

Board of Trustees of the Upper Sandusky Community Library

Minutes

August 12, 2021

The Upper Sandusky Community Library Board of Trustees convened on Thursday, August 12, 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, Ms. Laurie Scheck, Mr. Todd Leightey, and Ms. Ann Kemerley. Mr. Brian Kimmel 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 July 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. Hearing none, 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 considered quotes from Carmar Gardens and Perennial Landscape and Design to refresh the landscaping of the grounds and replace plants that have died. Questions concerning these quotes were raised at the last meeting. Carmar's quote had included trimming existing planting; Perennial's did not, but they submitted an additional quote for this work. Both said that new plants would have a one-year warranty, providing they were watered weekly. Perennial's quote offered more flowering plants, offering additional color, whereas Carmar's offered a more maintenance-free plan. While the effort made by Perennial and their responsiveness was greatly appreciated, it was recommended that the lower maintenance and cost offered by Carmar was to be preferred; their previous work for the library was also a recommendation. It was moved and seconded to accept the quote from Carmar Gardens to trim and weed existing plantings, freshen the mulch and river rock in the beds, and replace shrubs that had died; in a roll call vote, all present approved the motion.

Next Ms. Whitt requested clarification on library closure for the Juneteenth holiday established at the July meeting. She noted that according to the library's holiday closing policy, when a holiday falls on a weekend, the library closes on the Friday for a Saturday holiday or Monday for a Sunday holiday. In addition, if the following fall on Saturday, the library closes that day as well: New Year's Day, Independence Day, Christmas Day. The policy does not state whether the library would be closed as well for Veterans' Day if it should fall on a Saturday, and the same question would obtain for Juneteenth. It was moved and seconded that if Juneteenth or Veterans' Day fall on Saturday the library will be closed on the preceding Friday, but open normal hours on the Saturday. All present approved the motion.

Under new business, the Board discussed extending the hours the library is open. When the library reopened after the COVID closure last spring, the hours were established as 9 a.m. to 6 p.m. Monday through Friday and 9 a.m. to 1 p.m. on Saturday, in view of the reduced number of visitors and the need to limit the number of staff in the building at any one time. Due to the low number of visitors, this was maintained until June of this year, when hours were extended to 8:30 on Tuesday evenings for the summer reading program. Ms. Whitt noted that we have seen very low numbers on these evenings, but that with the return of the school year this might increase. Since most of those who did come in on Tuesday evening did so earlier in the evening, it was

Board of Trustees of the Upper Sandusky Community Library

Minutes

August 12, 2021

suggested to close at 8:00, as do the other libraries in the county. Therefore, effective September 7, the hours will be 9:00 a.m. to 8:00 p.m. Monday through Thursday, 9:00 a.m. to 6:00 p.m. on Fridays and 9:00 a.m. to 1:00 p.m. on Saturdays.

Discussion then turned to the COVID situation. Ms. Whitt noted that the situation is worsening again, and the CDC is now recommending that even fully vaccinated individuals wear a mask indoors. However, in absence of a mandate, she does not plan to require masks in the library but will continue to make them available to staff and patrons who wish to use them. It is planned to go ahead with in-person programming this fall, but with attention to group size and distancing as appropriate. The Plexiglas barrier at the circulation desk will remain in place. Ms. Whitt also mentioned the REME Halo air purification system that was installed earlier this year, which removes allergens and pathogens from the air, so she feels that the library is a very safe place to be.

It was then moved and seconded to enter executive session to discuss a pending legal matter. The Board entered executive session at 12:16.

At 12:50, the regular session was resumed.

The Board then considered the request for a transfer of property in connection with a bequest from the estate of Christina Nelson. It was moved and seconded to agree to the requested transfer of property, authorizing the director to sign the required documents, and expressing gratitude to the estate for the bequest. In a roll call vote, all present approved the motion, with the exception of Ms. Scheck who abstained because of a conflict of interest in the matter.

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

1. July 2021 PLF: State revenues are continuing to exceed expectations. The Ohio Department of Taxation (ODT) posted the July 2021 Public Library Fund (PLF) distribution of \$46,873,053 – which is \$10.6 million (+ 29.38%) above ODT's original estimate that was issued in July 2020; and \$8.4 million (+ 21.84%) above ODT's updated estimate issued in December 2020. The PLF Calendar Year (CY) 2021 year-to-date total is \$274,040,895.
2. Effective July 1, STAT Courier is providing courier service for the Statewide Delivery Service System, to transport materials between Ohio Libraries, including SEO, replacing Priority Dispatch. Our new driver seems very efficient and professional, and has only missed one day, but we have been a lot better off than many other libraries. The State Library and Ohio Library Council are continuing to meet at least twice weekly with STAT Courier, and tell us that the issues are being worked through with improvements made all the time. As of August 4, the online catalog shows 1,261 items In Transit to our library. Over 250 of these have been in transit since before July 1, which means they were picked up by the previous delivery company.
3. Visitor numbers were up in June and July, with an average of about 90 visitors a day in June and 79 in July. Averages up to May were under 65 per day. Summer reading program events and in person story times helped to increase these numbers.

Board of Trustees of the Upper Sandusky Community Library

Minutes

August 12, 2021

4. We have been experiencing a few HVAC issues again. We are waiting for parts to repair the air handler for the large meeting room and the exhaust fan in the attic. As concerns the building automation system, SB Mechanical has received the Jace control unit and will begin programming the week of August 9. They hope to begin installation the week of August 23 or 30.
5. The lighting upgrade continues to show savings: our usage was down 3,584 kw/h from July 2020, and the AEP bill was down \$579.29 from a year ago..
 - a. Summer reading programs for all ages ran throughout June and July. We had a good number of registrations this year: Wee Read: 52, Children preschool to 5th grade: 803, Teens: 33, Adult: 91.
6. In-person Kids Can Cook is planned to resume in September, along with regular in-person story times.
7. The August Storywalk© book is *Birdie's First Day of School* by Sujean Rim. We are continuing the CODED Tales feature. Each story page contains a letter to spell out a word; when children tell us what the word is, they earn a piece of candy. This helps us know how many families are taking advantage of the Storywalk©. We averaged about 30 families a month this summer, and it will be interesting to see if this continues as we move into fall.
8. On August 3, we hosted a presentation from the Armstrong Air & Space Museum and passed out "Learning Lunchbox" space experiment kits to families of school-age attendees. The program was very informative and interesting; one little boy even asked the presenter if she would come back another time. About 30 people attended the program.
9. On August 24, we are holding a Superhero Showdown quizbowl trivia game for intended for teens and adults. Participants are encouraged to dress as their favorite superhero – or villain. The quizbowl will feature five categories of 10 questions each. The winner will receive a gift card to a local business and will claim the Ugly Trophy, to be passed to the winner of the next quarterly quizbowl program.
10. The Friends of the Library will hold their annual book sale on August 11-14, with a members only presale on August 10.
11. Memorial/Honor/Donations:

In memory of:

Henry Bills

Donor(s):

USHS Class of 1957

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 1:00 p.m.

President

Secretary