

Board of Trustees of the Upper Sandusky Community Library

Minutes

May 11, 2023

The Upper Sandusky Community Library Board of Trustees convened on Thursday, May 11, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey, and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey and Mr. Brian Kimmel were absent. Director Kathleen Whitt and Teresa Scott 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 distributed minutes of the April 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 said that Davis and Newcomer had requested a change in the date for substantial completion of the elevator upgrade project to December 31, 2023. It was suggested that we counter with a proposed substantial completion date of November 30, 2023, in order to have the project completed before the Friends of the Library's Santa's Secret Shop on December 2. Ms. Whitt will contact the architect with this request.

The board then discussed a proposal to increase the cyber liability coverage on the Ohio Plan property and liability insurance policy. Current coverage is \$250,000 with a \$25,000 deductible. It was moved and seconded to increase coverage to \$1,000,000 with a \$10,000 deductible, for an additional premium cost of \$524 per year. In a roll call vote, all present approved the motion.

The next item on the agenda was consideration of expenses for staff to attend the Cincinnati Upstander Awards, where a team of three of their number have been nominated as a finalist (details are in the Director's Report below). Cost for these individuals plus the rest of the staff to attend the awards ceremony was initially estimated at be about \$4,400, including tickets, one night at a hotel, and mileage reimbursement. With several staff planning not to stay overnight, and additional complimentary tickets awarded for the finalist team, that amount was reduced to \$3,305. The Friends of the Library have approved a donation of \$1,200 for this event, so the estimated amount remaining is \$2,105. With this reduction, current funds available for meetings and travel are sufficient to meet the cost for the event, with some remaining for other training events later this year. It was moved and seconded to approve payment of the remaining cost for staff to attend the Cincinnati Upstander Awards ceremony on June 11. In a roll call vote, all present approved the motion.

Under new business, the board addressed paying off the lease for the Xerox copier from US Bank. That copier was replaced by a Ricoh from Modern Office Methods. It was moved and seconded to appropriate the \$7,995 received from Modern Office Methods for this purpose. In a roll call vote, all present approved the motion.

Ms. Whitt then asked the board about ways of offsetting costs for some library programs. A presenter of an upcoming program had said that she would not charge a fee if she were allowed

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to sell her products to attendees. The board did not feel that this was appropriate, since this might be considered as an endorsement of the presenter or their products. Another suggestion was having a jar available for attendees of programs to make a donation to the Friends of the Library. There was a question of whether attendees might feel obligated to make a donation, and therefore reluctant to attend if they did not feel able to do so. Ms. Whitt said she will ask directors of other libraries if they solicit donations in this way, and how this is received.

Ms. Whitt then requested permission to increase the administrative fee for turning off unreturned overdue hotspots from \$5 to \$25. The current amount has not proved to be a sufficient incentive for patrons to return hotspots before they are turned off, which incurs a significant burden on staff to turn them off and then to make sure they are turned on again before checking out to the next patron. It was moved and seconded to increase the administrative fee for turning off overdue hotspots to up to \$25. All present approved the motion.

The last item on the agenda was a request to permit staff to use paid sick leave for blood donation appointments that can't be scheduled outside of working hours. It was moved and seconded to permit use of paid sick leave for blood donation appointments, subject to supervisor approval. All present approved the motion.

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

1. The Board of the Upper Sandusky Exempted Village School District has approved the request to put the Library renewal levy on the November ballot. The information has been sent to the Board of Elections.
2. May programming includes Rachel Keirns-Moore's Craft Party, with a sea glass jar and body scrub; Patti Davidson's Taste of the World, featuring pancit (a Filipino noodle dish); a Mad Hatter Family Tea Party on May 20; and baker John Charlton talking about Sourdough Secrets and other baking tips. We also have our regular Lunch Bunch ("Recipes Your Mom Made") and book discussion groups.
3. To celebrate spring, kids at the HUB, STEAMPunks and That Thursday Thing are doing flower crafts this month, as well as playing Bird Bingo.
4. We've had some uneven places in the sidewalks around the library ground down to reduce tripping hazards. We are also looking into some places where large gaps in the sidewalks may present some danger, and possible ways of fixing these.
5. We are preparing for our summer reading programs, with the theme of "All Together Now," to begin in June. We will have a Donut Day kick off on Saturday, June 3. Other programming will be announced soon.
6. The Ohio Department of Taxation (ODT) posted the May 2023 Public Library Fund (PLF) distribution of \$47,854,786 – which is \$8.68 million (or – 15.36%) below ODT's original estimate that was issued in July 2022; and \$1.5 million (or - 3.05%) below ODT's updated estimate issued in December 2022. It has been reported over the last week that state revenues for the month of April came in well below expectations. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of April came in \$178.1 million (or -6%) below estimates. The shortfall was primarily driven by the Personal Income Tax (PIT) underperforming (-8.2% below estimates). OBM attributed the PIT shortfall to a timing issue and anticipates the shortfall being corrected in the month of May. Overall, state

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revenues remain ahead for State Fiscal Year 2023 and are still exceeding estimates by \$626.6 million (or +2.7%).

7. I have received an application for employment from a high school student who looks like a good fit for the library. This would be her first job. I have investigated the legal requirements for employing a minor, and we can use the help for the summer reading program. I have interviewed the applicant, and am prepared to make an offer if we can work with her schedule.

8. Memorial/Honor/Donations:

<u>In memory of:</u>	<u>Donor(s):</u>
Sarah Hough	USHS Class of 1957
Robert Smith	Jane Frey
Donation	USANDO Literary Club

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 1:00 p.m.

President

Secretary