

Board of Trustees of the Upper Sandusky Community Library

Minutes

November 8, 2021

The Upper Sandusky Community Library Board of Trustees convened on Monday, November 8, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Laurie Scheck, Mr. Todd Leightey, Mr. Brian Kimmel and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey and Ms. Dianne Grafmiller 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 October 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.

There was no old business.

Under new business, Ms. Whitt submitted proposed goals for 2022. The goals include development of a strategic plan, reviewing and updating library policies and job descriptions, better engagement of middle and high school students, technology training for adults, and updating the elevator and mitigation of humidity in the elevator shaft. The Board approved the goals as submitted.

Next Ms. Whitt stated that the Ohio minimum wage will increase to \$9.30 effective January 1, 2022, an increase of 5.68%. The Board recognized the dedication of the library staff and the need to take measures to retain staff among the challenges of staffing in the current economic situation. It was moved and seconded to give all hourly staff a 5.68% cost of living increase effective the first payroll period in January, and to increase the salary schedule ranges by 5.68% effective January 1, 2022. In a roll call vote, all present approved the motion. Any similar action for salaried staff will be considered next month, when Ms. Whitt will provide information from a recent statewide salary survey for comparison with other libraries.

The next item on the agenda was consideration of the library budget for 2022. The appropriations request presented by the director request shows a 9.91% increase from the 2021 appropriations for the operating budget. The appropriations request is higher than projected receipts, but estimation of receipts is conservative, and actual expenditures are historically 90% or less than appropriated. In 2020, expenditures were approximately 14% under the amount appropriated, and revenues approximately 2% over the projection; revenue was 17% over expenditures for the year. It was moved and seconded to approve the 2022 budget request at the category level, as presented by the Director; in a roll call vote, all present approved the motion.

Ms. Scheck gave the Board an update on the Friends of the Library's progress towards seeking 501(c)3 status. She said that she had received a final draft of the Friends' incorporation documents. They are ready to be submitted to the accountant so the application process proper can begin.

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

1. There was a question last month regarding a \$22 payment to the Library. This is a payment from a payroll deduction to reimburse the library for a staff hotspot rental.
2. On September 15, I met with Attorney Michael Pfeifer in connection with the bequest from the Christina Nelson estate. I signed the Waiver and Consent agreeing to the transfer of property as directed at the August Board meeting. Mr. Pfeifer also told me that the online auction of Ms. Nelson's personal property went very well, clearing over \$19,000 after expenses. He has also learned that Ms. Nelson had a pension fund assigned to the estate, which yielded \$62,000, which will also go to the beneficiaries after expenses.
3. We have received the 3D printer which we ordered thanks to the generous grant from the McCarthy Family Fund and the Wyandot County Community Foundation. We are planning a special Facebook event to introduce the printer to the community.
4. We have been working with Vintage Heating and Air Conditioning and Smith-Boughan Mechanical to resolve mechanical issues and finish fine tuning of the Building Automation System. The new system showed its usefulness for remote monitoring on Wednesday, November 3, when a tech from SB was checking to see how the system was performing with the cooler weather. He was able to see that the boilers had not been operating since the previous day and suggested that the hot water pump might be at fault. A representative from SB had planned to come that day to take some measurements and was kind enough to look around and found that a valve that should have been open was closed, causing the problem. Smith-Boughan has been very helpful in resolving a number of issues not strictly part of the BAS system, but which need to be fixed in order for the BAS to do its job.
5. The library has contracted with Vintage Heating and Air (formerly ThermoTech) for seasonal maintenance and to carry out repairs for the HVAC system for over a decade. I am currently seeking quotes from other contractors for HVAC maintenance to see how they compare with Vintage. I will bring the quotes to the Board next month so a decision can be made whether to remain with Vintage or to choose another company for the coming year.
6. The debut Taste of the Town event was held with AJ's Pizza on October 21. About a dozen members of the community watched a demonstration of how AJ's famous jumbo pizza is created, and then enjoyed samples. On November 17, Taste of the Town will feature how to make tamales.
7. Miss Jill's popular Gingerbread House Workshop will return with three sessions on November 29 and 30. Preregistration is required. Cardboard forms and frosting will be supplied. Participants will bring their own graham crackers and candy to decorate their houses.
8. This month's Storywalk® features Teddy Slater's "The Best Thanksgiving Ever." We are continuing the Coded Storywalk® all month, but in our special Storywalk® Week of November 15-19, participants will receive a take & make craft kit.
9. Visitor numbers were up in October, with an average of about 93 visitors a day. We had several meetings of outside groups in our meeting rooms, a lot of people picking up COVID test kits, and – best of all – our first graders are coming back for their monthly visit to the library.

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10. The Friends of the Library have decided to plan on having the Santa's Secret Shop this year, from 9:00 to noon on Saturday, December 4. Since the library is not planning to have story times and crafts at the same time, shoppers and their parents will wait their turn upstairs in the library to reduce crowding downstairs. Then the children will be escorted to the shop while their parents remain upstairs. Face masks will be made available but not required unless there is a significant upsurge in COVID cases.

11. Memorial/Honor/Donations:

In memory of:

Arlene Parsell

Stephen Matteson

Donor(s):

Steve & Vicki Washburn

USHS Class of 1957

Under items not on the agenda, Ms. Whitt submitted quotes from Vintage Heating and Air Conditioning and Smith-Boughan Mechanical for repair of a number of issues identified when the building automation system was installed. The motion was made and seconded to accept the SB Mechanical quote; in a roll call vote, 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 1:03 p.m.

President

Secretary