

Board of Trustees of the Upper Sandusky Community Library

Minutes

April 11, 2024

The Upper Sandusky Community Library Board of Trustees convened on Thursday, April 11, at 12:00 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. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the March 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. Mr. Leightey asked about a payment of \$4,000 to Midwest Tapes. Ms. Whitt said this is for a deposit account which pays for online audiobooks, ebooks and movies from the Hoopla service. The cost is between \$2 and \$3 per item borrowed. Hearing no further questions, 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 said that she had received further information on renewal of the property and liability insurance with Ohio Plan, through Rinehart, Walters and Danner in Mansfield. The insurance agent had contacted Ms. Whitt to let her know that there would be about a 9% increase over last year, due to increased materials and reinsurance costs. He said he still thought Ohio Plan, which specializes in libraries and governmental organizations, is the best option for our library, and that other carriers are all seeing similar increases in their costs. The Board agreed to this renewal.

Under new business, Ms. Whitt said that the library is no longer receiving very many requests for the COVID home test kits. After the current stock is gone, she does not plan to continue this service. The Board agreed.

Ms. Whitt then told the Board that the library has an opportunity to update the website through the Ohio Public Library Information Network (OPLIN) at a substantial discount. The current website was designed with OPLIN's support in 2017. The new templates available give additional functionality and have a clean, more up-to-date appearance. The fee of \$360 is what it would cost to add a single "module" to the current template. This pricing is available only until June. A motion was made and seconded to accept the offer to update the website with OPLIN at the cost of \$360; in a roll call vote, all present approved the motion.

The next item on the agenda was renewal of the staff health insurance. Wes Campbell of SEBO had discussed options with Ms. Whitt. He said the best option he had found was for a direct renewal of the current policy. The health reimbursement agreement adopted last year worked well for the library, with no staff member having exceeded the \$3,500 after which the library would reimburse for the difference up to the \$6,000 deductible. While this year's 18% increase in premiums is substantial, Mr. Campbell was able to negotiate with Anthem to reduce it from the initial 26%. It was moved and seconded to renew the Anthem SOCA MEWA 6000 plan, with the

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library to accept liability for the \$2,500 per person difference in deductible; in a roll call vote, all present approved the motion.

Ms. Whitt then submitted a draft Notary Policy. She said she and Deputy Fiscal Officer Patti Davidson had reviewed policies from other libraries and made changes to fit our library. The Board suggested a few changes. A motion was made and seconded to adopt the revised policy; all present approved the motion. The policy is attached to these minutes.

The last item on the agenda was discussion of the Drug Free Workplace Policy. Ms. Whitt had given the Board a copy of the current policy, as well as policies from several other libraries. She said she had also discussed the policy with Eric Figlewicz, Wyandot County Prosecuting Attorney. Mr. Figlewicz had given her some guidelines on the situation in regard to marijuana in particular. He stated that employers are not required in any way to accommodate use of marijuana by employees. He also recommended that the policy state the library's position on the use of marijuana by staff be set out in a separate section. The Board said that the current policy on the use or possession of controlled substances on library property or while conducting library business, or reporting to work under the influence of such substances still represents their basic stance. Ms. Whitt will revise the policy to specifically address marijuana and have it reviewed by Mr. Figlewicz before presenting the revised policy to the Board for approval.

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

1. The elevator upgrade was completed on March 29, when the state inspector came to check the system. Davis & Newcomer's technicians were quiet and professional and did a wonderful job of keeping the area clean as they worked. We were very pleased with the job they did.
2. As of March 29, Assa Abloy said they were still awaiting shipment of some of the parts to do our door repairs and operator upgrade.
3. April programs include Rachel Dornbierer of Chicory Girl Herbal Teas with a presentation on blending of herbal teas, and Robin Shuster of Shuster's Flowers on flower arranging. We also will have our semiannual plant swap, monthly book clubs and Lunch Bunch, and a volunteer fair sponsored by the Retired Seniors Volunteer Program (RSVP).
4. Also in April, we are launching our latest "collection" – a seed library. Patrons can pick up packets of flower, herb and vegetable seeds to grow at home. They can also gather seeds from their gardens to bring in to share, or even extras they may have left over after planting. The collection is housed in one of our old card catalog cabinets and is located next to the magazines in the adult reading area.
5. STEAMPunks this month features crystals and geodes with guest speaker Patti Davidson. Our April downtown story walk book is Frank Asch's *Happy Birthday, Moon*. We also hope to see our Stepping Stones story walk installed this spring. The parks department thought it best to wait until after the eclipse to install the stations.

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6. We have been notified that Sara Lou Binau left us a bequest through Edward Jones. Deputy Fiscal Officer Patti Davidson signed documents to start the process of opening an account but we are still waiting to learn more about this bequest.
7. The Ohio Department of Taxation (ODT) posted the March 2024 Public Library Fund (PLF) distribution of \$37,210,077 – which is \$717,948 (or + 1.97%) above ODT’s original estimate that was issued in July 2023; and \$751,022 (or + 2.06%) above ODT’s updated estimate issued in December 2023. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of February came in 1.8% or \$38.4 million above estimates. OBM has indicated that this is in line with their expectations.
8. According to the Office of Budget and Management (OBM), state tax receipts in all four major categories missed the mark last month and came in \$171.3 million (– 9.6%) below estimates for the month of March. The Ohio Department of Taxation (ODT) posted the April 2024 Public Library Fund (PLF) distribution of \$28,156,584 – which is \$2.88 million (or – 9.3%) below ODT’s original estimate that was issued in July 2023; and \$2.85 million (or – 9.2%) below ODT’s updated estimate issued in December 2023. Overall, calendar year 2024 for the PLF is not off to a good start with the PLF coming in more than \$8 million below estimate so far in the first four months.

9. Memorial/Honor/Donations:

In memory of:
Mitchell Fogle

Donor(s):
Laurie and Nick Scheck

Under Items Not on the Agenda, Ms. Whitt said she had become aware of libraries that offer a card to children that does not require a parental signature, since there are no fines or fees accrued for lost or damaged items. This provides access to children whose parents may not be able to come to the library to sign for a card (or who may be unwilling to take responsibility for lost or damaged items). The cards typically allow only a few items to be checked out a time, so the risk of loss to the library is limited. The Board thought that this idea is worth pursuing. Ms. Whitt will talk with libraries that have this kind of children’s card about their policies and experiences to determine what might work for USCL and our young patrons.

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 12:50 p.m.

President

Secretary



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Upper Sandusky Community Library Notary Policy

Adopted by the Board of Trustees Date: April 11, 2024

- It is recommended that the signer call ahead to confirm the notary is available and the document is able to be notarized here.
- Must have valid Photo ID
- Notary cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters or notarize documents in which they have a personal interest.
- ALL information must be completed prior to having a notary meet you. Notary may not notarize any document with blank spaces.
- Only UNSIGNED documents will be notarized.
- USCL will not provide witnesses. If the document requires witnesses, the signer must bring them.
- The notary can NOT notarize:
 - Real Estate Transactions
 - Quitclaim Deeds
 - Corporate Documents
 - Documents requiring an electronic signature
 - Foreign Passport or Visa Applications
 - Any document in a language other than English