- David Thomas and His Descendants: A Native of Wales; 2nd Edition, (c)2020 by Terry Thomas, Rolland Thomas (sons and their spouses), Rolland Thomas Jr, Audrey and JoAnn Thomas; 614 pages; soft-cover bound.

Mrs. Laube made a motion to accept the financial report and gift. Mrs. Koscoe seconded the motion. A roll call vote was taken: Dr. Ellenberger – yes; Mrs. Laube – yes;  
Mrs. Koscoe – yes; Mr. Motes – yes.

Mrs. Jacobs reported that she now has a laptop with the capability and security to work offsite if needed. This is due to the help of Mr. Kinsey and with the approval from the IT department at CMI.

Mrs. Jacobs also reported that one of the things checked on our audit was public records requests. Mr. Bentley has been handling these requests since he was hired in February 2019. The auditor found that we met every Sunshine Law requirement and an additional 3-4 best practices from a given list. We were awarded a STARS Certificate for Outstanding Achievement in Open and Transparent Government.

### **New Business**

Mr. Limer reported that we have two full time staff members leaving employment and one full time staff member going to part time. There is a possibility of adding another clerk position. Mr. Limer will update the Board next month.

Per contract, upon retiring from employment, the employee must ask the Board to pay  $\frac{1}{4}$  of any accrued sick leave. Dr. Ellenberger made a motion to pay  $\frac{1}{4}$  of accrued sick time to Linda Oliver and Beth Carter upon retiring. Mr. Motes seconded the motion. A roll call vote was taken: Dr. Ellenberger – yes; Mrs. Laube – yes; Mrs. Koscoe – yes; Mr. Motes – yes.

### **Old Business**

Mr. Limer reported the bookmobile was delivered to Crossroads on Tuesday, October 6. Shawna Parks has been hired as the Assistant Driver. Mrs. Grewell has been planning stops and places to take the bookmobile. She also will be taking over the library's social media presence.

Mr. Limer reported that chromebooks with hotspots and drones are circulating at all branches, and we have ordered disc golf kits to be housed at the Byesville Branch.

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Mr. Jackson's appointment as trustee expired on September 21, 2020. Mrs. Koscoe will attempt to speak him to see if he wishes to be reappointed.

Mr. Limer provided the Board with a copy of circulation statistics for both print and digital items over the past two years.

**Adjournment**

Mrs. Laube moved to adjourn. Mr. Motes seconded the motion.

The meeting adjourned at 5:34 p.m.

The next meeting is scheduled for November 12, 2020, at 5:00 p.m. at the Byesville Branch.

President

Secretary