

**Minutes
Clermont County Public Library
Board of Trustees
January 9, 2006**

Attending: Susanna Phillips, Anthony Cardinal, Lois Luyster, Joseph Braun.

New member: Patricia Pryor.

Absent: Marion Croswell.

Staff: Leslie Massey, Maura Gray, Elizabeth Fiene, Jacquie Sehr, Dave Mezack, Laura Eckert, Leslie Jacobs, Ann Mansfield

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

Jacquie Sehr administered the Oath of Office to Patricia Pryor.

Susanna Phillips made a motion to approve the November 14, 2005 Minutes as mailed. Motion seconded by Lois Luyster. None opposed. Motion carried.

Clerk Treasurer's Report:

Maura suggested that the Board memorialize a transfer of funds from the years 2003 and 2004. The memorializing won't affect the 2006 budget. The new accounting software won't allow this to happen in the future.

Lois Luyster made a motion to approve the memorialization of 2003 and 2004 transfers of funds. Anthony Cardinal seconded the motion. Motion was unanimously passed by those present. Motion carried.

Maura asked the Board members to fill out a Related Party Transaction Form and fax it directly to the State Auditor.

Maura explained that according to the Ohio Revised Code, the Board should pass a formal resolution when accepting gifts.

The Board voted to accept the following gifts:

- From Sandra Urquart, \$30 for Youth Programming supplies and increase line 32500-Youth Programs based on this gift.
- From Bethel-Tate Schools, *MathFacts in a Flash*, (CD) for Bethel.
- From New Richmond Friends of the Library, puppets, for New Richmond, (value of \$60.00).

January 9, 2006 – Page 2

Resolution passed by voice vote. Susanna Phillips, aye; Anthony Cardinal, aye; Lois Luyster, aye; Joseph Braun, aye; Patricia Pryor, aye. None opposed. Resolution passed.

Anthony Cardinal made a motion to approve the December 2005 Financial Report and bills paid. Motion was seconded by Lois Luyster. Motion was unanimously passed by those present. Motion carried.

Director's Report:

Leslie Massey introduced the branch manager of Doris Wood, Leslie Jacobs who gave the Board a state of the branch update. She talked about recent gifts from the Genealogical Society, rearranging the branch, programs the branch had offered, installation of security cameras. She also explained that the branch staff was going to start hosting a film discussion group and that they have plans to reorganize their Friends of the Library group.

Unique Management:

2,200 letters from the original mailing were returned due to insufficient/incorrect addresses. Branches are still getting calls from letter recipients. The main goal now is to clean up the system's records, and recover materials and fines.

Fees for Entertainment Films:

Comparing the first 5 days of 2006's circulation with the first 5 days of 2005 has seen a 66% drop in film circulation.

Homebound Delivery Program:

There are now 27 users in the program. Tracey McCullough, the program administrator, has sent out a mailing to local churches to let them know about the service. She's also exploring the opportunity to register homebound patrons to vote and to deliver absentee ballots to them.

Legislative Report:

Leslie will bring a speaker to an upcoming Board meeting to explain the impact of the Tel/Taber Amendment on the library system. She also brought up the possibility of a levy.

Greater Cincinnati Foundation:

The CCPL fund has moved from temporary status to permanent status which means the system will start to see dividends. The Office of Public Affairs will create a database of library donors this year.

Director's Goals:

Leslie briefly touched on the goals she sent out to the Board members. She'll be looking at the budget and exploring the possibilities of redistributing the system's workload by factoring in an increased use in volunteers.

She's going to be working on the new strategic plan, incorporating the best way to keep the system working with budget cuts. She'll be working on a capital plan with Maura's input.

Human Resources:

Trustees made note of the following:

Promotion: Linda Kline, from Page at Technical Services to Library Assistant at Owensville effective December 22nd. Karen West from Library Assistant to Technical Assistant and Maria Miller from Page at Goshen to Library Assistant at Owensville effective January 19th.

New Business:

Susanna Phillips made the motion to reappoint Leslie Massey to the position of Director of the Clermont County Public Library. Anthony Cardinal seconded the motion. Motion was unanimously passed by those present. Motion carried.

Susanna Phillips made a motion to adjourn. Motion seconded by Lois Luyster. None opposed. Motion carried.

President

Secretary