

Board of Trustees of the Upper Sandusky Community Library

Minutes

July 11, 2024

The Upper Sandusky Community Library Board of Trustees convened on Thursday, July 11, 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, and Mr. Brian Kimmel. Ms. Amy Aldridge-Ritchey and Ms. Ann Kemerley were absent. 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 minutes of the May 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. Ms. Grafmiller asked about a payment made to the Wyandot County Fair Board. Ms. Whitt confirmed that this was for a booth at the fair in September. The booth will be shared with the other county libraries, who will reimburse us for their share of the fee. Hearing no further questions, in a roll call vote, all present approved the bills.

There was no old business.

Under new business, Ms. Whitt said that Deputy Fiscal Officer Patti Davidson recommended moving maturing certificates of deposit from the bank where they are currently held to Edward Jones, where we can get a much higher interest rate. One CD has recently been renewed, and another will mature in November. The motion was made and seconded to find out the penalty for closing the CD that was just renewed. If the penalty is less than the difference in interest rates, the CD should be closed; this is to be combined with the money from the mutual fund bequeathed to the library by Sara Lou Brown Binau, and the funds from the two sources invested in a new CD with Edward Jones. In a roll call vote, all present approved the motion.

The Board also requested that when CDs are about to mature, Ms. Davidson should investigate interest rates at a number of institutions and make a recommendation to the Board in time to decide on their disposition before they mature.

The next item on the agenda was approval of an Internet Safety Policy. The motion was made and seconded to adopt the policy as presented; all present approved the motion. The Board then formally declared that Upper Sandusky Community Library is in compliance with the provisions of the Children's Internet Protection Act. The Internet Safety Policy is attached to these minutes.

Ms. Whitt then said she had been contacted by a representative of Stratus Building Solutions, who wanted to give a quote for cleaning the library. The quote was lower than currently paid to our current service, Lena's Cleaning; however, the service we are receiving from Lena's is quite satisfactory, and the staff and Board of the library value highly the relationship we have with Lena Mawer and her team. The Board recommended that Ms. Whitt meet with Lena and ensure that the service described in the quote we received is comparable to the service being provided by Lena's Cleaning.

Board of Trustees of the Upper Sandusky Community Library

Minutes

July 11, 2024

The next item on the agenda was consideration of a quote from Hoepf Electric to add electrical circuits and outlets to the basement cataloging office. In a roll call vote, all present approved the motion.

Ms. Whitt then said she had been contacted by a representative from Job and Family Services about hiring a high school student for summer work. The student employee's wages would be reimbursed by JFS. The Board agreed to accept this opportunity.

The last item on the agenda was the possibility of applying for a grant from the Wyandot County Community Foundation. Ms. Whitt said she did not currently have a project to fund with this grant. If Board members have any ideas for this, they should contact her before the deadline of July 24. All agreed that the Foundation supports excellent projects and they are certain to enable other worthy organizations to help the community.

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

1. We are still experiencing water collecting in the bottom of the elevator shaft. Patti sent picture of this to Davis & Newcomer in May, and they now recommend we have a plumber install a sump pump in the shaft. We are working on getting an estimate from a plumber for this work.
2. On Saturday, June 22, one of the air conditioning units stopped working. The problem was identified as a switch and motor that failed to reset after a power surge. The switch and motor have been replaced, but the Smith-Boughan technician believes the problem may be related to power surges to the units. They are going to install a building monitor to watch for power surges, and say if we continue to experience problems, we may need an electrician to identify and correct the problem.
3. Computer replacements scheduled for this year are complete.
4. On June 3, we had a ribbon cutting for the new Story Walk at Stepping Stones Park. This was very well attended by civic leaders and members of the community. Miss Jill led a group on the story walk after the ceremony. Since then we have had a number of favorable reviews of the new Story Walk, as well as folks who continue to enjoy the downtown version.
5. This year's summer reading program is titled "Adventure Begins at Your Library." The official kickoff was June 1. Elementary school children complete Bingo cards of library-related activities, teens and tweens earn scratch-off tickets to win prizes, and adults complete lists of their reads on special bookmarks. All ages earn entries for prize drawings including games and toys for the kids and a local adventure package, Shawshank Redemption adventure package, or Kindle Fire for adults. Programming continues through July, and prize drawings will be awarded at the end of the month. We will keep giving small prizes for kids' reading until school starts.
6. Summer reading program events included movie matinees for children, interactive movie showings of *The Wizard of Oz* and *Jumanji*, Mr. Molecule's Outer Space Adventures Science Show, Angie Ford's Adventures with Birds and Wildlife, a Paint Party with Miss Lisa, and a pet Show and Tell event. We are also holding an Amazing Library Race adventure on July 20 for teams to "race" across Upper Sandusky to win the grand prize – 4 tickets to the Toledo Zoo.

Board of Trustees of the Upper Sandusky Community Library

Minutes

July 11, 2024

7. The 100 Book Club has completed its first year, and a reception will be held to celebrate the 40 successful participants on July 10. A new year has begun, with 85 people signed up already, 31 of whom completed it this past year.
8. According to the Office of Budget and Management (OBM), state tax receipts came in \$55.3 million (or – 2.1%) below estimate in June. Preliminary data shows that the state closed Fiscal Year 2024 with a \$1.1 billion cash balance even though overall tax revenues came in \$484.7 million (or – 1.7%) below estimates. The state was able to stay structurally balanced due to high investment earnings and low spending.
9. The Ohio Department of Taxation (ODT) posted the July 2024 Public Library Fund (PLF) distribution of \$45,284,931 – which is \$934,001 (or – 2.02%) below ODT’s original estimate that was issued in July 2023; and \$869,749 (or – 1.88%) below ODT’s updated estimate issued in December 2023.
10. In memory of/Intention:
Dave Eippert
Summer Reading Program
Jacob David Ralph
Donald Willson
Donor(s):
Freda Browne & Family
Pythian Sisters
Cheri & Ben Logan
Larry & Angie Franz
Lee & Cindy Constien
Dave & Angie Schwab
Cliff & Jessica Constien

There were no items under 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 12:50 p.m.

President

Secretary



301 North Sandusky Avenue
Upper Sandusky, Ohio 43351

419-294-1345
419-294-4499 (fax)

uscl@seolibraries.org
<https://usclibrary.org>

Internet Safety Policy
For Upper Sandusky Community Library
Adopted July 11, 2024

Introduction

It is the policy of the Upper Sandusky Community Library to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults, or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Upper Sandusky Community Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Upper Sandusky Community Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the IT Coordinator or designated representatives.

Adoption

This Internet Safety Policy was adopted by the Board of Trustees of the Upper Sandusky Community Library at a public meeting, following normal public notice, on July 11, 2024.