

**Minutes
Clermont County Public Library
Board of Trustees
February 13, 2006**

Attending: Joseph Braun, Patricia Pryor, Susanna Phillips, Anthony Cardinal.

Absent: Marion Croswell, Lois Luyster.

New member: William Johnston.

Staff: Leslie Massey, Maura Gray, Elizabeth Fiene, Jacquie Sehr, Dave Mezack, Anne Mansfield, Laura Eckert, Lynn Baird, Joann Tudor, Pam Newman, and Sue Riggs.

President Joseph Braun called the meeting to order at 6:00 P. M.

Introduction of new Board of Trustees member William Johnston, appointed by the county commissioners. Jacquie Sehr administered his Oath of Office.

Susanna Phillips made a motion to approve the January 9, 2006 Minutes as mailed. Motion seconded by Anthony Cardinal. None opposed. Motion carried.

Clerk Treasurer's Report:

Anthony Cardinal made a motion to approve the Financial Report, bills paid, and the #2 Resolution to Approve Gifts which included donations from:

- The Friends of the Milford-Miami Township Branch Library: \$100.00 for (Milford's) Teen Summer Reading, MP3 player prizes and \$50 for Steve Featherston, Guitarist at Milford-Miami Township's Open House, \$2,314.00 to purchase two public computers, \$176.00 for future CD bin purchases, and \$60.00 for supplies for childrens' programs.
- The Friends of the Bethel Branch Library, \$850.00 to purchase furniture and equipment.
- Chris Wick, \$124.80 to purchase books in memory of Carl Stichweh and Louella Wick for New Richmond.
- Wal-Mart Foundation, \$1,000.00 for Amelia (for literacy efforts).
- Friends of the Milford-Miami Township Branch Library, a storage trailer.

Patricia Pryor seconded the motion. Motion was unanimously passed by those present. Motion carried.

The Clerk Treasurer provided copies of the Library's 2005 credit card statements in accordance with a previous resolution passed by the Board.

Director's Report:

Patricia Pryor made a motion to accept the gifts. Anthony Cardinal seconded the motion. Motion was unanimously passed by those present. Motion carried. The gifts were:

- From Valerie Almestica, *Carl's Christmas* and *I Love You Stinky Face* in memory of Valentin Almestica for The Amelia Library.
- For Bethel, curtains for the children's area from Friends of the Bethel Library.
- From Allied Advertising, give aways for *Curious George Program* for Milford-Miami Township Library,
- For Bethel, concrete table and benches for patio area from Friends of the Bethel Library.

Grant Update:

The Library recently applied for two grants, one from the NEH and one from the Smithsonian.

Administering the Service without Boundaries grant is going well. Staff has begun taking American Sign Language classes and the ADA accessible workstations have been installed in all of the branches.

Administrative:

A new evaluation system is being put into place.

The first managers' retreat is being planned. The focus will be on teaching managers to lead their teams.

Technical Services and Collection Development will be conducting workflow studies. The studies are being done in-house to save money. They're looking for ways to cut staff costs by 5%.

February 13, 2006 – Page 3

The Strategic Planning Cycle is underway. Branch and departmental data are currently being collected. And preparations are being made to conduct focus groups.

At Leslie's request, each branch has set a goal of increasing library usage by 5%.

Circulation:

AV circulation is down 34% from last year. Entertainment Films circulation is down 64%. Book circulation is up 6% from 2005.

The Felicity Branch's circulation is down and fewer children are coming into the branch after school.

Leslie is compiling a report that will compare circulation of all branches, breaking out AV and Entertainment Films.

Legislative Report:

OLC is working on a bill that would allow libraries to be exempt from collecting sales tax.

Leslie gave members a handout about the Tel/TABOR amendment. Tim Kambish, Director of the Dayton Montgomery County Public Library will attend the march meeting to discuss the projected impact of the TEL Amendment on Ohio public libraries. Senator Niehaus is willing to come speak as well; the meeting is on his calendar.

Human Resources:

Trustees made note of the following:

Promotion:

Effective February 16th, Terra McLain from Library Assistant at Amelia to Youth Services –Service Specialist at Williamsburg and Susan Wettengel from Page at Union Township to Library Assistant at Union Township.

Appointment:

Molly Rauch, Service Specialist – Youth Services at Amelia effective February 27th.

Drug Free Workplace Policy:

A revised policy will mean that the Library will receive discounts on insurance.

The Library will begin conducting pre-hire drug testing as well as testing after an accident occurs at work that could involve a Workers' Compensation claim.

A new policy is in process and the Board decided to table further discussion and policy approval until the next meeting.

New Business:

Joseph Braun brought up the discussion of the General Data building as a potential site for a new Union Township branch. Because the site is located in a JED, there are a lot of positives.

The Board discussed the site's potential and asked library staff to provide further reports.

Susanna Phillips made the motion to adjourn. Motion seconded by William Johnston. None opposed. Motion carried.

President

Secretary