

Guernsey County District Public Library

Board of Trustees Regular Meeting

November 12, 2020

The Board of Trustees of the Guernsey County District Public Library met in regular session November 12, 2020, at the Byesville Branch. Just prior to the meeting, the audit committee, comprising of Cathy Koscoe, Michael Limer and Jennifer Jacobs, met per the recommendation from our financial audit.

Trustees present:

Cathy Koscoe in person

Sheila Ellenberger, Stephanie Laube, Judy Simcox and Matt Motes via teleconference.

Library employees present:

Michael Limer and Jennifer Jacobs in person

Mr. Limer, Director, called the meeting to order at 5:03 p.m.

Review and Approval of Minutes

Mr. Motes made a motion to approve the minutes for the regular meeting held on October 8, 2020. Mrs. Laube seconded the motion. A roll call vote was taken:

Dr. Ellenberger – yes; Mrs. Laube – yes; Mrs. Koscoe – yes; Mrs. Simcox – yes;

Mr. Motes – yes.

Financial Report

Mrs. Jacobs presented the financial report.

We received the following gifts:

BE IT RESOLVED, that the Board of Trustees accept the following gifts:

- Stories Elmer Likes to Tell by Ernest Hartley (In collaboration with Wilford Hartley). Second Edition. (c)2019 for the Finley Room
- Dan and Lynn Padden donated \$50.00 to purchase books in memory of Matthew Binkiewicz.

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

New Business

Mrs. Jacobs reported that due to the addition of the Sprinter Van, we didn't have enough appropriated for our property insurance to the Ohio Plan and asked to transfer money from a different line account. Mr. Motes made a motion to transfer \$2000.00 from Professional Services to Insurance. Mrs. Laube seconded the motion. A roll call vote was taken: Dr. Ellenberger – yes; Mrs. Laube – yes; Mrs. Koscoe – yes; Mrs. Simcox – yes; Mr. Motes – yes.

Mr. Bentley has accepted a director's position with another library. His last day with the Guernsey County Library will be December 18, 2020. Mr. Limer hopes to soon post the job opening.

Mr. Limer reported that he is changing the structure of the children's department and will be transferring Mary Rhodes to the Downtown Branch effective December 1, 2020.

Mr. Bentley has been working with the schools to distribute E-Resource cards. These will give students access to the Ohio Digital Library to borrow online books. We have distributed 1,500 cards to the Rolling Hills School District and will begin working with the other two school districts.

Mrs. Laube made a motion to approve the hiring of Jodie Kennedy as Library Assistant at the Byesville Branch. This position starts at \$10.00 per hour with the applicable benefits provided by the contract. Mrs. Simcox seconded the motion. A roll call vote was taken: Dr. Ellenberger – yes; Mrs. Laube – yes; Mrs. Koscoe – yes; Mrs. Simcox – yes; Mr. Motes – yes.

Mrs. Jacobs provided the Board with information regarding administrative pay raises. These will be discussed at the December board meeting.

Old Business

The Board would like Mr. Conaway to move forward in pursuing the proposed lease agreement. Mr. Limer will reach out to Mr. Conaway next week.

Mr. Motes made a motion to grant Mr. Limer the authority to pay for any calamity days if the library should shut down, if necessary, until the next board meeting on December 10, 2020.

Dr. Ellenberger seconded the motion. A roll call vote was taken: Dr. Ellenberger – yes; Mrs. Laube – yes; Mrs. Koscoe – yes; Mrs. Simcox – yes; Mr. Motes – yes.

Mr. Limer reported that the duct cleaning at the Crossroads Branch has been completed.

Adjournment

Mr. Motes moved to adjourn. Dr. Ellenberger seconded the motion.

The meeting adjourned at 5:32 p.m.

The next meeting is scheduled for December 10, 2020, at 5:00 p.m. at the Crossroads Branch.

President

Secretary