

Board of Trustees of the Upper Sandusky Community Library

Minutes

October 8, 2020

The Upper Sandusky Community Library Board of Trustees convened on Thursday, October 8, at 12:00 p.m. via Zoom virtual electronic meeting according to the provisions of Amended Substitute House Bill 197, which include temporary changes to Ohio's Open Meetings Act, effective until the end of the declared [COVID-19] emergency or Dec. 1, 2020. The changes allow library boards to have the option of meeting via electronic means. The following members were present in the Zoom meeting: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Laurie Scheck, Mr. Todd Leightey, Ms. Jill Logsdon and Ms. Ann Kemerley. Ms. Dianne Grafmiller was absent. Director Kathleen Whitt was 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 September meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was ratification of payment of the bills. Ms. Romich asked if there were any questions about the bills. Ms. Scheck asked about a payment labeled "2nd quarter taxes." She inquired whether this is really payment for 2nd quarter or for 3rd, and whether we are current on our tax payments. Ms. Whitt will follow up on this with the Deputy Fiscal Officer and report back to the Board. It was also asked whether a payment marked "Medicare reimbursement" is for the insurance premium for a staff member, as approved at the March 2020 meeting, and whether this payment is made on a separate check. Ms. Whitt affirmed that this is the case. Hearing 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.

It was then moved and seconded that the Board move to executive session in order to discuss the director's performance evaluation and potential salary action. The Board entered executive session at 12:05.

At 12:16, the regular session was resumed.

The Board then addressed the director's performance evaluation and salary. They thanked Ms. Whitt for her hard work and initiative under trying circumstances and commended her for retaining good staff not only this year but in the past as well. It was moved and seconded that the director's salary be increased by 3.75%, to be effective November 14, 2020 (the beginning of the first pay period after the anniversary date of November 1); in a roll call vote, all present approved the motion.

Under old business, Ms. Whitt submitted quotes from Buckeye IT and HDERLink to provide better WiFi access in the library and outside in the parking lots. HDERLink had also submitted an offer to install at their own cost WiFi access points at six locations within the Upper Sandusky Exempted Village School District, while the Upper Sandusky Community Library would pay \$19.99 service fee per access point per month. Buckeye IT's quote for WiFi access at the library was significantly higher than HDERLink's quote, and recommended several more access points within the library. While the Board expressed some concern whether the approach presented by HDERLink would provide the desired level of access, they decided to accept this quote, with the

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condition that the director be authorized to request up to three additional access points as needed, at a cost of up to \$2,000. There was also some discussion on how access in the remote locations would be publicized. The motion was made and seconded to accept HDERLink's quote to improve WiFi access at the library, authorizing up to three access points and expenditure of up to \$2,000, as well as to provide access points at six points throughout the school district at a cost of \$19.99 per access point per month for service. In a roll call vote, all present approved the motion.

Under new business, Ms. Whitt suggested that the circulation policy be revised as concerns items in the Adventure Central collection. The policy currently allows only one item to be checked out at a time on a card, with a lending period of one week. This policy was set two years ago when the collection was new and had fewer than 50 items. The collection has since grown to well over 100 items. The motion was made and seconded to accept the director's recommendation to increase the borrowing limit to three items per card with a lending period of two weeks. All present approved the motion.

The last item on the agenda was discussion of excessive humidity in the elevator shaft. Ms. Whitt said she had contacted the elevator maintenance company to ask about dealing with this problem. Currently, the maintenance custodian has to enter the bottom of the shaft daily in summer to empty the bucket of a residential type dehumidifier, as there is no egress for collected water to drain. Suggested options were to add a vent in the top of the elevator shaft, or to provide egress for a sump pump to drain collected water. Either would require a general contractor. The Board said that Ms. Whitt should contact CSI or other general contractors for recommendations on dealing with the issue.

