

Board of Trustees of the Upper Sandusky Community Library

Minutes

September 12, 2019

The Upper Sandusky Community Library Board of Trustees convened on Thursday, September 12, at 12:15 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Mr. Todd Leightey, Ms. Jill Logsdon and Ms. Ann Kemerley. Ms. Laurie Scheck was absent. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, she asked if there were corrections or additions to the distributed minutes of the August 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 reported that MT Business Technology was able to provide statistics on the number of copies made, but not the amount of cash received by the cash acceptor vs the copies made using the staff bypass key. Therefore it is impossible to tell whether the reduced income reported for copies over the past several years reflects the actual copies made and paid for, or if this income was not correctly reported. As reported last month, Ms. Whitt and Ms. Davidson have instituted a more secure procedure for counting and reporting copier cash receipts to increase accountability in this area.

Ms. Whitt then presented a quote from Spectrum for telephone service, as well as a recent invoice from First Communications, showing that the Spectrum service would be much less expensive than what we are currently paying. The difference seems to be primarily in surcharges, which Spectrum says they would not charge. The service should be exactly the same. The Board agreed that it makes sense to change telephone service providers in this case.

The Board then considered quotes from Boes Gosche for a security camera system, and from Tech Group for a security camera system and updated telephone and intercom equipment. There was about a fourfold difference between the security camera quotes and it was not entirely clear how the two systems would compare, where cameras would be placed, and what the video coverage would be. Ms. Whitt will contact both companies to come back and give more detail, as well as giving more comparable information. No action was taken on the telephone system quote pending further information from Tech Group.

Under new business, Ms. Whitt presented a proposed technology plan for the rest of the year. This includes upgrading Windows and Microsoft software on public and staff computers to prevent security risks that would be posed by sunseting current versions in January. Security software on the public workstations also needs to be upgraded. The purchase of three new computers was also included in the plan: one to replace an older machine, one for the administrative assistant's use, and one as a backup, which will be rotated into use when another replacement is needed. It was moved and seconded to approve the Windows and Microsoft programs and purchase the new computers. In a roll call vote, all present approved the motion. Purchase of the security software on the public computers was deferred, as there was a question about the price quoted as compared with the price found on the company's website.

Next, Ms. Whitt submitted a Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor. The

motion to adopt the Resolution was moved and seconded, and in a roll call vote, all present approved the motion.

The last item on the agenda was consideration of whether the library should be open the day of the Autumn Cruise. Parking will not be available at the library, and typically very few people come in on that date. A few regular computer users will probably come, as well as participants in the Cruise, who will come in to use the restrooms. Ms. Whitt said this doesn't cause any problems, and it may be a good way of getting to know people who don't often come to the library. The Board agreed that the library should remain open on the day of the Autumn Cruise, and noted that other downtown businesses will also be open.

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

1. With school back in session, we have resumed our regular story time programming effective the week of September 2. This includes three Tiny Tots and one Preschool session in the library every week and multiple weekly sessions at local preschools.
2. We now have after school programming Monday-Thursday every week. After school attendance remains high, with 30-50 people counted in the library between 3 and 4 p.m. daily, and similar numbers of students signing in every afternoon. We had 49 students signed in on Thursday, September 5!
3. On Mondays, we are continuing the discussions we began with 6th-12th graders in Keepin' It Real with Justin Swartz and the library's Lisa Andres. Keepin' It Real will resume on September 30, and until then, Miss Lisa will host Snack Chat, a similarly formatted discussion group.
4. Our new weekly program for all ages is called Music Is... This will feature music listening, participation, moving to the music, and special guests. Music Is...meets on Tuesdays at 4:00.
5. Wednesdays feature the renamed Code Club, now Once-A-Week Geek. The students wanted to broaden their activities from coding and explore other technological activities.
6. And we are continuing That Thursday Thing, a time for students from K through 12 to enjoy crafts, snacks, and other activities.
7. Despite the programming we are offering, we have had some issues with middle and high school students, including: lack of respect for library staff, each other, and other library users; use of vulgar language; bullying and racial slurs. We are discussing these issues and others as they arise with the students involved, relating them to the library's Code of Conduct, and have asked them to behave appropriately or leave the library as addressed under this Code. There has been some reaction from members of the community around this issue, and we are working to find a balance where the library is available to all as a safe and pleasant environment.
8. On September 5, USCL hosted Hidden in Plain Sight, a program presented by the Wyandot County Mental Health & Recovery Services Board. This featured a mock-up of a teen's room with dozens of clues parents can look for to identify drug use or other issues they need to be aware of.
9. On the afternoon of September 13, Jill Stansbery will represent the library at the Business Showcase at the Wyandot County Fair.
10. Adults are invited to join us on the evening of September 19 for Game Night for Grown-Ups. We have some board games available and participants are invited to bring favorite games, as well as snacks.
11. On August 15, we launched our new mobile app. This makes accessing the library's services much more user friendly than using the website on your phone. It is available to download as the SEO Libraries app from Google Play and the Apple store, then you select USCL as your preferred library.

Board of Trustees of the Upper Sandusky Community Library

Minutes

September 12, 2019

12. Our HVAC issues should be under control for the time being. We have had problems with the large dehumidifier again, as the fan was not working properly, causing high pressure in the refrigerant system. This was replaced a year ago, then again on September 5, so it should be under warranty. The air conditioning system began failing the week of August 26, as the new cooling water coil was travelling across the country to Vintage. Installation is scheduled for early in the week of September 9.
13. The Wyandot County Budget Commission’s annual budget hearing was held on August 26. Representatives from all of the Wyandot County Libraries were invited to make presentations. The possibility of a budget formula was discussed, with two libraries in favor and two opposed. We have not yet received notification of the 2020 distribution numbers.
14. Memorial/Honor/Donations August 2019:
- | <u>Donation Type</u> | <u>Donor</u> |
|----------------------------|-------------------------|
| In Memory of Frank Kuenzli | USHS Class of 1957 |
| Donation | Pythian Sisters of Ohio |

There were no Items Not on the Agenda.

Ms. Romich asked if there were any other items for discussion. Hearing none, she asked for a motion to adjourn. The motion being made and seconded, the meeting was adjourned at 1:15 p.m.

President

Secretary