

Board of Trustees of the Upper Sandusky Community Library

Minutes

March 8, 2018

The Upper Sandusky Community Library Board of Trustees convened on Thursday, March 8, 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, Ms. Laurie Scheck, Mr. Todd Leightey and Ms. Ann Kemerley. Ms. Jill Logsdon 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 January meeting (there was no meeting in February). 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 for January and February. Ms. Romich asked if there were any questions about the bills. Ms. Scheck asked about the purchase of a monitor stand. Ms. Whitt replied that this was for the computer in her office as the monitors sat too low and were causing ergonomic issues. Ms. Scheck then asked whether the cost for the lighting in the rear stairwell came in at the amount quoted. It was also asked whether painting around the new light fixtures had been completed, these being different in size and shape of the old fixtures. Ms. Whitt said she will check on both issues and report back to the board. There being 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.

There was no old business.

Under new business, Ms. Whitt asked the Board to consider the matter of whether security cameras should be installed inside or outside the building to prevent theft and vandalism. She said measures had been taken to prevent further cash theft as had occurred with money from ticket sales of the Friends of the Library's BBQ dinner, though it is difficult to completely prevent such occurrences. She said there are also times when library materials disappear, especially DVDs, and there had been at least one occasion on which library patrons with blocked cards due to excessive fines may have pretended to use the self-checkout station and left with items not actually charged out. Ms. Scheck noted that it is rarely possible to positively identify persons and their surroundings on recordings from security cameras. Ms. Aldridge-Ritchey asked whether there had ever been an inventory to determine how many items are missing. Ms. Whitt said there had not, since items are recorded as missing or lost when they are not found on the shelf when required. The Board recommended that Ms. Whitt have the DVDs inventoried, and repeat the inventory after 6 months, to determine the extent of the problem. They questioned whether the cost of security cameras would be justified by their effectiveness in preventing loss or identifying offenders. It was also noted that there are legal privacy issues surrounding the use of security recordings.

Ms. Whitt then asked whether library users might be allowed to bring beverages in covered containers into the building. It was agreed that this can be permitted, and library staff will observe to ensure that this occurs with appropriate care to prevent damage to equipment and materials. The signs on the doors stating that food and beverages are not permitted will be changed to specify prohibition of food only.

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The last item on the agenda was a discussion of donor and memorial acknowledgment plaques. Ms. Whitt said she would like to rehang the large donor and memorial boards in the large meeting room. These were removed from the upstairs walls near the elevator to complete the painting project last year. Ms. Whitt feels they may actually be more visible to visitors who attend meetings at the library, but rarely come to borrow materials. She also suggested purchasing furniture, such as display walls, using some funds received from donors, to which plaques acknowledging the donations could be attached. The Board agreed that the large memorial boards should be hung in the meeting room. They did not feel that attaching plaques acknowledging donations to furniture is desirable, since such items must sometimes be replaced or disposed of.

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

1. The January What's Cookin' program featured a Soup Cook-off. About 35 people attended and there were 17 entries in the contest. First place went to Ruthie Milum, Micah Campbell, Heather Kuenzlie & Carolyn Riedlinger for their Simple Taco Soup. Brian Hemminger's Chicken-Chorizo Soup came in second place, and Donna Morris's Sweet Potato Soup took third prize.
2. The library's new website went live on February 1. It features a much cleaner look, with easier, more intuitive navigation, site search capability, easy access to the online catalog and patron accounts and research databases, and a calendar of upcoming events.
3. On February 8, the library hosted an interactive workshop lead by professional organizer Reannon Hayes. About ten members of the community attended in order to learn to "find purpose to simplify life."
4. In March the STEAMPunks youth group will follow clues and solve puzzle in a St. Patrick's Day themed escape room.
5. On Wednesday, March 14, Miss Jill will have a special story time with Wyandot County Help Me Grow. This organization promotes healthy growth and development for babies and young children.
6. Mrs. Minehart's eighth grade students have researched their family histories and created family trees, which will be on display at the library until the end of the month.
7. Our next semiannual clothing swap will be held on Thursday, April 5. We will accept donations through April 4.
8. On Monday, April 9, we will host a grant writers' round table to help staff of nonprofits share information and learn more about how to find and win grant funds. We have invited staff

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of other libraries in the area, as well as hospice, the Wyandot County Museum, Wyandot Memorial Hospital and many other similar organizations.

9. A representative of the Local Area 7 Workforce Development System/Wyandot County Job and Family Services/Ohio Means Jobs has contacted me to agree on a Memorandum of Understanding with the Upper Sandusky Community Library on how we can work together to “enhance the quality and quantity of employment and training resources and services to job seekers, unemployed, and underemployed individuals.” Basically this means the library and Job and Family Services will each help educate the other about the employment resources we make available, and work together as appropriate to make these resources available to the community.

10. Attached is a report from Unique Management Services on the materials and money recovered from delinquent library accounts referred to them since November 2009, when we began using this service, as well as a more detailed report of recovery over the last twelve months.

11. Memorial/Honor/Donations January-February 2018:

Date Rec'd:	In Honor/Memory of:	Donor:
2/7/18	Anna Grubel	Dorothy Cheney
2/12/18	Juanita Bennett	Aidan & Carol Jenot
		Jenny Romich
		Diana Elchert & Marlene Kennedy
		Dave & Val Bower
		Linda Fox
		Cindy & Harold Newman
		Jane & Matthew Smalley
		Mary Jo Ann Bennett
		Jeffery & Susan Eier
		Dennis & Lynn Mack

Ms. Romich asked if there were any other items for discussion. Hearing none, Ms. Romich asked for a motion to adjourn. The motion being made and seconded, the meeting was adjourned at 12:45 p.m.

President

Secretary