

Board of Trustees of the Upper Sandusky Community Library

Minutes

September 8, 2022

The Upper Sandusky Community Library Board of Trustees convened on Thursday, September 8, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Ms. Laurie Scheck, Mr. Todd Leightey Mr. Brian Kimmel, and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey was absent. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Mr. Hemminger commented that he really enjoyed the August Friends of the Library book sale. Hearing no further public comments, Ms. Romich asked if there were corrections or additions to the distributed minutes of the August meeting. It was noted that there was an error in the Director's Report, referring to December 2022 instead of 2021. Hearing no further corrections, Ms. Romich declared that the minutes stand as amended.

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. There was a question about a payment to Peterman Associates. Ms. Whitt replied that this is the architectural firm that is helping with specifications and bids for the elevator updating project. 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.

There was no old business.

Under new business, Ms. Whitt asked if the Library should remain closed on Saturday, September 24, for the Autumn Cruise. The streets and alleys around the library are closed before 10 a.m., preventing patrons and staff from parking in our lots and on adjacent streets, or blocking them in if they arrived before 10:00. Staff who worked the date of the car show last year said only one or two people even came in to use the restrooms that day. It was moved and seconded that the library be closed on September 24, 2022, and patrons be encouraged to attend and support the car show. All present approved the motion.

The next item on the agenda was a revision of the library's Public Records Policy. The provision that persons requesting public records would be charged the current price for photocopies was revised to specify that the requestor would be charged only the cost of the delivery method, whether on paper or digital media (flash drive). It was moved and seconded to approve the revised Public Records Policy. All present approved the motion. The revised policy is attached to these minutes.

The last item on the agenda was consideration of a new job title. Ms. Whitt said that the staff member currently assigned to Adult Outreach (services to homebound patrons and nursing facilities) has recently been helping out with IT issues. She has training and experience in IT support and has assisted the Deputy Fiscal Officer/Technology Coordinator in troubleshooting problems with computers. This doesn't replace what Buckeye IT does, but complements their work. She has also assisted with other technology issues, such as getting our 3D printer up and running. In addition, Adult Programming has been separated from the Adult Outreach function in connection with staff changes over the last few years. It was moved and seconded to rename the position of Adult Programming/Outreach Coordinator to Adult Outreach Coordinator/IT

Board of Trustees of the Upper Sandusky Community Library

Minutes

September 8, 2022

Specialist. This title change will be reflected in the job description and the salary schedule. In a roll call vote, all present approved the motion.

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

1. The Ohio Department of Taxation (ODT) posted the August 2022 Public Library Fund (PLF) distribution of \$35,441,838 — which is about \$2.3 million (+6.88%) above ODT's original estimate that was issued in July 2021. This brings the statewide PLF Calendar Year (CY) 2022 year-to-date total to \$335,331,423.
2. The August Common Readers meeting featured a virtual visit with author William Kent Krueger, who talked about his novel *This Tender Land* and took questions from the group.
3. On August 25, we had a Back-to-School cookout. About 50 students enjoyed hotdogs, chips and cookies as we welcomed them back for our first "Thursday Thing" event of the school year. Numbers of students dropping in after school have been manageable so far, with about 6-10 very well-behaved young people each day.
4. Story times for Tiny Tots (birth to age 3) and Preschoolers resumed the week of September 5. SteamPunks will be back on September 12 with a Pirate Murder Mystery for kids in grades 6-12. We will also be visiting the HUB once a month with after-school activities for the students there.
5. Programming for adults in September includes an introduction to Northstar Digital Literacy, which has tutorials for a number of popular mobile and computer applications; Medicare Help from an independent Medicare consultant; a Car Seat Safety program with Wyandot County Public Health; Taste of the Town, featuring Patti and Tony Davidson's corn and black bean salsa; and a return of a seasonal favorite: the Fall Plant Swap.
6. Memorial/Honor/Donations:

<u>In memory of:</u>	<u>Donor(s):</u>
Maxine Walton	Mark & Rebecca Romich
Donation	Wyandot Garden Club

Under Items Not on the Agenda, Ms. Grafmiller said that she had been asked by the Friends of the Library whether any action or decision had been made about storage conditions at the library. Board members said that reorganizing and making better use of interior space would be preferable to adding an outside storage unit. Ms. Whitt will look into getting additional appropriate storage furniture and equipment. A design specialist could also be contracted to advise on this issue if necessary.

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 12:28 p.m.

President

Secretary



301 North Sandusky Avenue
Upper Sandusky, Ohio 43351

419-294-1345
419-294-4499 (fax)

uscl@seolibraries.org
<https://usclibrary.org>

Public Records Policy

Adopted: November 20, 2007

Revised: September 8, 2022

It is the policy of the Upper Sandusky Community Library to strictly adhere to the state's Public Records Act.

Section 1. Public records

In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that:

- (i) contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats);
- (ii) is created or received by, or sent under the jurisdiction of a public office and
- (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

Public records are to be open to the public at all reasonable times with exceptions only as provided for in the law.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated as necessary.

A poster describing the public records policy is to be displayed conspicuously.

Section 2. Record requests

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the Library to identify, retrieve, and review the records. If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section such that the Library cannot reasonably identify what public records are being requested, the Library may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the Library and accessed in the ordinary course of the Library's duties.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. If a request is made in writing, the denial of the request (or portion thereof) must also be in writing.

Section 2.3

Public records are available for inspection most weekdays between 9 a.m. and 5p.m. Public records responsive to a request must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested. Each request should be evaluated for an estimated length of time required to gather the records if not immediately available.

Section 2.4

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

Section 3

Those seeking public records will be charged only the current public charge for making copies and for the delivery of those copies (including supplies). If delivery is on a digital medium (e.g., USB drive) the charge will be the cost of the device and its delivery. For more than 25 copies, prepayment may be requested.

Section 4. E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.