

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*July 13, 2023*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, July 13, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Dianne Grafmiller, Ms. Amy Aldridge-Ritchey, Ms. Laurie Scheck, Mr. Brian Kimmel, and Ms. Ann Kemerley. Ms. Jenny Romich and Mr. Todd Leightey were absent. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

Vice-President Dianne Grafmiller asked for public comments. Hearing none, Ms. Grafmiller asked if there were corrections or additions to the distributed minutes of the May meeting. Hearing none, Ms. Grafmiller declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Grafmiller asked if there were any questions about the bills. Ms. Scheck asked about a payment to the “Northwest Regional Library System.” Ms. Whitt said this was for annual dues to the “Norweld” Consortium. This name was more familiar to Board members. 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.

Under old business, the Board discussed the question of collecting donations for the Friends of the Library (FOL) at library programs. The Friends support library programs quite often. It was suggested we not only offer the chance to support the FOL in this way, but also give the opportunity for program participants to join the Friends. Signage should make it clear that making a donation is completely voluntary and not required to participate in the programs. It will be necessary to have procedures in place to keep the money secure until it can be collected by the FOL treasurer.

Under new business, Ms. Whitt submitted quotes from Buckeye IT for a hardware firewall, as well as a computer to host the Deep Freeze program, which protects the public use PCs from being changed by users, and the shared files, which all staff can access. These had been recommended by the library’s IT specialist. Since Ms. Whitt was not able to explain in detail the security risks these would guard against, the Board tabled the matter and requested Ms. Whitt have an IT specialist speak to them at the next meeting to better explain the need for this equipment.

The last item on the agenda was a request to update the paid leave policy for vacation accrual and bereavement leave. Currently, eligible staff accrue vacation leave as follows:

1<sup>st</sup> thru 8<sup>th</sup> year of service: 1.54 hrs per 40 hrs paid (up to 80 hours annually)  
9<sup>th</sup> thru 15<sup>th</sup> year of service: 2.31 hrs per 40 hrs paid (up to 120 hours annually)  
16<sup>th</sup> thru 20<sup>th</sup> year of service: 3.08 hrs per 40 hrs paid (up to 160 hours annually)  
After 20 years of service: 3.85 hrs per 40 hrs paid (up to 200 hours annually)

The suggested revision is:

1<sup>st</sup> thru 5<sup>th</sup> year of service: 1.54 hrs per 40 hrs paid (up to 80 hours annually)  
6<sup>th</sup> thru 10<sup>th</sup> year of service: 2.31 hrs per 40 hrs paid (up to 120 hours annually)  
11<sup>th</sup> thru 20<sup>th</sup> year of service: 3.08 hrs per 40 hrs paid (up to 160 hours annually)

After 20 years of service: 3.85 hrs per 40 hrs paid (up to 200 hours annually)

The bereavement leave policy states: “Up to three consecutive days may be allowed for the death of a spouse, parent, child or sibling including in-laws and step-relations.” Ms. Whitt requested that the word “consecutive” be removed, since a number of days may elapse between time needed to meet with funeral directors, etc., for planning and the date(s) of actual services. After looking at some online references to see what general practice is for vacation leave, it was found that the new accrual schedule seemed appropriate. It was moved and seconded to revise the paid leave policy with the proposed updated schedule for vacation accrual, and to remove the word “consecutive” from the provision for bereavement leave.

All present approved the motion.

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

1. I received the final signed contract for the elevator upgrade on June 19. Davis and Newcomer said they have other contracts to fulfill before they can start on our project. On Tuesday, July 11, a technician from Davis and Newcomer came in to do measurements and look over the elevator system. He said it’s possible they may be able to start on the project as early as mid-January, but no later than the first week of February 2024. The substantial completion date is set in the contract as April 1, 2024. They should be able to give us a couple of weeks lead time so we can have the area cleared for them to access.
2. Our sidewalk leveling project was completed on June 7. We had to have Precision Concrete return a couple of times to catch places they missed, and the project took longer than they had estimated, but we are pleased to have eliminated the hazards the uneven places presented. We even had a patron mention this to us and say how happy he was to have the sidewalks so much safer.
3. A few weeks ago, it was noticed that the HVAC system was making a lot more noise than usual – a sort of squealing that was very loud in the basement. We had a technician from Smith-Boughan come to check it out and it was determined to be caused by a failed component in one of the air conditioning compressors. The compressor is a hermetically sealed, non-serviceable component, which has to be replaced. Dave from SB said that “it is rare for a compressor to make this noise, and even more rare to continue to operate and not fail completely, causing more damage. So, the sooner the problem is addressed, the better.” I approved this work, and it was completed on July 10.
4. Hoepf Electric installed a building-wide surge protector on May 25. We have had issues with the elevator control system and network computers not coming up again properly after power outages, and this should help with that problem.
5. On June 5, our newest circulation assistant, Hailey Rossel, began to work with us. She works about three days a week and is very quick to catch on to the many tasks required in this position.
6. Our summer reading programs, with the theme of “All Together Now,” began on June 1 and will continue through July. Participation this year has been enthusiastic, with elementary school children completing Bingo cards of library-related activities, teens and tweens earning scratch-off tickets, and adults filling out bookmarks with their reads. All ages earn entries for prize drawings including games and toys for the kids and a local business gift basket or Kindle Paperwhite reader for adults. In conjunction with the SRP, we have also launched a

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100 Books Club for all ages, kindergarten and up. Participants will work towards reading 100 books over the next year, an average of 8.3 books a month.

7. Other programming this summer includes Rachel Keirns-Moore's Craft Parties, Patti Davidson's Taste of the World with French Cajun flavors, a Family Feud game in June and Friends Trivia contest in July, opportunities to meet a number of our local authors on June 7 and July 27, and an opportunity to compare and discuss the book *A Man Called Ove* and its movie version *A Man Called Otto*. We also have our regular Lunch Bunch and book discussion groups.
8. Donations for the Friends of the Library's annual book sale will be accepted from July 24 to August 7. The book sale will take place on August 10-12, with a members-only presale on August 9.
9. The Ohio Department of Taxation (ODT) posted the July 2023 Public Library Fund (PLF) distribution of \$47,733,557 – which is \$1 million (+ 2.14%) above ODT's original estimate that was issued in July 2022; and \$2.6 million (+ 5.84%) above ODT's updated estimate issued in December 2022. The PLF Calendar Year (CY) 2023 year-to-date total is \$301,179,620. The July distribution is the first distribution for Fiscal Year (FY) 2024. As expected, the state ended FY 2023 on June 30 with revenues almost \$1 billion over estimate. According to the Office of Budget and Management's (OBM), overall state tax receipts were \$994.2 million or 3.6% above estimate for the fiscal year.

10. Memorial/Honor/Donations:

In Memory of Jacob David Ralph	From Cheri & Ben Logan
In Memory of Paul Stephan	From Maryann McNamara
In Honor of Charlotte Leeth	From Robin Spears
For the Summer Reading Program	From Mohawk Community Service Club
From Wyandot Memorial Hospital	

There were no Items Not on the Agenda.

Ms. Grafmiller asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:35 p.m.

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President

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Secretary