

Board of Trustees of the Upper Sandusky Community Library

Minutes

February 11, 2021

The Upper Sandusky Community Library Board of Trustees convened on Thursday, February 11, at 12:00 p.m. via Zoom virtual electronic meeting according to the provisions of Amended Substitute House Bill 197, which include temporary changes to Ohio's Open Meetings Act, effective until the end of the declared [COVID-19] emergency or Dec. 1, 2020 and amended House Bill (HB) 404 which extends that flexibility through July 1, 2021. The changes allow library boards to have the option of meeting via electronic means. The following members were present in the Zoom meeting: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Ms. Ann Kemerley, Mr. Brian Kimmel, Mr. Todd Leightey and Ms. Laurie Scheck. 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 January 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. Ms. Scheck noted that the annual budget for postage had already been 55% expended. Ms. Whitt said that the library typically purchases stamps only once or twice a year, so there should be sufficient funds to cover postage for the year. Ms. Scheck then asked about the library's membership to the Wapakoneta Chamber of Commerce. Ms. Whitt replied that when it was decided to go with a "Chamber of Commerce" health plan in 2019, it turned out that the Wyandot Chamber of Commerce did not participate in the plan, so the library was enrolled with the Wapakoneta Chamber of Commerce in order to be eligible. There being 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 presented for the Board's approval the annual renewal of the HVAC maintenance contract with Vintage Heating and Air. Ms. Whitt stated that the Vintage technicians are reliable and are always available when needed in an emergency. The current contract adds chemical analysis of the circulating water in the system. Preventive maintenance is conducted twice a year. The motion was made and seconded to renew the maintenance contract with Vintage Heating and Air. In a roll call vote, all present approved the motion.

The next item on the agenda was consideration of a quote from Vintage Heating and Air to rebuild a circulating pump to be available as a spare in case of failure of the main circulating pump, thus avoiding delay in acquiring a replacement. The motion was made and seconded to approve the Vintage Heating and Air quote to rebuild the spare pump. In a roll call vote, all present approved the motion.

The Board then considered a quote from Beaumont Heating and Cooling to replace the building automation system – the computer system that controls the heating and air conditioning system. This being the only quote yet received, the Board requested that Ms. Whitt seek additional quotes, and suggested she ask other libraries and the Upper Sandusky Schools what contractors they have used.

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The next item was an invoice received from Impact Network Solutions, the contractor who installed phone system last year, for “Software Assurance.” Ms. Whitt said she had been told that this was in case a service technician had to call for additional technical support for repairs. She had not been given documentation on what this would actually cover and was not told at the time of installation that an annual fee would be charged. The Board asked Ms. Whitt to request additional information on whether this would mean that service calls are covered, and what all is covered under the software assurance.

The last item on the agenda was a discussion on recourse available to the library for recovery of materials in the case of patrons owing several hundred dollars for materials borrowed and never returned. This question arose because of a patron who borrowed a laptop computer and failed to return it after being contacted repeatedly. Patrons who do not return materials within a few weeks of the due date are sent several letters reminding them that they have overdue materials and will be billed for items not returned. Ms. Whitt wondered if the library should file a claim in small claims court. Ms. Scheck explained that even if the library should win a small claims case, all that would mean is that the court acknowledged that the money was owed, but would not help to collect, so it wouldn’t be worth the time and money to pursue in this way. Patrons owing materials or fees to the library are blocked from borrowing additional items. Other avenues can be explored, but at this time it isn’t clear what they would be. In order to prevent further loss of laptops, it was moved and seconded to withdraw the computers from the circulating collection and permit their use within the library only. All present approved the motion.

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

1. The Ohio Department of Taxation (ODT) posted the February 2021 Public Library Fund (PLF) distribution of \$40,215,868 – which is \$6.5 million (+ 19.4%) above ODT’s original estimate that was issued in July 2020; and \$2.9 million (+ 7.8%) more than ODT’s updated estimate issued in December 2020.
2. We are continuing to have issues with the heating system. We had both boilers out for a time last week, and Vintage had to “borrow” parts from one to get the other working. They were able to do this within a day, before it got so chilly that we would have to close the library. We are now waiting for the parts to come in so we can have two working boilers. The estimate for this work is just under \$2,500.
3. It was asked last month whether these are the original boilers. I can’t find the records for this, but asked Maintenance/Custodian Lynn Gottfried and Jim Cooper of Vintage, both of whom are aware of the history of this building. I learned that they are not the original boilers. The first boilers installed were not appropriate to the size of the building and only lasted a couple of years. The second system was the same. The current boilers were installed in the mid-2000’s (about 2005-2006). Jim estimates they should last us another 10 years.
4. The additional security cameras were installed on January 27, and have significantly improved our ability to view what is happening around the building.
5. The touchless self-checkout station is scheduled to arrive at Bayscan and be sent out for programming by the end of this week. When it is ready, they will contact us to schedule installation and training.

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6. Our SEO Libraries app now has a Click & Collect feature. Patrons with available holds can use this to let us know they are on their way to pick up their items using curbside delivery. So far no one has used this (we went live with it about two weeks ago), but we are working to get the word out.
7. As a sequel to our Christmas Cards for Seniors program, we have collected 225 Valentine cards to send to Homebound patrons and residents at WCSN&R, Westbrook and Fairhaven.
8. Online programming this month includes a virtual pet show and tell on February 9 and Zoom Bingo on February 23.
9. Miss Jill will host Kids Can Cook on February 21 on Facebook. She will demonstrate how to make Dinosaur Vegetable Soup. Cheryl Lyon's What's Cookin' demonstration will be on February 22.
10. Memorial/Honor/Donations:

<u>In memory of:</u> Dale H. Motter Ray Costello	<u>Donor(s):</u> Virginia Motter Barb & Jim McEldowny
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Under Items Not on the Agenda, Mr. Kimmel wondered whether the library has 501(c)3 status. He said the Elks would like to make a donation, but require this status. Ms. Whitt explained that as a government entity, the library is already tax exempt. Other organizations (the Rotary and the Wyandot County Community Foundation) have been able to give grants upon receipt of a letter from the county auditor certifying this status. The Friends of the Library would be eligible to seek 501(c)3 status, but in the past have decided that the cost in time and money would be more than it is worth.

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 12:35 p.m.

President

Secretary