

# **LOGAN COUNTY LIBRARIES**

---

## **KNOWLTON LIBRARY**

**220 NORTH MAIN STREET \* BELLEFONTAINE, OHIO 43311-2228**

**PHONE (937) 599-4189 \* FAX (937) 599-5503**

**[www.LoganCountyLibraries.org](http://www.LoganCountyLibraries.org)**

## **LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – October 27, 2022**

The Logan County Libraries Board of Trustees met in regular session on Thursday, October 27, 2022 at 4:10 PM at the Knowlton Library in Bellefontaine.

Members present were, Robert Barnwell, Steve Fansler, Mark McIntyre, and John Tucci along with Director Beverly Arlequeeuw and Fiscal Officer Stacy Sandy. Sharon Halter and Joyce Core were excused.

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

### **FINANCIAL REPORT:**

The Fiscal Officer gave the monthly financial report for year ending August 31, 2022:

- The General Fund showed cash balance of \$547,697.48.
- The Capital Project Fund showed cash balance of \$515,097.18.
- The Susie Parker Trust Fund showed total balance of \$64,430.90.
- The Hazel G Moore Memorial Fund showed cash balance of \$38,702.06.

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

Fiscal Officer Sandy requested transfers in the General Fund from A/C #8999 to A/C #3302 - \$2,000, A/C #8999 to A/C #2110 - \$3,000, and A/C #1150 to A/C #1120 - \$9,000. Mr. McIntyre made a motion to accept these transfers, seconded by Mr. Henry. Motion carried.

The Director reviewed the Public Library Fund revenue to date. She noted the funding increase to date compared to October 2021 showed an increase of \$7,933.00.

### **UNFINISHED BUSINESS**

- Mr. Barnwell reported on the completion of the Main Library Parking Lot project.
- Fiscal Officer reported on the completion and update on the new security alarms and camera installation. To make the panic buttons work within the library, Guardian Alarm hard wired the security system at no cost to the library (\$10,000 upgrade).
- The Director reported on the completion of the LoCo Arts main lobby mosaic mural project. A dedication of the mosaic mural was made prior to the board meeting today with library trustees, mayor, library staff, LoCo artists, high school students, library patrons, and a local reporter were present.

## **TRUSTEES October 27, 2022, MEETING CONTINUED:**

### **NEW BUSINESS**

- Mr. McIntyre made a motion to waive patron fines during 11/21/22-12/10/22 for “Food for Fines,” seconded by Mr. Tucci. Motion carried.
- The Director reported that extended Saturday Hours would begin on November 5, 2022. The Director also reported that the fee for replacement library card is \$3.00 regardless of number of replacements. This allows us to standardize the procedures for library card replacements.
- Mr. Henry made a motion to increase the threshold for patrons’ maximum fines from \$3 to \$10 before they are blocked, seconded by Mr. Fansler. Motion carried.
- Mr. McIntyre made a motion to renew the library’s health insurance for an increase of 2.5%, seconded by Mr. Fansler. Motion carried.
- The Director reported that the HR contract was renewed with Clemens-Nelson .
- The Fiscal Officer reported that the Audit Services Contract was renewed for the next two years for \$10,000 with Perry & Associates, CPAs, AC.
- The Director reported that the Snow Removal contract for the 2022-23 season was renewed with TNT Landscape Services for \$11,500 for the months of November 1 through April 30 (\$1,916.67 each month) with no increase. It was recommended from the library trustees to get snow removal quotes from other companies next year.
- Mr. Tucci made a motion to accept the quote from Easton Water Solutions to install a water softener system as a solution for hard water shortening the life of library plumbing and equipment - \$6,370, seconded by Mr. Henry. Motion carried.

### **DIRECTOR’S REPORT**

#### **■ STATISTICS REPORT FOR September 2022**

##### **■ Circulation for September 2022:**

The system showed an overall increase of 4,095 items over September 2021.

#### **STAFF NEWS**

- Sue Fullerton retired on 10/31/22 after 34 years as Technical Services Manager
- Karen Zahller started new position as Technical Service Coordinator - \$21.50/hr.
- Welcomed new employees for September and October: Natalie Wish (page) - \$9.75/hr., Haley Gibson (patron services) - \$11.70/hr., Paula Ingram (transit page) - \$9.75/hr., Mari Smith (reference assistant) - \$11.25/hr.

#### **■ OTHER**

- Removal of sneeze guards / shields at public service desks and at public computers
- Seeking quotes for privacy screens on staff computers for keeping info private so it cannot be seen by those walking by or sitting nearby
- Seeking quote from Aunalytics for new phone system – other quotes to follow
- Fiscal officer and Director working on 2023 library budget – will be presented at December meeting
- New wrap on lockers installed in October with money from the CARES Act

The next regular Board meeting will on Thursday, November 17 at 4:00 pm.

There being no other business, upon motion by Mr. McIntyre seconded by Mr. Henry, the meeting was adjourned at 5:15 P.M.

---

Bob Barnwell, Vice President

---

Beverly Arlequeeuw, Acting Secretary