

**Minutes  
Clermont County Public Library  
Board of Trustees  
May 8, 2006**

Attending: Susanna Phillips, Patricia Pryor, William Johnston, Joseph Braun Marion  
Croswell, Lois Luyster.

Absent: Anthony Cardinal.

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

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

Susanna Phillips made a motion to approve the April 11, 2006 minutes as mailed.  
Motion seconded by William Johnston. None opposed. Motion carried.

**Clerk Treasurer's Report:**

Maura Gray handed out the April 2006 Financial Report.

**Resolution R-2006-9** – \$60 from Williamsburg Friends of the Library to purchase  
an MP3 player for the summer Teen Reading Program. From the Retired Teachers'  
Association, \$41.90 to purchase books in memory of Marlyn Matthis and Allie Marie  
Livengood for Williamsburg. From Peggy Richardson, \$15 for genealogy materials at  
Doris Wood. From Doris Wood Friends Group, \$60 for an MP3 for Teen Summer  
Reading Give Away. From Friends of the Bethel Branch Library, \$200 for patio  
furniture and \$150 to cover speaker fee (Hank Arbaugh).

**Resolution R-2006-10** establishing Fund 215 for Federal Grant LP-50005-06  
National Endowment for the Humanities, advance seed cash to this fund, and  
appropriate funds for this grant.

Patricia Pryor made a motion to approve the Financial Report, bills paid, Resolution  
R-2006-9, and Resolution R-2006-10. Susanna Phillips seconded the motion. Motion  
was unanimously passed by those present. Motion carried.

The Clerk Treasurer reported about the recent audit.

**Resolution R-2006-11** establishing the Board of Trustees as audit committee.

Marion Croswell made a motion to approve Resolution R-2006-11. Patricia Pryor  
seconded the motion. Motion was unanimously passed by those present. Motion  
carried.

**Director's Report:**

- Summer Reading Program: the Friends of the Library are supporting the  
program via donations to purchase MP3 players. KnowledgeWorks Foundation  
has donated a laptop computer.
- LibQual Survey: done. The finished report will be presented to the Board.

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- Friends of the Library Umbrella Group raised over \$1,300 by selling old computers and furniture from the branches.
- Focus groups: some focus groups are finished. More are planned for later this month. Board members are welcome to attend.
- Smithsonian Key Ingredients Display: opens August 2007.
- The sale of the Old Bethel property is in progress and details should be finalized by May 30, 2006.
- General Data building: Leslie Massey and Dave Mezack are meeting with Ken Geiss on May 11 to discuss the project. They will bring additional information to the June Board meeting.

### Mission statement:

Board discussed a new version of a mission statement and a core values statement. The Director will bring final, updated versions of both to the next meeting for the Board's approval.

### Budget planning:

Budgets for a variety of scenarios are being planned. Library is looking into lease agreements for items like computers. Hiring frost in effect, which means that positions aren't immediately filled when someone leaves. Workload studies and program cost analyses have been done. Moving to centralized selection will free up reference staff time. Circulation of entertainment films has dropped nearly 70%.

### Legislative Update:

Liz Fiene had her first speaking engagement about the TEL. Branches and the Library website also have information about the TEL.

OLC is encouraging library systems to pass a resolution against the TEL.

Senate Bill 9 deals with Homeland Security. Dave Mezack, Jacquie Sehr, and Maura Gray are looking into how it will impact the Library; they will suggest procedures.

House Bill 9 deals with open records. The Library will need an updated Retention Policy that has guidelines explaining which records are kept for what period of time; this includes the Library's website. Leslie Massey will bring the current retention policy to the June Board meeting for review.

### Branch Update:

Chris Wick, New Richmond Branch Manager, spoke about the potential growth in the area and its possible impact on the branch. She also spoke about all of the outreach she and her staff are currently doing.

**Human Resources:**

Trustees made note of the following:

**Appointment:** Magdalene (Maggie) Tremper, Library Assistant Pay Grade 12A, at Amelia effective April 15<sup>th</sup>.

**Separation:** Tamar Kreke, effective May 2<sup>nd</sup>.

**New Business:**

There was no new business to discuss.

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

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

Susanna Phillips made a motion to adjourn. Motion seconded by Marion Crowell. None opposed. Motion carried.

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President

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Secretary