

Board of Trustees of the Upper Sandusky Community Library

Minutes

August 10, 2023

The Upper Sandusky Community Library Board of Trustees convened on Thursday, August 10, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Ms. Amy Aldridge-Ritchey, Ms. Laurie Scheck, Mr. Todd Leightey, and Ms. Ann Kemerley. Mr. Brian Kimmel was absent. Also present were Director Kathleen Whitt, library IT Specialist Holly Higgins, community member Betsy Corfman, Jason Guiher from Buckeye IT, and Brian Hemminger of the *Daily Chief-Union*.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the July 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, Jason Guiher from Buckeye IT explained the need for a hardware firewall to protect the library's computer network. He also said that the battery backups serving the network equipment are no longer functioning as designed and should be replaced as soon as possible. Some items to address for future need include new network switches and a new PC to host the Cassie SPOT server, which allows patrons to log into the network. The WiFi access points have reached their end-of-sale dates, and are expected to reach end-of-life within about three years, so that's something to keep in mind, as well. The motion was made and seconded to approve the purchase and installation of the firewall as quoted, as well as up to \$1,500 for the purchase of the replacement UPS battery backup. The SPOT PC has been added to the regular computer replacement schedule (it was overlooked in creating the schedule). Ms. Whitt will consider cost of the switch replacement in drafting the 2024 budget.

Under new business, Ms. Whitt asked if the Library should remain closed on Saturday, September 23, for the Autumn Cruise. The streets and alleys around the library are closed before 10 a.m., preventing patrons and staff from parking in our lots and on adjacent streets, or blocking them in if they arrived before 10:00. Staff who worked the date of the car show in 2021 said only one or two people even came in to use the restrooms that day. The library did not open on the day of the Cruise in 2022. It was moved and seconded that the library be closed on September 23, 2023, and patrons be encouraged to attend and support the car show. All present approved the motion.

Mrs. Whitt then presented quotes from Carmar Gardens and KMC Services to trim bushes and trees, add fresh mulch and other needed landscaping work. The Board had looked over the grounds and it was determined that the work is needed at this time. Carmar Gardens' quote being the lower of the two, it was moved and seconded to approve the Carmar Gardens quote. In a roll call vote, all present approved the motion.

The next item of business was discussion of the donor recognition boards which were taken down when the library was painted several years ago and have not been rehung. Ms. Whitt said she had not found anyone who could do this, as they are very heavy and beyond the capability of

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library staff. Members of the board suggested several local handy men who might be able to do the work.

Next Ms. Whitt told the board of an opportunity available through the American Library Association to host a travelling exhibit on Americans and the Holocaust. We can apply for a grant which will cover all of the costs, including travel to Washington, D.C., to learn how to mount the exhibit. We would have the exhibit for 5-6 weeks, and in addition to making it available to the public, we would have to have at least four programs or events related to the themes explored in the exhibit. The Board agreed that this is a wonderful opportunity, and the library should apply for this grant.

The last item on the agenda was discussion of the date of the total solar eclipse to occur on April 8, 2024. This is expected to bring in many more visitors than the area can easily accommodate, and public services may be unable to deal with the volume. It is also anticipated that streets and road may be congested, making local travel difficult, so staff and patrons would not be able to get to the library. In consideration of these issues, it was moved and seconded to close the library on April 8, 2024. All present approved the motion.

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

1. Our summer reading programs, with the theme of "All Together Now," began on June 1 and ran through July 31. We had 28 children signed up for Wee Read, 741 elementary school children, 117 middle and high school students, and 106 adults. In addition, 94 have signed up for the 100 Books Club.
2. The Friends of the Library's annual book sale will take place on August 10-12 (9:00 a.m. until 30 minutes before closing), with a members-only presale from 6:00-8:00 on August 9. This is also an opportunity for new members to join the Friends.
3. With summer reading programs completed, programming slows down a bit in August. There will be no children's story times, and Craft Party will not meet due to the Friends of the Library's book sale. Book Talk met on August 3, and the Inglorious Bookworms will meet on August 23. The Common Readers will meet on August 15 to discuss the book *Alexander Hamilton* by Ron Chernow, then again on August 17 to watch "Hamilton," the musical. Lunch Bunch will enjoy offerings based on fresh produce on August 28.
4. We will have a back-to-school to school cookout on August 23, followed by our first That Thursday Thing on the 24th. The 24th will also see our last biweekly pop-up at Highland Village, while on August 16th we will resume on-site programming at WCSNR. This has been suspended since 2020. We are also planning to attend open house events at Union Elementary and Middle Schools.
5. The computer that hosts the Deep Freeze program stopped working completely on August 3. We have to have this in order to protect the public PC's and to protect the users' personal information that may accidentally get stored on them. This computer should have been on our replacement schedule, but was not. We are working to get it replaced and have added it to the replacement schedule. In the meantime, the public PC's are not available for use. Fortunately, patrons who need to print out documents can often print them directly from their mobile devices.

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6. The Wyandot County Budget Commission will meet with representatives of the Dorcas Carey, Forest Jackson, Mohawk, and Upper Sandusky Libraries on August 30. This is a public meeting, so all interested persons may attend.
7. Memorial/Honor/Donations:

<u>In memory of:</u>	<u>Donor(s):</u>
In Memory of John Williams	Mark & Becky Romich

Under Items Not on the Agenda, Ms. Whitt submitted the annual 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; in a roll call vote, all present approved the motion.

Holly mentioned that the Ohio Public Library Information Network provides free of charge to Ohio libraries Umbrella software which will connect our firewall and allow us to provide filtering to make us compliant with the Children's Internet Protection Act. This would also make us eligible for certain federal grants which require CIPA compliance. The Board agreed that the library should work towards obtaining this compliance.

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 12:42 p.m.

President

Secretary