

**Minutes  
Clermont County Public Library  
Board of Trustees  
July 10, 2006**

Attending: William Johnston, Patricia Pryor, Joseph Braun, Marion Crowell, Lois Luster.

Absent: Susanna Phillips, Anthony Cardinal.

Staff: Dave Mezack, Liz Fiene, Jacquie Sehr, Maura Gray, Leslie Massey, Laura Eckert, Pam Newman, Joann Kiser, Aaron Smith, Ann Mansfield.

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

Marion Crowell made a motion to approve the May 8, 2006 minutes as mailed. Motion seconded by William Johnston. None opposed. Motion carried.

**Clerk Treasurer's Report:**

The June Financial Report will be available at the August meeting; the delay is due to the transition of accounting systems.

Cash gifts received: **Resolution 2006-R-13** June donations: From Graeters Kenwood, \$10.00 gift card for Day camp at Union Township (carried over from June).

Patricia Pryor made a motion to approve the bills paid and Resolution R-2006-13. Lois Luyster seconded the motion. Motion was unanimously passed by those present. Motion carried.

The Clerk Treasurer, Director, and Board of Trustees discussed the proposed budgets for 2007 submitted by the Clerk Treasurer. Acknowledged that there are several fixed costs, this means that cuts need to come from the Collection Development and Human Resources budgets.

- The Collection Development Manager cut \$100,000 from her budget.
- Over the next 18 months, the Library is projected to lose 45 staff members through attrition.
- Tuition reimbursement has been eliminated for 2007.

It may be necessary to cut operating hours in the future but it's not necessary now.

The expected money from the state for January – June of 2007 should be the same as what was received for January – June of 2006.

Since the staff will be working harder, the Clerk Treasurer and the Director believe that a 5% raise is warranted.

The Board believes that there are currently too many funding issues that could impact the budget to decide about raises now. The President requested that the Board to revisit the issue before the final budget approval in December, 2006.

The Board has requested that the library staff offer input on potential cuts to the 2007 Budget.

The Board asked the Director to look into a merit raise for the system and bring her recommendations to the Board.

Lois Luyster made the motion to approve the preliminary budget without staff raises. Patricia Pryor seconded the motion. Motion was unanimously passed by those present. Motion carried.

**Director's Report:**

**Branch Update:**

The Director introduced the Milford Miami Twp. Branch Manager, Joann Kiser who spoke about the branch and her staff. The Director made note that Joann Kiser is one of the system's most experienced branch managers.

The Branch Manager pointed out that the Milford Miami Twp. Branch is the largest branch with the largest staff accounting for 22-23% of the system's circulation with a thousand items per day being checked out.

The staff is very involved with system wide groups and projects as well as being involved with community activities. The branch has a very successful Friends of the Library group which has raised \$4,000 this year.

**Programs:**

The Director pointed out some recent programming in the branches. Puppys tales where trained therapy dogs come into the library so that children may read to them has been held at several branches. Escape to Freedom: An Underground Railroad History Day Camp took place at the Bethel branch via a NEH grant.

In accordance with the LSTA grant, Services without Boundaries: Making Access Possible all branches are hosting open houses to show the community the new adaptive technology. Sensitivity training for the staff will happen on September 29. The system will be closed for that day so that staff can attend a daylong session with a trainer. The staff will also have the chance to participate in a focus group about library issues.

**Legislative Update:**

House Bill 3 is about how people register to vote, so far it's not affecting libraries.

**Human Resources:**

**Family Sick Leave:**

The 48 hours allocated to family sick leave was subtracted at the end of the year from individual staff sick leave balances. Staff may now use their personal sick leave to care for family members on a short term basis. If a staff member needs to take extended leave to care for a family member, the Family Medical Leave Act will take effect.

**Harassment Policy:**

The policy contains two parts, General Harassment and Sexual Harassment. The Human Resources Manager will be visiting the branches to explain the new policy. All staff members will be required to sign it.

Joseph Braun asked that the phrase "sexual orientation" be removed because that's not a protected class under state law. The question was posed to the Board asking that if the language "sexual orientation" was removed, did that mean that harassment based on sexual orientation would be tolerated. The Board's response was that harassment based on sexual orientation would not be tolerated.

Patricia Pryor made the motion to approve the Harassment Policy with the revision. Marion Croswell seconded the motion. Motion was unanimously passed by those present. Motion carried.

**Human Resources Plan:**

The Board was impressed with the Human Resources Manager's plan and asked to be kept aware of when parts of the plan are implemented.

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New Business:

Joseph Braun, Leslie Massey, and Dave Mezack are meeting with Ken Geis about property in Union Township and the possibility of a new library building there. At the current time, renovation of the General Data building is cost prohibitive.

Patricia Pryor made the motion to go Executive Session pursuant to ORC 121.22 (G1) to discuss personnel issues. Lois Luyster seconded the motion. Motion approved by voice vote: Marion Croswell, Aye; Joseph Braun, Aye; William Johnston, Aye; Lois Luyster, Aye; Patricia Pryor, Aye. None opposed. Motion carried.

Lois Luyster made a motion to come out of Executive Session. Motion seconded by Marion Croswell. Motion approved by voice vote: Marion Croswell, Aye; Joseph Braun, Aye; William Johnston, Aye; Lois Luyster, Aye; Patricia Pryor, Aye. None opposed. Motion carried.

Lois Luyster made a motion to pass Resolution 14. Motion seconded by Marion Croswell. None opposed. Motion carried.

Lois Luyster made a motion to adjourn. Motion seconded by William Johnston. None opposed. Motion carried.

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President

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Secretary