

Board of Trustees of the Upper Sandusky Community Library

Minutes

October 12, 2023

The Upper Sandusky Community Library Board of Trustees convened on Thursday, October 12, at 12:40 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Mr. Ben Buckland, Mr. Todd Leightey, Mr. Brian Kimmel, and Ms. Ann Kemerley. Also present were Director Kathleen Whitt, Ron Marvin of the Wyandot County Historical Society, and Brian Hemminger of the *Daily Chief-Union*.

President Jenny Romich asked for public comments. Hearing none, she then invited Mr. Ron Marvin to speak about the request he was bringing to the Board. Mr. Marvin explained that the Wyandot County Historical Society is to host the Annual Meeting of the State of Ohio's Historical Society on March 23, 2024, a Saturday. The meeting will be much larger than can be accommodated at the Wyandot County Museum, and they would like to use the library's meeting room from 8:30-3:30. The library's regular Saturday hours are 9:00-1:00. The library's meeting room policy states that "Meetings may not be scheduled before the Library opens and must end prior to closing, unless prior arrangements have been made and approved by the Library Director. Library Staff must be present to open/close and secure the premises.... If a meeting or program begins before or extends after normal Library hours, a Twenty Dollar (\$20.00) per hour fee (prorated by the quarter hour or any portion thereof) must be paid at the time of making application." Ms. Whitt said that a staff member could be made available to open and close the library on that day. Mr. Marvin said the organization would be meeting soon to finalize arrangements for the annual meeting. A motion was made and seconded to allow the Historical Society to use the meeting room under these conditions; all present approved the motion.

Ms. Romich then asked if there were corrections or additions to the minutes of the September meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was ratification of 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 reported that it is no longer an option to purchase the Advantage Membership for the particular model of ScanPro digital microfilm scanner owned by the library, due to a Microsoft update that renders it unable to be supported in this way. The microfilm scanner is still working, but with occasional difficulties. We have been offered the opportunity to either purchase a used version that would be supported by the Advantage Membership plan for about \$5,000, or upgrade to a new model at a cost of about \$7,000. The Board directed Ms. Whitt to include the cost of a new machine in the 2024 budget, in case it becomes necessary to replace the microfilm scanner.

Under new business, Ms. Whitt said she had been contacted by Wyandot County Public Health about distribution of free Naloxone (Narcan) kits at the library. There were questions about storage requirements and whether library staff would be required to provide training on how to use the Naloxone. Ms. Whitt will contact the Health Department to learn this information. It was observed that this is an important service we can provide for the community. It was moved and

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seconded that if the questions are answered satisfactorily, free Naloxone kits can be distributed to the public at the library. All present approved the motion.

Ms. Whitt then noted that Ms. Romich's term of office will expire on December 31. Ms. Romich said that she is willing to continue to serve if the Board agrees. The Board nominated her to serve another term; Ms. Whitt will send a letter to the School Board with this recommendation.

The next item on the agenda was a suggestion from Deputy Fiscal Officer Patti Davidson to close the savings account held with Premier Bank, which earns about \$0.01 per month, and open a Certificate of Deposit, which would earn an estimated \$24.00 month. It was moved and seconded to close the savings account and invest in the Certificate of Deposit; in a roll call vote, all present approved the motion.

It was then moved and seconded that the Board move to executive session in order to discuss the director's performance evaluation and salary action, as well as another personnel matter. In a roll call vote, all present approved the motion. The Board entered executive session at 1:08.

At 1:34, the regular session was resumed.

The Board agreed with the Director's performance evaluation, which they feel is supported by low staff turnover and the good work done by the library for the community. It was moved and seconded that the director's salary be increased by 3.75%, effective November 11, 2023 (the beginning of the first pay period after the anniversary date of November 1); in a roll call vote, all present approved the motion.

The question of the Deputy Fiscal Officer's request for a revision in the job description and a pay increase was tabled pending further information, which the Board requested Ms. Whitt to provide at the next meeting.

