

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*April 14, 2022*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, April 14, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Mr. Todd Leightey, Mr. Brian Kimmel and Ms. Ann Kemerley. Ms. Laurie Scheck was absent. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the March meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there were any questions about the bills. In connection with the monthly payment to Lena's Cleaning, which provides janitorial service, it was asked how often they come in. Ms. Whitt replied that the library is cleaned daily Monday through Friday. It was then asked if their work was satisfactory. Ms. Whitt replied that she was happy with the service, and that when there are issues, she always receives an immediate response from Lena. 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 had received a written request from Mr. Al-Salameh, who plans to buy the car spa next to the library and use it for a convenience store and drive-through, for a decision on whether the Board would oppose the issuing of a liquor license for alcohol sales at this location. The Board reviewed the relevant section of Ohio Revised Code 4303.292: "Grounds for refusal to issue, transfer ownership or location or renew permit." Based on the statement in section (B)(1): "That the place for which the permit is sought is so situated with respect to any school, church, library, public playground, or hospital that the operation of the liquor establishment will substantially and adversely affect or interfere with the normal, orderly conduct of the affairs of those facilities or institutions," the Board decided that they did not feel that this would "substantially and adversely affect or interfere with the normal, orderly conduct of the affairs" of the library, and therefore that they did not have sufficient grounds to oppose the issuing of the license. It was moved and seconded that the Board of the Upper Sandusky Community Library not oppose the issuing of a liquor license at a convenience store and drive-through to be located at 325 N. Sandusky Avenue. Four members voted in favor of the motion; two abstained.

Under new business, the Board considered a quote from Peterman Associates, Inc. to provide architectural and engineering services in the upgrade and bidding for modernization of the elevator system. This would include assistance during the bidding process, review of submitted bids and project inspections during construction. The quoted fee is \$7,800. It was moved and seconded to accept the quote; in a roll call vote, all present approved the motion. The Board also directed Ms. Whitt to submit a grant application to the Upper's Winter Fantasy of Lights to help pay for the elevator upgrade, which is estimated to cost a minimum of \$62,000. Grant applications are due May 1, and announcement of awards will be made later in the spring.

The last item on the agenda was the annual renewal of the health insurance policy made available to eligible staff members. The cost of renewing the current Anthem SOCA MEWA 500 plan

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with a \$500 deductible would entail a 40.6% increase in premiums; coinsurance for this plan is 70%. Other options included a plan with a \$3,500 deductible with a 25.65% increase in premiums and 100% coinsurance, or a \$3,000 deductible with 18.73% increase in premiums and 80% coinsurance. Our representative from Structured Employee Benefits of Ohio (SEBO) suggested that the plan that offers 100% coinsurance would probably be the best option to manage both monthly premiums and out of pocket costs to staff members. The motion was made and seconded to accept the quote for the Anthem SOCA MEWA 3500 plan. In a roll call vote, five members approved the motion, and one opposed.

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

1. The Ohio Department of Taxation (ODT) posted the April 2022 Public Library Fund (PLF) distribution of \$32,738,130 — which is \$5.66 million (+ 20.92%) above ODT's original estimate that was issued in July 2021. The state's surplus continues to grow. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of March came in \$324 million above estimates. So far, State Fiscal Year 2022 tax collections are up over \$1.4 billion (+ 7.7%) above estimates. This means the legislature and the state are seeing a large surplus with only three months left in the fiscal year.
2. When SB technicians came to do our spring maintenance, they identified a few new issues on the cooling side, and are dealing with them. We also had problems with the attic exhaust fan motor that Vintage replaced last year; the fan kept quitting and this caused the boilers to shut down (this protects against CO collecting in the building). The motor was found to be still under warranty, and Vintage replaced it, but it appears that there may be a problem with the size of the motor indicated on the charts and the actual motor rating. SB will continue to monitor the situation. In addition, they recommended adding an additional intake blower to assist in air flow for the boiler system. Dave Sudhoff is keeping me well informed of what is going on and seems to be effective in diagnosing problems that may have been "worked around" in the past.
3. We continue to receive erratic deliveries and pickups of shared resources through the Statewide Delivery program. On March 17 Patti Davidson and I drove to the State Library to pick up about 500 items (20 totes). For the past month, area libraries have been working with the Findlay Public Library for local resource sharing. A USCL staff member has been driving to Findlay once or twice a week to deliver items for this group and pick up materials for our patrons. April 15 is the last day for STAT Courier contractually to deliver materials, and they are required to deliver everything in their possession by that date; Priority Dispatch is to start pickups on April 18 and should begin making deliveries within the next day or two after that. I hope that we will soon be receiving materials on a regular basis and our patrons will once again receive the service they – and we – expect.
4. Our first Craft Supply Swap went well. We received a wide variety of craft items, and at least 55 visitors stopped in to shop the swap. A lot of the leftovers will be able to be used to supply craft projects hosted by the library.
5. On April 12, library staff members Patti Davidson and Jennifer McKee will demonstrate how to make simple natural homemade bath salts and an herbal salve.

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6. We have begun a new monthly after-school program for teens and tweens. Cryptic Café is intended to give a coffee shop feel and offer youth a chance to solve different types of mysteries and puzzles. This month's event will be on April 14.
7. April programming will include the monthly Craft Party featuring a painting class and another of our popular plant and seed swaps, which will feature a talk on gardening by Jim Barney on April 28.
8. On April 23, we will partner with the Star Theater to present Hollywood is Murder, a live murder mystery production to be held at the Star. This is the event we had to postpone in January. Admission is free, but donations for the library and the Star will be gratefully accepted. Refreshments will be available for purchase at the theater's snack bar.
9. The Ohio Library Council's annual Trustee Dinners will take place over the next month or so. The dinner in Bowling Green will be held on May 5. This event will focus on the challenges and opportunities ahead for Ohio's public libraries and provide a venue for library trustees and administrators to share information and ideas with their counterparts throughout the region. The registration deadline is April 28. Let me know if you would like to go, and I can get you signed up.
10. Memorial/Honor/Donations:  

<b><u>In memory of:</u></b> Mark E. Powell	<b><u>Donor(s):</u></b> Ramona & Ronald Whisler
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There were no Items Not on the Agenda.

Ms. Romich asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:56 p.m.

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President

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Secretary