

Board of Trustees of the Upper Sandusky Community Library

Minutes

December 12, 2024

The Upper Sandusky Community Library Board of Trustees convened on Thursday, December 12, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Mr. Ben Buckland, Mr. Todd Leightey, Mr. Brian Kimmel and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey was absent. Director Kathleen Whitt, Deputy Fiscal Officer Patti Davidson and Maintenance Custodian Lynn Gottfried of the Library were also present, as well as Dave Sudhoff and Matt Sudhoff of Smith-Boughan Mechanical.

Ms. Romich asked for public comments. Hearing none, she asked if there were corrections or additions to the minutes of the November meeting; hearing none, she 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 introduced Dave and Matt Sudhoff, to explain their proposed redesign of the building's air conditioning system. Current equipment is outdated and can't be replaced one-for-one. This is partially due to refrigerants that are no longer in general use. SB Mechanical proposes using external chilled water units, which will provide better humidity control than alternative systems. While the proposed design is not inexpensive, it will bring the system up to current levels of technology. The entire project will take about 10 months, including an 8-month wait for the equipment to be built, and 2 months for installation. SB Mechanical participates in a statewide contracting system, which will allow the library to proceed with the project without going through the formal bid process. The library is already registered with this system.

After the Sudhoffs left the meeting, the board discussed the proposal. It was determined that the air conditioning system needs to be brought up to date, and should be completed before the Americans and the Holocaust Exhibition, scheduled to be held here in 2026. It was moved and seconded to accept the quote as presented, including add-on work for a drop ceiling to be added in a room described as "storage" in the quote, but which is actually a staff office. In a roll call vote, all present approved the motion.

The next item of business was the upgrade of the outdoor sign to a digital LED display. The Building and Grounds Committee had met with Bryan Frey of CSI Construction Services, who had reviewed all the quotes received, as well as with Patrick Gaswint of Classic Sign in Findlay. While all the quotes looked acceptable, there was a wide range in costs. Upon review, it was found that the quote from Stewart signs did not include installation, so their final cost would not be as low as it appeared in comparison with the others. The committee recommended Classic Sign, both for the comparatively low cost and their status as a reputable company in the local area. Classic has been in business for several decades, and Mr. Gaswint was able to provide additional information on the sign manufacturer and their products. Since Classic had provided a quote only for 16mm pixel pitch, and the board wanted to consider a higher resolution, the matter was tabled until quotes are received for 10mm and 8mm resolution. The board will also seek a quote from Hoepf Electric on the cost of providing a dedicated electrical supply for the sign.

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 has been submitted to the State Archives of Ohio for approval. A motion was made and seconded to approve destruction of records having met their retention dates, once approval from the state is received. Destruction is to be carried out by Angeline Industries, as in previous years. All present approved the motion.

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

1. On December 2-3, Miss Jill offered her Gingerbread House Workshop for all ages. About 55 houses were decorated using graham crackers and candy applied to the provided cardboard base and frame with royal icing. This is a favorite community event, with many participants enjoying spending the time with friends and family.
2. On December 4, Cheryl Lyon and Patti Davidson presented Treats and Sweets for adults. Participants decorated cookies and made candy in this seasonal event.
3. We had four classes of 2nd graders visit on December 6 to decorate a special Christmas tree in the children's area. They also enjoyed stories and songs presented by Miss Jill.
4. The Friends of the Library have provided our holiday decorations again. They held their Santa's Secret Shop for children aged 12 and under on December 7, as part of the Home for the Holidays festivities. About 95 children took advantage of the opportunity to purchase gifts for family and friends.
5. Also as part of the Home for the Holidays celebrations, library staff appeared in the Christmas parade with a Narnia-themed float. We have also decorated a tree at the museum and a downtown lamp-post with the same theme.
6. December Storywalks® feature Natasha Wing's *The Night Before the Night Before Christmas* downtown and *the Bear and the Star* by Lola M. Schaefer at Stepping Stones Park.
7. Participants of December's Craft Party on December 12 will be creating holiday ornaments and enjoying refreshments as they share the time together.
8. Lunch Bunch this month will have their annual Christmas potluck and gift exchange on December 16.
9. On December 17, the library will host Title 1 author Brian Cleary in collaboration with the Upper Sandusky Schools. Copies of Cleary's books will be available for purchase and to be autographed by the author.
10. The Ohio Department of Taxation (ODT) posted the December 2024 Public Library Fund (PLF) distribution of \$45,398,774 – which is \$7.5 million (-14.26%) below ODT's original estimate that was issued in July 2023. This brings the PLF Calendar Year (CY) 2024 total to \$481,200,832 which is \$10.6 million (-2.15%) below ODT's original estimate. The final CY 2024 total is below 2023 funding by almost \$29 million.

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 1:15 p.m.

President

Secretary