The next topic of discussion was the pay schedule for 2024 and the question of cost-of-living adjustments due to the 3.5% increase in minimum wage to take effect in January 2024. The Board directed Ms. Whitt to include projections on the impact of cost-of-living adjustments together with the 2024 annual budget, which is to be submitted for consideration at the November meeting.

The Board next considered holiday recognitions for the library staff. It was moved and seconded to give \$50 in Chamber of Commerce gift certificates to each staff member, as well as two passes each for the annual Fantasy of Lights display, and to authorize the director to spend up to \$500 for a staff dinner and party. In a roll call vote, all present approved the motion.

The Board then discussed a year-end bonus for library staff. This item was tabled pending budget considerations to be discussed in November. Ms. Whitt will supply information on the total cost of bonuses to full-time and part-time staff.

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The last item on the agenda was consideration of staffing a booth at the Wyandot County Fair in 2024. Since the Chamber of Commerce no longer holds the Business Showcase in which the library formerly participated, we have no real representation at the fair. Ms. Whitt suggested she might talk to the other Wyandot County library directors to see if they would be interested in sharing the cost and staffing of such a booth. She will follow up on this and report back to the Board on what she learns.

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

1. At their September 18 meeting, the Board of the Upper Sandusky Exempted Village School District appointed Benjamin Buckland to the Upper Sandusky Community Library Board of Trustees through December 31, 2026, to fill the vacancy left by Laurie Scheck's resignation.
2. On Monday, October 2, a library user hit the monitor at the computer he was using, then switched out the monitor with the computer beside that one. When the damage was discovered, the incident was found to be recorded by our security cameras. The images captured were given to the police, who were able to identify the man.
3. The electrical outlet for the planned large screen display to honor our memorials and donations has been installed. We are now working on a policy on criteria for inclusion in the display.
4. Carmar Gardens completed the landscape trimming, mulching and clean-up in September and October. The grounds look much neater now.
5. We will receive a \$25.00 credit from First Communications for the four days we had no telephone service the week of September 4.
6. On October 2, a special STEAMPunks event featured a guest speaker from the Armstrong Air and Space Museum to talk about safe viewing of a solar eclipse, in advance of the partial eclipse on October 14 of this year and the total eclipse next April. There were about 25 library visitors of all ages in attendance.
7. The Common Readers book discussion group will have a special Monday meeting on October 16, with author Craig Johnson joining by Zoom to talk about his book *The Daughter of the Morning Star*.
8. On Halloween evening, we will host an outdoor S'more Party and Pumpkin Glow. Patrons are invited to bring their carved pumpkins to help create the glow, and make s'mores to enjoy.
9. The Wyandot County Budget Commission has set the following distributions of 2024 Public Library Funds:

Dorcas Carey Public Library	36.00%	\$330,507.00
Forest-Jackson Public Library	6.61%	60,684.76
Mohawk Community Library	21.39%	196,376.24
Upper Sandusky Community Library	36.00%	330,507.00

The amount estimated for the Upper Sandusky Community Library is \$19,474.90, or 5.56%, below that estimated for 2023. The figures are based on the State distribution estimate of \$918,075.00 for Wyandot County. The distribution percentages are the same as in recent years. The Budget Commission encourages "all library boards to engage in conversation to develop a mutually acceptable formula for future distributions of Public Library Funds."

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10. The Ohio Department of Taxation (ODT) recently posted the October 2023 Public Library Fund (PLF) distribution of \$40,357,725 — which is \$1 million or + 2.55% above ODT's original estimate that was issued in July 2022; and \$3.1 million or + 8.35% above ODT's updated estimate issued in December 2022. The PLF Calendar Year (CY) 2023 year-to-date total is \$424,012,790.
11. There were no Memorial Donations in September.

There were no Items Not on the Agenda.

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 2:00 p.m.

President

Secretary