

LOGAN COUNTY LIBRARIES

KNOWLTON LIBRARY

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LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – September 28, 2023

The Logan County Libraries Board of Trustees met in regular session on Thursday, September 28, 2023 at 4:00 PM at the Knowlton Library Barnwell Board Room in Bellefontaine.

Members present were, Sharon Halter, Robert Barnwell, Steve Fansler, Steve Henry, and John Tucci along with Director Beverly Arlequeeuw and Fiscal Officer Stacy Sandy. Trustees absent were, Mark McIntyre and Judith Goodrich.

Public remarks were made by David Glett as he expressed concern for the library's delay in reopening the Knowlton Library. Mr. Glett asked for whatever can be done, he would appreciate it being reopened ASAP. He has visited the branch libraries which he appreciates but because his children are homeschooled, the Knowlton Branch offers more options for his children's learning. Mr. Glett asked about the extent of damage sustained by the broken water lines in December 2022. The fiscal officer and director explained the degree of damage from the category 3 water throughout the building as well as the circumstances faced during the restoration process. He appreciated the explanation and looks forward to when the library reopens.

The Director distributed the minutes from the June 29 meeting. Mr. Barnwell made a motion to approve the minutes, seconded by Mr. Fansler. Motion Carried.

FINANCIAL REPORT:

The Fiscal Officer gave the monthly financial report for year ending August 31, 2023:

- The General Fund showed cash balance of \$497,989.55.
- The Capital Project Fund showed cash balance of \$749,267.69.
- The Susie Parker Trust Fund showed total balance of \$63,598.28.
- The Hazel G Moore Memorial Fund showed cash balance of \$26,494.45.

Mr. Barnwell made a motion to accept the Fiscal Officer report, seconded by Mr. Henry. Motion Carried.

Fiscal Officer Sandy requested a transfer in the General Fund from A/C #8999 for \$5,400 to A/C#3410 for library insurance (Stolly). Mr. Fansler made a motion to accept these transfers, seconded by Mr. Tucci. Motion carried.

The Director reviewed the Public Library Fund revenue to date. She noted the funding increase to date compared to September 2022 showed an increase of \$7,991.

UNFINISHED BUSINESS

The director and fiscal officer provided library restoration updates with Phase 1 furniture arriving the first week of October.

NEW BUSINESS

Hope Justice, Youth Services Manager, gave a visual presentation that highlighted the programs and statistics offered during the Summer Reading Program 2023 for children and teens. The Youth Services Manager noted that the libraries did more community partnerships which matched the theme this year of “All Together Now.”

Emily Watson has formerly requested tuition reimbursement for classes that she is currently enrolled for Library Marketing at Kent State University’s School of Library and Information Science. The existing employee tuition reimbursement policy which was developed to support furthering the employees’ education. The \$1,000 reimbursement is the library’s incentive for staff to further their education. The last time the tuition reimbursement was requested by an employee was thirteen years ago. It is an added benefit for staff and the board supports it if it is tied to library work. Mr. Fansler made a motion to accept the employee tuition reimbursement of \$1,000 per calendar year per person, and the unanticipated transfer from A/C #8999 for \$1,000 to A/C #1920 for tuition reimbursement, seconded by Mr. Tucci. Motion carried.

The Fiscal Officer reported on the four new flood sensors and two video doorbells installed by Guardian Alarm. The wireless flood sensors located on the floor in four locations of the building will detect the presence of water and quickly alert the alarm company.

The Director and Fiscal Officer reported that Cintas will be servicing our rugs needs at the library. Cintas will exchange the rugs twice a month for \$100 per month. The insurance claim will partially cover the cost for the rug exchange service to reimburse the library for the rugs lost in the flood. Cintas also provides an AED management program that covers installation of the device, staff training, monthly maintenance for pads, battery replacement and software upgrades, and medical alert to the local EMS. Our Hylant insurance representative recommended the AED since the library is a public building and assured us that Good Samaritan Law in Ohio grants immunity from civil liability to those who install an AED at their location, and the law allows anyone, trained or not, to use an AED. The rental cost is \$130 per month.

The Director reviewed our contract provided by TNT Landscaping for snow removal services from November through April for a total cost of \$11,500 paid in monthly increments. The trustees suggested seeking bids from other snow removal companies next year (i.e., Big Green or Bobcat).

The Director recommends the library to close during the Total Solar Eclipse on Saturday, April 6, 2024, and Monday, April 8, 2024, due to crowd control concerns for library staff because of the exceedingly large number of visitors coming to Logan County to view it. Even though the library will be closed during the Total Solar Eclipse, we will still provide free solar glasses prior to the event, free parking, and free Wi-Fi. Trustees were in favor of closing on Monday, April 8 but will table the closure of April 6 until the January 2024 board meeting.

DIRECTOR’S REPORT

- **STATISTICS REPORT FOR August 2023**
 - **Circulation for August 2022:**
The system showed an overall decrease of 6,989 items over August 22.
- **STAFF NEWS**
 - Haley Gibson transferred from Patron Services to her new position as Technical

Services Associate on September 18. She will be helping Karen Z., the technical services coordinator, with cataloging and processing new library materials as well as catching up with the backlog of items that were in the storage container for 7 months. She will remain part-time at 25 hours per week with no pay increases.

➤ **OTHER**

- On July 10, we opened the 24/7 Hold Pick Up lockers (LOK) as a pickup location and the book drop for returns. Patrons enjoy being able to pick up and return library materials in Bellefontaine while the library remains closed.
- A Branch Library Hours survey conducted July 29 through September 8. We received 168 responses! Results will be shared at the October 26 board meeting. We are looking at the responses to determine if any of the branch hours should be adjusted after Knowlton Library reopens.
- During September's Library Card Sign Up month, the branches have been promoting with flyers, posters, bookmarks and prizes for children and adults. At the end of September, we will draw two winners (1 child and 1 adult) from the new library card sign-ups for a \$25 Chamber Choice certificate. So far, we have had 28 new registrations for library cards.
- Banned Book Week will be held the week of October 1-7, 2023.
- The Goodrich Community Room is now open for Library Programs & Events. The rest of the library will remain closed to the public.
- The Director shared the list of October programming events.

Mr. Fansler made a motion to go into Executive Session at 6:07 P.M., seconded by Mr. Henry. Mr. Fansler made a motion to come out of Executive Session, seconded by Mr. Barnwell. No action was taken, and no vote was made during Executive Session.

The next regular Board meeting will be on Thursday, October 26, 2023, at 4:00 P.M. There being no other business, upon motion by Mr. Henry seconded by Mr. Tucci, the meeting was adjourned at 6:24 P.M.

Sharon Halter, President

Beverly Arlequeeuw, Acting Secretary