

Guernsey County District Public Library
Board of Trustees Regular Meeting
December 20, 2022

The Board of Trustees of the Guernsey County District Public Library met in regular session at 5pm on December 20, 2022, at the Downtown Branch.

Trustees present:

Kathy Warhola, Judy Simcox, Sheila Ellenberger, Cathy Koscoe.

Library employees present:

Michael Limer, Ada Myers and Jennifer Jacobs

There was one guest present.

There was no public participation

Review and Approval of Minutes

The November regular meeting minutes were reviewed and approved Simcox motioned; Koscoe seconded, and motion carried.

Financial Report

The November financial report was presented by Jacobs. Downtown library automatic door was repaired. \$200 from Farnsworth trust. Simcox motioned to approve & Koscoe seconded, and motion carried.

Byesville Renovation

James Shook of HBM Architects was in attendance. He told us that the lowest bid for the Byesville library construction is reputable and recommended that we approve the contract with them. Koscoe made the motion and Simcox seconded the motion.

New Business

Due to resignation of former president of the library trustees Matt Motes, an election was needed. Sheila Ellenberger was elected president and Cathy Koscoe as vice-president.

Linsey Zacharias was approved as Outreach & Marketing Coordinator. Motion by Koscoe, 2nd by Simcox. Ms. Zacharias will be part-time working Monday, Wednesday & Fridays till May at a pay of \$16.83/hr. January 4, 2023 will be her first day of employment.

Old Business

The personnel committee recommended approval of the personnel packet that included the Performance Evaluation Policy, Performance Evaluation Scale and Direction, the employee evaluation forms, the Fiscal Officer Evaluation form, the Administrative Employee Performance Evaluation form, the employee Written Warning form, and the Employee Coaching Plan form. Koscoe made the motion, 2nd by Warhola.

Director's Report

Mr. Limer stated that Judge Dan Padden and the Guernsey County Trustees are working to appoint 2 new library board members.

The Jingle Bell Bash on December 17th at Crossroads was very successful with over 600 people attending and Santa Claus was very busy.

The Bookmobile participated in Holiday parades in Cambridge, Senecaville and Byesville.

The Wetland project is in the planning stage. The Rotary Club of Cambridge is interested in assisting with this project. Mr. Limer has been working with the state to investigate the best options. We hope the project will facilitate collaboration with the local schools and provide opportunity for birdwatching for the community. The estimated cost to the library is \$3000.

School outreach – East Guernsey will receive cards in January. Plans are to reach out to Cambridge High School and St. Benedict elementary in 2023.

Maternity book bags were delivered to Southeastern Ohio Medical Center.

Stats for 2022: Circulation was up, but less than pre-covid circulation. Data will be provided at the January meeting.

Business too late for the agenda - none

Adjournment

Koscoe made a motion to adjourn, Simcox seconded the motion,

The next meeting is scheduled for January 24, 2023, at the Crossroads Branch at 5:00 p.m.

President

Secretary