

Board of Trustees of the Upper Sandusky Community Library

Minutes

September 10, 2020

The Upper Sandusky Community Library Board of Trustees convened on Thursday, September 10, 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. 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. Laurie Scheck, Mr. Todd Leightey, Ms. Jill Logsdon and Ms. Ann Kemerley. Director Kathleen Whitt, USCL social media specialist Krystal Smalley, and Brian Hemminger of the *Daily Chief-Union* were also present.

Due to audio difficulties with President Jenny Romich's Zoom connection, Vice President Dianne Grafmiller opened the meeting. She asked for public comments. Hearing none, she asked if there were corrections or additions to the distributed minutes of the August meeting. Hearing none, Ms. Grafmiller declared that the minutes stand as distributed.

Next on the agenda was ratification of payment of the bills. Ms. Grafmiller asked if there were any questions about the bills. Ms. Kemerley asked about payments for "refunds and reimbursements." Ms. Whitt said that this is for books that were reported lost and paid for by the patron, but then were found and returned within 60 days. In this case, the lost fee is reimbursed. 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.

Under old business, Ms. Whitt reported that she is still working on getting quotes to extend WiFi coverage at the library and in other areas of the USEVS district located some distance from the schools and library. Ms. Aldridge-Ritchey had learned that there are 35 students in the Marseilles area, 13 in Kirby, 15 in Harpster and 85 behind the fairgrounds. USEVS superintendent Laurie Vent has also mentioned the possibility of supplying WiFi access in township halls in Jackson and Mifflin Townships. This WiFi access would support the Chromebooks issued by the schools to K-12 students.

Ms. Whitt also mentioned the possibility of issuing "e-resource cards" to students who do not already have library cards. Ms. Aldridge-Ritchey suggested Ms. Whitt contact USHS media specialist Wendy Searfoss, who has been working on getting access to online databases for students through the school system.

Under new business, Ms. Whitt reported that Ohio's public libraries are to receive \$18.3 million through the Federal Coronavirus Relief Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The funds are to be used to help offset the unanticipated costs of safely operating library facilities during the pandemic. Each library system may request up to \$25,000 for each main and branch location(s). This funding is being administered through the Ohio Office of Budget and Management (OBM). In order to be used, the funds must be appropriated by the Board. It was moved and seconded that the \$25,000 in federal CARES Relief Funds be appropriated to be used at the director's discretion to pay for PPE, equipment to permit telework

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and virtual programming, and other needs in connection with the COVID-19 pandemic. In a roll call vote, all present approved the motion.

The next item was discussion of a bill for a computer that was ordered and received in December 2019. The Board had authorized payment for this out of the 2019 Contingency budget line, but through an oversight on the vendor's part, the library was not billed until this month. This year's technology budget has already been expended. Ms. Whitt asked the Board to authorize the use of the 2020 Contingency budget line to pay this bill. The motion was made and seconded to authorize the use of the Contingency funds to pay for the computer. In a roll call vote, all present approved the motion.

The last item on the agenda was discussion of the library's participation in Open Door's Chocolate Walk charity event in October. The library usually takes part, but the event is from 5:30-7:30, and the library is currently closing at 6:00 p.m. Ms. Whitt proposed keeping the library open until 7:30 on that evening to allow the library to participate. The question was raised whether this might cause an issue with crowding. Ms. Whitt replied that it should not, but if it becomes a problem, staff can move the event outside.

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

1. As directed at the August meeting, we have had OPLIN update the footer on our website to reflect the current hours (weekday closing at 6 p.m.). OPLIN does not charge for website modifications requiring less than 15 minutes.
2. We have been awarded a grant from the Wyandot County Community Foundation in the amount of \$1,380 for 5 additional WiFi hotspots. The funds will be presented in mid- to late October.
3. Deputy Fiscal Officer Patricia Davidson has completed the requirements to be registered as a notary. The library is happy to be able to offer this service again. Patti has also agreed to increase her hours at the library and is now with us full-time (40 hours a week). This is helpful, as we lost the services of Karen Shuman earlier this year and have not replaced her due to the pandemic conditions.
4. After school visitors: we have only had a half dozen or fewer students after school in the two days since school started. The students have observed the guidelines relating to wearing a face covering, sitting quietly to study, and maintaining distancing.
5. Until we receive communication that groups of over 10 people are encouraged, we will continue to offer programming only in virtual mode. What's Cookin' and Crafternoon are among the adult offerings, and preschool and tiny tots story times are on offer for the little ones. For teens and tweens, we are presenting Art Lessons with Lisa.
6. Traffic by library visitors is picking up a bit. The average number of visitors for August was 75.5 per day. Monday and Tuesday are our busiest days. We are still offering curbside service, and a few more patrons are starting to take advantage of this.
7. The Ohio Department of Taxation (ODT) posted the September 2020 PLF distribution of \$39,101,851, which is \$3.4 million (+ 9.52%) above ODT's original estimate that was issued in July 2019. The distribution came in at \$3.44 million (+ 9.64%) above ODT's latest

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estimates that were just issued at the end of June. This is the second month in a row where the actual PLF distribution has exceeded the estimate by a significant margin. However, the PLF CY 2020 year-to-date total is \$304,315,772 which is \$6.8 million (- 2.18%) below what we were anticipating pre-pandemic.

8. Memorial/Honor/Donations August 2020:

In memory of:

Florence Van Bastelaar

William Sandridge

Donor(s):

Vicki & Van Orians

Donna Kessler

There were no Items Not on the Agenda.

Ms. Romich asked if there were any other items for discussion. There were none. The meeting was adjourned when the Zoom connection ended at 12:35 p.m.

President

Secretary