

Board of Trustees of the Upper Sandusky Community Library

Minutes

December 8, 2022

The Upper Sandusky Community Library Board of Trustees convened on Thursday, December 8, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Mr. Todd Leightey, and Ms. Ann Kemerley. Ms. Dianne Grafmiller, Ms. Laurie Scheck, and Mr. Brian Kimmel were absent. Director Kathleen Whitt and Library IT Specialist Holly Higgins were also present, as well as Brian Hemminger of the *Daily Chief-Union*.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the November meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there were any questions about the bills. Hearing none, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

Under old business, Ms. Whitt requested a revision to the 2023 pay schedule, as two long-time staff members are at the top of the schedule for their job classifications and therefore would not be able to receive the merit increases planned for 2023.

It was moved and seconded that the Board move to executive session in order to discuss salary actions for staff members. In a roll call vote, all present approved the motion. The Board entered executive session at 12:05.

At 12:12, the regular session was resumed.

It was moved and seconded to increase the upper salary limit for the Asst Director/Youth Services Coordinator to \$45,000.00 per year, and to increase the upper limit for the Maintenance/Custodian to \$18.00 per hour. In a roll call vote, all present approved the motion.

The Board then reviewed the revised 2023 budget appropriations request submitted by Ms. Whitt. The appropriations request presented by the director request shows a 6.12% increase from the 2022 appropriations for the operating budget. The appropriations request is higher than projected receipts, but estimation of receipts is conservative, and actual expenditures are historically 90% or less of what was appropriated. In 2021, expenditures were approximately 8.6% under the amount appropriated, and revenues approximately .13% over the projection; revenue was 17% over expenditures for the year. It was moved and seconded to approve the 2023 budget request at the category level, as presented by the Director; in a roll call vote, all present approved the motion.

Under new business, there was a brief meeting of the Records Commission. The Records Commission consists of the entire Board and the Fiscal Officer (Ms. Whitt). Ms. Whitt stated that she has identified records that are eligible for disposal under the Records Retention Schedule approved by the Board. The request to destroy the eligible records was submitted to the State Archives of Ohio for approval, which she expects to receive in about a week. A motion was

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made and seconded to approve destruction of records having met their retention dates, subject to review by the State Archives of Ohio. All present approved the motion.

In the Director's Report, Ms. Whitt reported that:

1. At the November Board meeting, it was noted that the amounts on the Receipt Listing and the receipts listed in the monthly Bank Reconciliation did not match. The question arose whether this is typically the case. Upon researching this, Deputy Fiscal Officer Patti Davidson found that it is normal for the amounts to be different, depending on dates receipts are deposited and cleared.
2. The USEVS School Board has reappointed Amy Aldridge-Ritchee to the Board of Trustees of the Upper Sandusky Community Library for the 2023-2029 term.
3. At her December visit to the HUB, Miss Lisa had the kids working with clay, and next Monday the STEAMPunks will work on clay animation, like in the old Rudolph the Red-Nosed Reindeer and other classic Christmas specials. She is now also presenting a monthly STEAMPunks program at the library to special needs students from Upper Sandusky High School. Children attending That Thursday Thing in December will also get to play with clay and play Reindeer Games.
4. This is the last year that we will have Charlotte Leeth's Nativity Scene Collection on display at the library. Charlotte will be dispersing her collection in the new year. It has been wonderful to see these beautiful pieces over the years, and we will miss their annual visit.
5. Miss Jill offered her Gingerbread House workshops on November 28-29. A full house of young and not-so-young participants enjoyed this popular annual event.
6. The Friends of the Library held their Santa's Secret Shop from 9:00 to 12:30 on Saturday, December 3. It was a very busy morning, with 121 young shoppers and their parents in the library.
7. December's downtown Storywalk features Lori Nichols' *Maple and Willow's Christmas Tree*, about a little girl who seems to be allergic to the perfect Christmas tree.
8. Other December programs will include a holiday concert by the Marion Recorder Consort, a cookie decorating and candy making workshop with Miss Cheryl and Miss Patti, and an informational program on Alzheimer's and dementia, as well as our Christmas Craft Party, Lunch Bunch and book clubs for adults.
9. November 22, a man came in with a video camera on a tripod, to conduct what he called a "First Amendment Audit." This has been happening in other libraries and local government offices. These people claim that it is their right to photograph or film everyone in the library since it is a public space. We said that he could film the library and staff going about their work, but could not film patrons without their permission, per our policy. We offered to show him the policy, but he said he had already seen it. He claimed that policy could not legally require him to ask permission, because it's not against the law. However, the Ohio Library Council has advised libraries that federal case law holds that libraries are a "limited public forum", where policies can be adopted against activities that would be counter to the purpose of this type of space. He continued to disagree, but I repeated the conditions (calmly), and said he was welcome to visit the library. He proceeded to film around the library, but not the patrons. He then requested my business card, which I gave him, and left. We later found that he posted a You Tube video of his visit and linked it on our FaceBook page. We got some

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phone calls and emails resulting from this over the next few days, but after that the activity quieted down. I contacted Michelle Francis at OLC, USCL Board of Trustees president Jenny Romich and Wyandot County Prosecuting Attorney Eric Figlewicz to advise them of the situation.

10. We had a couple of incidents the week of November 28 involving a couple of grade-school-aged children visiting the library unaccompanied by adults later in the evening. They were very rude to staff, destroyed the community jigsaw puzzle and took items from the Angel Tree hat and mitten donation box. On the second occasion, when they continued disruptive activities and did not leave the property as asked, the police were called. Police called the boys' parents who also came. After an hour's conversation among library staff, police, the children and their parents, the boys apologized to library staff present; they are also expected to write a letter of apology to the entire staff. They were given a second chance to visit the library in future, but if there are any violations of rules or behavioral issues, they will be banned from the library. The police and parents also agreed to these conditions.

11. Memorial/Honor/Donations:

In memory of:

Paul Stephen

Helen R. Taylor

Donor(s):

Patricia Ritchey

Sandy & Donna Taylor

Under Items Not on the Agenda, IT Specialist Holly Higgins gave a presentation and demonstration of the library's 3D printer. She discussed the ways the library has used the printer over the last several months, and said she had had her first patron request for a print job. Holly also gave each Board member a personalized Christmas ornament which she had made using the 3D printer.

Ms. Romich asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:53 p.m.

President

Secretary

