

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*December 9, 2021*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, December 9, 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. Brian Kimmel and Ms. Ann Kemerley. Ms. Laurie Scheck and Mr. Todd Leightey were 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 November 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 took up consideration of a cost of living adjustment for salaried staff.

It was moved and seconded that the Board move to executive session in order to discuss a salary action for the director and assistant director/youth services coordinator. In a roll call vote, all present approved the motion. The Board entered executive session at 12:06.

At 12:17, the regular session was resumed.

It was moved and seconded to give the director and assistant director/youth services coordinator a one-time 5.68% salary adjustment effective the first payroll period in January 2022. In a roll call vote, all present approved the motion.

Under new business, the Board heard recommendations from the Building and Grounds Committee concerning the HVAC maintenance contract. Proposals had been received from Campbell Mechanical Services, H.E.A.T., and Smith-Boughan Mechanical, and were compared with the 2021 contract with Vintage Heating and Air. The Vintage contract will expire in March 2022, but they have been having trouble getting a technician to the library and the fall preventive maintenance has not yet been performed as scheduled. The committee recommended Smith-Boughan, who installed the new building automation system this year and is thus familiar with the buildings HVAC equipment. Their work was professional, their response timely, and their efforts well beyond what might have been expected. The proposal cost was also within the range quoted by the other contractors. It was moved and seconded to accept Smith-Boughan Mechanical's proposal for a 5-year preventive maintenance contract; in a roll call vote all present approved the motion.

The last item on the agenda was a brief meeting of the Records Commission. The Records Commission consists of the entire Board and the Fiscal Officer (Ms. Whitt). Ms. Whitt stated that she has identified records that are eligible for disposal under the Records Retention Schedule approved by the Board. The request to destroy the eligible records was submitted to the State Archives of Ohio for approval, which she expects to receive in about a week. A motion was

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made and seconded to approve destruction of records having met their retention dates, subject to review by the State Archives of Ohio. All present approved the motion.

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

1. The Ohio Department of Taxation (ODT) posted the November 2021 Public Library Fund (PLF) distribution of \$37,842,016 — which is \$8.59 million (+29%) above ODT's original estimate that was issued in July 2020. The PLF Calendar Year (CY) 2021 year-to-date total is \$424,859,986.
2. The USEVS School Board has reappointed Dianne Grafmiller to the Board of Trustees of the Upper Sandusky Community Library for the 2022-2028 term.
3. Smith-Boughan Mechanical has completed the work approved at the October board meeting, and the library is now much more comfortable.
4. Visitor numbers stable in November, with an average of about 85 visitors a day. We had a few more families for story times, a number of library programs, several meetings of outside groups in our meeting rooms, and a lot of people picking up COVID test kits.
5. The Friends of the Library held their Santa's Secret Shop from 9:00 to noon on Saturday, December 4. Those waiting upstairs for their turn to shop or for their children to finish shopping were entertained by Ashlie Payton playing Christmas music on the harp. It was a very busy morning, with over 130 young shoppers and their parents in the library.
6. STEAMPunks will make "ugly" holiday sweaters on December 6. They are encouraged to bring their gaudiest decorations and let their creativity run wild.
7. On December 8, Ashlie Payton will present "No Mercy Here," discussing her research into women's lunacy from the mid-1800s to the 1970's and showing how a disproportionate number of those admitted into asylums were involuntary and subject to gender discrimination.
8. Rachel's Christmas Craft Party on December 9 will make woodland pinecone decorations and a beautiful wooden Christmas tree ornament.
9. This month Kids Can Cook (December 16) will feature reindeer sandwich cookies and peppermint candy popcorn. Also on December 16, Taste of the Town will have Ethel's Sugar Cookies and a cookie contest, while the Lunch Bunch (December 13) will have a Christmas party with participants' favorite holiday dish and a gift exchange.
10. The Wyandot County Public Health will begin a series of monthly events at the library to inform the public on various health issues. On December 15, the topic will be "COVID-19: Ask a Nurse". Questions can be submitted in advance to Callan Pugh, Wyandot County Public Health Educator or asked at the time of the meeting.
11. There were no Memorial/Honor/Donations in November.

Under items not on the agenda, Ms. Grafmiller said that the Friends of the Library had asked that space be found in the library to store library Christmas decorations that have been kept at the home of one of the Friends. Ms. Whitt said this would be fine, and she would contact the Friends to find out how much space will be needed.

Ms. Whitt then requested a change in the WiFi hotspot lending policy to allow the library to charge a \$5 administrative fee for hotspots that are more than 2 weeks overdue; at this point the

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library contacts T-Mobile to have them turned off in order to get the patron to return them, and when they are returned library staff must again contact T-Mobile to have them turned on again. The motion was made and seconded to approve the policy change; all present approved the motion.

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 1:05 p.m.

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President

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Secretary