

Guernsey County District Public Library
Board of Trustees Regular Meeting
January 25, 2022

The Board of Trustees of the Guernsey County District Public Library met in regular session January 25, 2022, at the Crossroads Branch.

Trustees present:

Matt Motes, Sheila Ellenberger, Kathy Warhola, Cathy Koscoe, Jay Jackson, Judy Simcox and Stephanie Laube

Library employees present:

Michael Limer and Jennifer Jacobs

There was one guest present:

Matt Motes, President, called the meeting to order at 5:06 p.m.

No public participation.

Review and Approval of Minutes

Jackson made a motion to approve the minutes for the regular meeting held on November 23, 2021. Ellenberger seconded the motion. All voted aye, and the motion carried.

Financial Report

The November and December financial reports were presented by Jennifer Jacobs. Of note: Bennett property previously sold is now off the insurance. We received a few Finley room donations. Bi-Con took the outside wall at the downtown branch down – cost \$5000.

The 2021 year ended with \$2.4 million in revenue and \$1.8 in expenses.

After a brief discussion, Jackson motioned to accept the Finley Room gifts and November and December financial reports. Ellenberger seconded. Motion carried.

New Business

Approval of Assistant Director Hire – Director Limer shared information on his choice of Assistant Director and the search in general. Limer asked the board to approve the hiring of Ada Myers at \$53,500 with a start date of February 7. Warhola moved to approve Myers as Assistant Director at \$53,500 with a February 7 start date; Koscoe seconded. A roll call vote was taken. Motes – yes, Ellenberger – yes, Warhola – yes, Koscoe – yes, Laube – yes, Jackson – yes, Simcox – yes.

Consideration of Wage Increases for Administrative Staff – Director Limer asked the board to consider wage increases for administrative staff with the exception of himself. Limer asked that he not receive an increase. Board tabled this for Executive Session.

Old Business

Byesville village administrator Mr. Dudley continues to work with us, and the Port Authority to acquire the necessary land to move forward with the Byesville branch renovations. Another survey is required at a cost of \$2500. Once this is complete, we will move back to bid.

Director's Report

Director Limer reported that the search continues for an outreach coordinator. The job is listed and he had someone who applied for the Assistant Director position who may be a good fit for the outreach position.

Limer updated the board regarding ongoing maintenance and upkeep work at all branches along with 2021 library utilization. Limer stated that 2021 was a bit better than 2020 but circulation is still down across all avenues with the exception of Hoopla which is up 1.3%. Broken out by branch: crossroads = 8% growth; downtown = 10% drop; Byesville = 2% drop.

Limer updated the board regarding the Bookmobile – though we are currently without an outreach coordinator, Limer and another staff are handling the Bookmobile routes. The Bookmobile will not run if we are at a weather level 2 or higher.

After a brief discussion, the Director's report was unanimously approved.

Business Too Late for the Agenda

Permanent Appropriations were presented by Jacobs (sheet passed out too). Jackson motioned to approved. Ellenberger second. . A roll call vote was taken. Motes – yes, Ellenberger – yes, Warhola –yes, Koscoe – yes, Laube – yes, Jackson – yes, Simcox – yes.

Executive Session

Motion to move to executive session to discuss Administrative Staff duties and consider wage increases was made. A roll call vote was taken. Motes – yes, Ellenberger – yes, Warhola –yes, Koscoe – yes, Laube – yes, Jackson – yes, Simcox - yes. The Board entered into executive session at 5:38 p.m.

The Board returned from executive session at 6:23 p.m.

Motes made a motion for a 2% increase to Jennifer Jacobs affective immediately Ellenberger seconded. A roll call vote was taken. Motes – yes, Ellenberger – yes, Warhola –yes, Koscoe – yes, Laube – yes, Simcox – yes. Jackson had left the meeting.

Ellenberger motioned for the personnel committee to work with Limer on developing performance reviews for the administrative staff. Sample formats to be presented before February 22. Limer will use the agreed upon format to review, on a quarterly basis for the first year and then moving to semiannually and annually, the assistant director, IT and outreach coordinator. Further, the assistant director shall use the same review format to conduct reviews for all bargaining unit staff with Limer reviewing each. Warhola seconded. A roll call vote was taken. Motes – yes, Ellenberger – yes, Warhola – yes, Koscoe – yes, Laube – yes, Simcox – yes. Jackson had left the meeting.

Adjournment

Warhola made a motion to adjourn. Laube seconded the motion, and the meeting adjourned at 6:45 p.m.

The next meeting is scheduled for February 22, 2022, at the Crossroads Branch at 5:00 p.m.

President

Secretary