

LOGAN COUNTY LIBRARIES

KNOWLTON LIBRARY
220 NORTH MAIN STREET * BELLEFONTAINE, OHIO 43311-2228
PHONE (937) 599-4189 * FAX (937) 599-5503
www.LoganCountyLibraries.org

LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – October 26, 2023

The Logan County Libraries Board of Trustees met in regular session on Thursday, October 26, 2023 at 4:00 PM at the Knowlton Library, Bellefontaine, Ohio 43311.

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

The Secretary read the minutes from the September 28, 2023 meeting. Mr. Henry made a motion to approve the minutes, seconded by Mr. Barnwell. Motion Carried.

FINANCIAL REPORT:

The Fiscal Officer gave the monthly financial report ending September 30, 2023:

- The General Fund showed a cash balance of \$580,223.31.
- The Capital Project Fund showed a cash balance of \$737,160.65.
- The Susie Parker Trust Fund showed a total balance of \$64,410.44.
- The Hazel G Moore Memorial Fund showed a cash balance of \$26,498.91.

Mrs. Goodrich made a motion to accept the Fiscal Officer report, seconded by Mr. Barnwell. Motion carried.

The Director reviewed the Public Library Fund revenue to date. She noted an increase for October 2023 over October 2022. The PLF shows an overall increase of \$7,933.00 for 2023.

UNFINISHED BUSINESS

- The Director and Fiscal Officer discussed the reconstruction to date at the Knowlton Library due to the water line break. Link Construction will install cabinetry next week, the front lobby paint is completed, track lighting was installed. The Fiscal Officer reported four floor flood sensors had been installed by Guardian Alarm. The reference and public service desk will be installed the week of November 13. Discussion followed for when the Knowlton Library could be open to patrons. Electrical and data wiring along with the patron computers, final inspection still needed completed. Mr. McIntyre ask for the Director and Fiscal Officer to create a list of all the critical items that must be completed before actual open to the public. Mr. Barnwell will check on an application for the covered from entrance.
- The Social Media policy was tabled until next month meeting.

TRUSTEES October 26, 2023 MEETING CONTINUED:

NEW BUSINESS

- The Director introduced Emily Watson, Patron Services Supervisor. She gave a detailed report on the recent survey from patrons on branch hours. Ms. Watson did an excellent job of compiling the surveys from each location. Branch hours and staffing at the locations will be discussed in 2024 after the Knowlton Library is reopen. The Director noted the Knowlton Library open hours will revert to pre-covid hours – Monday through Thursday 9am-8pm and Fridays and Saturdays 9am-4pm.
- The annual Anthem health and life employee insurance renewal increase was 1.3%. Mr. McIntyre made a motion for the very good renewal percentage, seconded by Mr. Tucci. Motion carried.
- The Director and Fiscal Officer presented a revised new library logo. The Library Trustees had no objection for the new logo.

DIRECTOR'S REPORT

- **STATISTICS REPORT FOR 2023:**
 - **Circulation for September 2023:**
 - The system showed an overall decrease of 3,357 items compared to September 2022.
 - The Ohio Digital Library circulation was 5,316.
- **STAFF NEWS**
 - The three library pages will return to work on November 1.
 - Elaine Castle will work for Marcia Linch beginning in December at the Lakeview Branch.
 - Linda Prickett at the DeGraff Branch will be off four-six weeks for medical leave.

OTHER:

- Patron Rebecca Hoagstrom is interested in forming a Library Friends Group for our library. She has prior experience in forming a Friends Group in Michigan.
- Ms. Hoagstrom will attend the Friends Group next meeting at the Champaign County Library.
- The Director noted three to five staff members are interested in attending the PLA conference on April 3-5, 2024 in Columbus, Ohio.
- The Goodrich Community Room will be available for public to start reserving the room beginning January 16, 2024. The reference staff will oversee the reservations.
- A flu shot clinic was held on October 24 for employees.
- Beggar's night at branch locations will be on Thursday, October 26 from 5:30pm-7:30pm.
- Library Kindness Project creator, Eric Brown, wants to expand the project to all branches of the Logan County Libraries. West Mansfield and Bellefontaine in 2024 and Rushsylvania, DeGraff, and West Liberty in 2025. Mr. Brown will seek approval from the villages and show them the schematics of what the project will look like and will need help with fundraising as each location costs will be \$1,500 to set up.

TRUSTEES October 26, 2023 MEETING CONTINUED:

- Books on Tap book discussion group will be purchasing a bench or planter for the library as a memorial for one of the members who passed away recently,
- The Director highlighted the November calendar of events.

The next regular Board meeting will be held on Thursday, November 16 at 4:00 pm at the Knowlton Library in the Barnwell Board Room.

There being no other business, upon motion by Mr. McIntyre, seconded by Mr. Barnwell the meeting was adjourned at 5:22 P.M.

Sharon Halter, President

Judith Goodrich, Secretary