

LOGAN COUNTY LIBRARIES

KNOWLTON LIBRARY
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LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – June 20, 2024

The Logan County Libraries Board of Trustees met in regular session on Thursday, June 20, 2024 at 4:00 PM at the Knowlton Library, Bellefontaine, Ohio 43311.

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

Public Participation was Sarah Brown and Gina Tighe from the American Heritage Girl Organization questioning the display area at the West Liberty Branch. Director Arlequeeuw informed the ladies that the policy at all locations was recently changed. All locations are following the same policies. The ladies were satisfied to hear the change would be followed across the entire Library system.

The Secretary read the minutes from the May 30, 2024, meeting. Mr. Tucci made a motion to approve the minutes, seconded by Mr. Henry. Motion Carried.

FINANCIAL REPORT

The Fiscal Officer gave the monthly financial report ending May 31, 2024:

- The General Fund showed a cash balance of \$476,632.21.
- The Capital Project Fund showed a cash balance of \$650,300.53.
- The Susie Parker Trust Fund showed a total balance of \$66,078.15.
- The Lakeview Special Revenue showed a total balance of \$1,440.00.
- The Hazel G Moore Memorial Fund showed a cash balance of \$25,965.79.

Mr. Barnwell made a motion to accept the Financial Report and for the transfers, seconded by Mr. Fansler. Motion carried.

The Director reviewed the Public Library Fund revenue through May. She noted an overall decrease in funds of \$68,665.00 compared to the same period in 2023. The State revenue has repeatedly come in well below estimates to date.

UNFINISHED BUSINESS

- Trustees By-Laws is in discussion.
- The Director and Fiscal Officer reviewed the two quote updates to the HVAC. Mrs. Ater made a motion to hire Enervise to replace five VAV boxes at a cost of \$35,273.00. Mr. Fansler seconded the motion. Motion carried.
- Mrs. Ater made a motion to hire Enervise for the CONTROLS repairs at a cost of \$46,557.76, Mr. Fansler seconded the motion. Motion carried. It was noted Slagle Mechanical was a high bidder on both quotes.

TRUSTEES June 20, 2024, MEETING CONTINUED:

NEW BUSINESS

- The Director reviewed the new FLSA rules effective July 1, 2024. After much discussion, Mr. Fansler made a motion to move all employees to an hourly basis, seconded by Mr. Tucci. Motion carried.
- The Director reported the Osgood Bank to house the Lakeview Branch location is moving forward. The library insurance Company, The Ohio Plan, is reviewing the temporary space. Shelving needs to be ordered and will be removable. The new signs will be erected by the end of this week, carpet cleaning, light changed to LED, new keys, copier, computers etc. are in progress. She did mention all branch locations need lease/agreements from the Village Offices at each location.

DIRECTOR'S REPORT

- **STATISTICS REPORT FOR 2024:**
 - **Circulation for May 2024:**
 - The system showed an overall increase of 10,477 items compared to May 2023.
 - The Ohio Digital Library circulation was 5,902.
- **STAFF NEWS**
 - The Director reported on four new employees:
 - Alex Sulit, Technology Coordinator, was hired full time at \$18.00 per hour
 - Krista Jo Lowry was hired as Rushsylvania Branch Librarian at 16 hours per week at \$13.00.
 - Paitlyn Anspach was hired as Patron Services Page at 9 hours per week at \$10.45.
 - Lyllian Kelley was hired as Patron Services Page, at 9 hours per week at \$10.45.
 - The Director reported she is currently seeking applicants for a full time Youth Services Manager and a part time Building Services to cover the custodial, maintenance and transit delivery driver)

TRUSTEES June 20, 2024, MEETING CONTINUED:

▪ **OTHER**

- Thank you notes were read from all three Susie Parker Scholarship recipients.
- Summer Library Program is running June 10 - July 27, 2024, with the theme— Adventure Begins at the Library!
- United Way Community Care Day is Friday, August 23.
- The library will be at the Logan County Fair from July 7-13, 2024.
- The Director highlighted the July Library events.

The next regular Board meeting will be held on Thursday, August 15 at 4:00 pm at the Knowlton Library in the Barnwell Board Room. There being no other business, upon motion by Mrs. Goodrich, seconded by Mr. Tucci the meeting was adjourned at 5:31 P.M.

Sharon Halter, President

Judith Goodrich, Secretary