

Tuesday, May 18, 2010

Call to Order: The May 2010 meeting of the Board of Trustees was held at the main Carnegie library in Paulding. President Sue Derck called the meeting to order at 6:07 p.m.

Roll Call: The following were present: Board members: Susie Thrasher, Barb Reighter, Corey Walker, Terry Wehrkamp and Sue Derck. Board member Geoff Hyman was absent. Director Susan Pieper, Assistant Director Diana Coy, and Wilma Mullins, Fiscal Officer, were also present.

Action Plan Recorder: Terry Wehrkamp agreed to be the Action Plan recorder for this evening's meeting.

Minutes: Corey Walker moved to approve the March/April, 2010 minutes. Susie Thrasher seconded the motion. Motion passed.

Executive Session: At 6:13 p.m., Corey Walker moved that pursuant to ORC 121.22(G)(1) the board go into Executive Session to consider personnel issues. Barb Reighter seconded the motion. A roll-call vote was in the affirmative. At 6:43 p.m., Mr. Walker moved that the board move back into open session. Mrs. Reighter seconded. A roll-call vote to move into open session was in the affirmative.

Status of Levy revenue: Susie Thrasher moved and Barb Reighter seconded that \$200,000 of levy revenue monies, currently in the checking account, be moved to an interest-bearing money market account with First Financial Bank for fiscal year 2010. Motion passed.

Status of Ohio Public Library Fund (PLF): Mrs. Coy distributed reports of Ohio's library levies that were on the May primary ballot. Eighty-six percent of the levies passed. She also distributed a history of library funding in Ohio and a comparison sheet of the PLF distributions for the past few years. This information is also available via online at www.olc.org (Ohio Library Council).

Financial / Fiscal Officer: Motion to pay March bills (Pay-X 13042-13092); (Finance 14990-15043) and April bills (Pay-X 13096-13147); (Finance 15044-15069) was made by Corey Walker and seconded by Susie Thrasher. After a general discussion and review of the bills, the motion to pay the bills passed.

Fiscal Officer Travel: Terry Wehrkamp moved and Corey Walker seconded to approve travel/training for the Fiscal Officer to attend two sessions of Quick Books. It is time for the Fiscal Officer's accounting software, CMI, to be upgraded. The board requests Mrs. Mullins investigate other accounting software options before renewing and upgrading. Motion passed.

Corey Walker moved and Terry Wehrkamp seconded the motion for the Director, at her discretion, to send another employee to both Quick Book training sessions. Motion passed.

Director's Report: Mrs. Pieper shared upcoming vacation dates and also distributed a report of general activities since the last Board meeting, including meeting with the United States Department of Agriculture, Rural Development Director for NW Ohio regarding possible stimulus grants monies available for rural libraries. Mrs. Pieper presented to the Rural Development director options of remodeling the Pritchard Building annex to include a training meeting room/classroom as well as remodeling and expanding space for technical and computer services, and storage. She also met with the Payne Friends of the Library regarding stimulus monies available to repair the Payne Branch structure.

Staff Kudos: Mrs. Pieper recognized the continuing dedication and efforts made by the circulation staff and their vital role in filling patron requests for Moving Ohio Resources Everywhere (MORE) and inter-library loan (ILL).

OLD BUSINESS

Action Plan for May Meeting: The board reviewed the action plan. Updates were provided.

Accent Job Placement Program: Mrs. Pieper shared that a worker had been placed at the library via a placement program. This individual's wages are paid by the program. The worker is shelving books at the main Carnegie library in Paulding.

Pritchard Building: Mrs. Pieper provided an update of options for the Pritchard Building, owned by the library and located adjacent to the library property. The building had been leased but the tenant is moving as of June 2010. Since the building will be available, the Director is looking into options, such as remodeling, using for storage, renting, etc. The board decided to meet at this building for the July meeting.

NEW BUSINESS

Personnel: Mrs. Pieper provided an update regarding the leave request made by Ann Shuherk, library clerk at the Payne Branch Library.

Youth Services Computer Use Policy: Mr. Walker moved that adult patrons may only use computers in the children's department at the main Carnegie library in Paulding when they are accompanied by a child and helping the child on the computer. Adults may use computers in the children's room IF they are still able to actively monitor their child's library visit. The final determination will

be at the discretion of the staff. Terry Wehrkamp seconded the motion. Motion passed.

Disposal of Old Book Drop: Mr. Walker moved to allow the disposal of old book and video drops to be made via sealed bids from interested parties. If no one is interested, the drops are to be sold as scrap metal. Barb Reighter seconded the motion. Motion passed.

DVD/CD Cleaner Repair Machine: The board requested Pieper bring options regarding the acquisition of a machine that would clean and repair DVDs and CDs. It was also discussed that this could be a service provided to the public. No action taken.

Foundation Update: Director Pieper clarified that the Paulding County Carnegie Library Foundation is still in the formation stage and she was waiting on the 501 (c) 3 status to be completed by an area accounting firm after which time the Foundation would be administered by the Paulding County Area Foundation.

Action Plan for July 2010 meeting:

- (Pieper) Bring quotes for DVD cleaning & repair maching
- (Wehrkamp) Elevator inspection cost update
- (Mullins) Bring VISA reports to next meeting in July
- (Pieper) Re-visit The Ohio Plan for insurance
- (Mullins) Move levy monies (200K) into First Financial money market account
- (Mullins) Renew (review?) CMI agreement
- (Coy/Pieper) Investigate costs of Ancestry.com subscription database
- (Pieper) Check with OLC regarding meeting room rental by public libraries
- (Mullins) Find out what other libraries call their 100.01.51900 fund
- (Pieper) Contact Don Foltz to set up a meeting to review the library insurance (at a later board meeting)

Adjournment: Corey Walker moved and Terry Wehrkamp seconded the motion to adjourn. The next board meeting is scheduled for July 20th at 6:00 p.m. at the Pritchard Building next door to the library, unless otherwise announced.

Geoff Hyman, Board Secretary
MS:snp

Sue Derck, Board President