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

1. We have received a bequest from the estate of Richard S. Fox in the amount of \$202,830.06, as 25% net distributive share of the estate, "to be used to expand, renovate or make other capital improvements to the library building."
2. We have been having issues with the heating and cooling system, including the system's failure to properly maintain the set temperature in the youth services area, and the heat not coming on in recent chilly mornings. Jim Cooper of Vintage Heating and Cooling (formerly ThermoTech) says the issues are connected with the aging computer control system; he is trying to get us a quote for a replacement control system. This has been a concern for a couple of years, and has now become immediate.
3. The software we have been using for a number of years to protect the public PCs from unauthorized changes by users (FortresGrand) has been preventing the computers from installing necessary updates, which contributed to our having to update, upgrade and replace so many computers last winter. Every time the computers would update, FortresGrand would remove the updates. At Tech Group's recommendation, we have purchased licenses for Deep Freeze to replace FortresGrand on all of the public computers.
4. Miss Jill has posted a new story for our downtown story walk. The book is *Hallo-wiener* by Dav Pilkey. We hope families will enjoy this seasonal offering.

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5. Teen/Tween coordinator Lisa Andres is preparing a Zombie Escape Room experience. Due to the need for more space than we have available, this is being held at Boo Bear Auto on Tarhe Trail. The event will be held over three weekends, on October 15-17, 22-24, and 29-30. Group size is limited to 6 participants and masks will be required at all times. Surfaces will be cleaned between each group. The space is being donated by Boo Bear Auto. A \$5 per participant donation is suggested; proceeds will go to USCL and Open Door.
6. On October 31, our teen/tween group will participate in the community Trunk or Treat at Harrison Smith Park.
7. The Common Readers group is meeting again—while the weather was still warm they met at Stepping Stones Park, but will be meeting at Open Door now that fall is here.
8. What’s Cookin’, Crafternoon, Kids Can Cook, story times, experiments with Miss Jill...we are still presenting a number of monthly and weekly virtual events. Participation and comments on social media show that these are greatly appreciated.
9. The Wyandot County Budget Commission has set the following distributions of 2021 Public Library Funds:

| | | |
|----------------------------------|--------|--------------|
| Dorcas Carey Public Library | 36.00% | \$247,073.57 |
| Forest-Jackson Public Library | 6.61% | 45,365.45 |
| Mohawk Community Library | 21.39% | 146,802.88 |
| Upper Sandusky Community Library | 36.00% | 247,073.57 |

The figures are based on the State distribution estimate of \$686,315.47 for Wyandot County, dated July 24, 2020. The percentages are the same as in 2020. The Budget Commission encourages “all library boards to engage in conversation to develop a mutually acceptable formula for future distributions of Public Library Funds.”

10. The average number of visitors to the library in September was about 69 per day, slightly fewer than in August (about 75.5 per day). After school, we are usually seeing about 4-5 students a day.
11. As I announced last month, we have been awarded a grant from the Wyandot County Community Foundation in the amount of \$1,380 for 5 additional WiFi hotspots. The Grant Awards Program and Breakfast will be held on Friday, October 23. We are permitted two attendees. Please let me know if you would like to attend.
12. Memorial/Honor/Donations September 2020:

| | |
|-----------------------------|-------------------------|
| <u>In memory of:</u> | <u>Donor(s):</u> |
| Sandra Baker | Class of 1957 |

Under Items Not on the Agenda, it was asked whether the library had acknowledged the generous bequest from the Richard S. Fox estate. Ms. Whitt said she was not sure how to do this. Board members suggested she reach out to the attorney to request contact information for the executor of the estate.

Ms. Whitt then noted that Ms. Logsdon’s term on this Board will expire on December 31. Ms. Logsdon having left the meeting by this time, the motion was made and seconded to nominate her for another term, if she is willing. Ms. Whitt will contact her to ask if she will accept the nomination.

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The last topic of discussion was holiday recognitions for the staff of the library. It was noted that the holiday dinner and party which the Board sponsored for the staff over the last several years would not be advisable in the current pandemic and uncertainty about its progress over the next several months. Taking that into consideration, it was moved and seconded to give \$50 in Chamber of Commerce gift certificates to each staff member, as well as two passes each for the annual Fantasy of Lights display, and to authorize the director to spend up to \$300 in additional holiday recognition for the staff in lieu of a staff dinner and party. In a roll call vote, all present approved the motion.

Ms. Romich asked if there were any other items for discussion. There were none. The meeting was adjourned at 1:00 p.m.

President

Secretary