

Guernsey County District Public Library

Board of Trustees Regular Meeting

May 14, 2020

The Board of Trustees of the Guernsey County District Public Library met in regular session May 14, 2020, at the Crossroads Branch.

Trustees present:

Cathy Koscoe in person

Matt Motes, Sheila Ellenberger, Judy Simcox, Kathy Warhola and Jay Jackson via teleconference.

Library employees present: Michael Limer and Jennifer Jacobs

Mr. Limer, Director, called the meeting to order at 5:00 p.m.

Public Participation

Mr. Steve Ury, a representative of AEP, was in attendance regarding an easement project. This will be a rebuild project along Byesville Road of existing lines. Mrs. Warhola suggested we table this until the next meeting and would like more information. The Board would like to know the exact location of the poles and see photos of the structures, and they would like to know how many neighboring landowners have agreed to the easement and if any have concerns.

Review and Approval of Minutes

Dr. Ellenberger made a motion to approve the minutes for the regular meeting March 12, 2020, and the special meeting March 25, 2020. Mr. Jackson seconded the motion.

A roll call vote was taken: Mr. Motes – yes; Dr. Ellenberger – yes; Mrs. Warhola – yes; Mrs. Koscoe – yes; Mrs. Simcox – yes; Mr. Jackson – yes.

Financial Report

Mrs. Jacobs presented the financial report. We received \$544,573.42 for the first half of the levy.

We received the following gifts in April:

BE IT RESOLVED, that the Board of Trustees accept the following gifts:

- \$100.00 total from the Cambridge Writers Group for the Children's Department
- \$25.00 from author Michael Ghere for the Children's Department
- \$17.99 from the Guernsey County Retired Teachers Association for a book in memoriam for Miss Bonnie Jirles

Mr. Jackson made a motion to accept the financial reports and gifts. Mrs. Warhola seconded the motion.

A roll call vote was taken: Mr. Motes – yes; Dr. Ellenberger – yes; Mrs. Warhola – yes; Mrs. Koscoe – yes; Mrs. Simcox – yes; Mr. Jackson – yes.

Pandemic Report

Mrs. Jacobs reported that our PLF was down 8% in April and is projected to be down 35% in May, a total loss of approximately \$60,000.00.

Mr. Limer discussed our current Pandemic Policy and steps taken to keep the staff and patrons safe. He also discussed plans to save money in the future, including changes to security and cargo delivery. The Board was given information on employment options.

Workers' Compensation

Mrs. Jacobs asked the Board to participate in the Group Rating Program with the Sheakley Company. They are a Third-Party Administrator, and through them we would be able to join a group to get a 53% discount, and they would also handle any claims. The projected savings for 2021 are \$1,566.00. Mrs. Warhola made a motion to work with the Sheakley Company.

Dr. Ellenberger seconded the motion. A roll call vote was taken: Mr. Motes – yes; Dr. Ellenberger – yes; Mrs. Warhola – yes; Mrs. Koscoe – yes; Mrs. Simcox – yes; Mr. Jackson – yes.

HVAC Recommendations

Mr. Bentley previous provided the Board with a summation of vendor proposals for HVAC and temperature control preventative maintenance, along with his recommendations. Mr. Jackson

made a motion to enter into a 1-year contract with Enervise for HVAC maintenance. Mrs. Simcox seconded the motion. A roll call vote was taken: Mr. Motes – yes; Dr. Ellenberger – yes; Mrs. Warhola – yes; Mrs. Koscoe – yes; Mrs. Simcox – yes; Mr. Jackson – yes.

Property Lawyer

Mr. Limer reported that several issues have come up, and he would like to look into hiring a property lawyer to handle all three; the AEP right-of-way, potential sale of the bus garage and a proposed leasing agreement. The Board would like Mr. Limer to consult with Joel Blue, county prosecutor, first.

Other Business Too Late for the Agenda

Mr. Motes make a motion to retro pay the staff and compensate PTO for May 1. Mrs. Warhola seconded the motion. A roll call vote was taken: Mr. Motes – yes; Dr. Ellenberger – yes; Mrs. Warhola – yes; Mrs. Koscoe – yes; Mrs. Simcox – yes; Mr. Jackson – yes.

Adjournment

Dr. Ellenberger moved to adjourn. Mrs. Koscoe seconded the motion. All voted yes, and the meeting adjourned at 5:40 p.m.

The next meeting is scheduled for June 11, 2020, at 5:00 p.m. at the Crossroads Branch.

President

Secretary