

Guernsey County District Public Library
Board of Trustees Regular Meeting
March 22, 2022

The Board of Trustees of the Guernsey County District Public Library met in regular session at 5pm on March 22, 2022, at the Crossroads Branch.

Trustees present:

Sheila Ellenberger, Kathy Warhola, Cathy Koscoe, Judy Simcox and Stephanie Laube

Library employees present:

Michael Limer, Ada Myers and Jennifer Jacobs

There was one guest present.

Sheila Ellenberger, Vice President, called the meeting to order at 5:06 p.m.

No public participation.

Review and Approval of Minutes

Warhola noted that the second for approval of last month's financials was incorrect. Laube looked over last month's notes and noted that Ellenberger should have been the second and the correction would be made. Warhola made a motion to approve the minutes for the regular meeting held on February 22, 2022 with the correction noted. Koscoe seconded the motion. All voted aye, and the motion carried.

Financial Report

February financial reports were presented by Jacobs. Of note: There will be a full audit this year not a mini as previously reported. The audit is scheduled to begin Monday, March 28.

Simcox motioned to accept the financial reports, Koscoe seconded. Motion carried.

New Business

Welcome Ada!

Insurance Committee: No report. Limer and Jacobs both indicated they were not entirely sure how the committee is to function. Committee meets when needed. Laube is the representative for the Trustees.

Storybook Trail: Limer shared information on the Storybook Trail program run by ODNR. Stories along the established Trail rotate every 18-20 months (all work done by ODNR). ODNR and GCPL would like to partner for a Trail at Salt Fork. Approximate cost is \$5000. If approved by Trustees, Limer will approach Friends of the Library among others for help with funding. Warhola motioned to allow Limer to move forward with the Storybook Trail; Simcox seconded. Motion carried.

Paving at GCT: The parking area is becoming increasingly uneven and is in need of resurfacing. Limer has asked Parnell & Associates to submit a quote. Laube asked if he would be getting additional quotes. Limer indicated that he will look at getting an additional quote from a company in Zanesville since there are no other local paving companies.

Simcox again indicated that the library sign is still not visible when coming from the North. She noted that if we were to get the small saplings that are growing in the ditch cleared, the problem would be solved. After some discussion, Simcox motioned to have Limer move forward with clearing the small saplings growing in the ditch around the outside library sign; Warhola seconded; motion passed.

Old Business

Byesville: Nothing new to report on the renovation. Limer indicated that he is hoping to meet with the architects next month. Library events for the summer are being planned at the Byesville Park in anticipation of the renovation project.

Employee Driving record Check Policy: Limer shared that he did receive a sample policy from Prosecutor Angler but that it was not exactly what we were looking for. Limer indicated that they will use the Ohio BMV form with the following language, if approved by the Trustees: "Administrative staff and bargaining unit members who operate library vehicles will have their driving records checked annually to ensure they are coverable under the library's insurance policies. The library will utilize the Ohio BMV Form 1173 that allows employers to seek driving record abstracts of employees." Koscoe motioned to approve the language indicated; Simcox seconded; motion passed.

Personnel Committee Evaluation: After clarification that Ellenberger was inadvertently omitted from the personnel committee during the January organizational meeting, Limer indicated that he will schedule a Personnel Committee meeting in the near future to update the evaluation forms. Myers shared that she reviewed several staff evaluation forms from other libraries. She indicated that both Chillicothe and Pickerington have elements that she likes.

Jacobs indicated that she did not get a response from other libraries asking to see samples of evaluation forms for fiscal officers. Jacobs did find an old one on her computer which will be shared with the Personnel Committee when it meets.

Director's Report

Burriss Maternity Leave: Limer discussed the timing of Burriss' leave. Limer indicated that Burriss has much of summer reading scheduled and in place. Koscoe shared that the baby was born and everyone is doing well.

EOC Reading Festival: Myers, Limer and Burriss all attended the festival, which was a huge success. They each felt like it was great exposure, with about 300 kids attending, and look forward to attending it again next year.

User Procurement Update: There is a 3rd interview scheduled with a potential hire tomorrow, March 23. They had their second highest month of use for the Bookmobile, this month.

Cargo: During the transition of Interlibrary Loan System Operator, we have formed a mini consortium with Jefferson, Belmont, Belaire, Barnesville and St. Clairsville to allow for some sharing of books.

Billboard: A Summer Reading billboard will go up in May across from Mr. G's. Friends of the Library have agreed to pay for the billboard. Summer Reading begins in June.

Adjournment

Warhola made a motion to adjourn. Koscoe seconded the motion, and the meeting adjourned at 5:50 p.m.

The next meeting is scheduled for April 26, at the Byesville Branch at 5:00 p.m.

President

Secretary