

**Minutes
Clermont County Public Library
Board of Trustees
January 14, 2008**

Present: Joseph Braun, Patricia Pryor, William Johnston, Judith Kocica, Marion Crowell, Anthony Cardinal.

Absent: Lois Luyster.

Staff: Maura Gray, Dave Mezack, Laura Eckert, Liz Fiene, Sue Riggs, Lynn Baird, Chris Wick, Candee Shaffer, Lisa Breithaupt, Marge Cook, Joann Kiser, Pam Newman, Linda Kline.

President Braun called the meeting to order at 6:10P.M.

Everyone stood and recited the Pledge of Allegiance.

Judith Kocica made a motion to approve the December 10, 2007, Minutes as amended. The motion was seconded by Patricia Pryor. None opposed. Motion carried.

Public Discussion:

There was no public discussion.

Interim Director Dave Mezack introduced the attending library staff members.

Clerk Treasurer's Report:

The Clerk Treasurer told the Board members what the Financial Report covered. She pointed out that there was a \$100,005 positive cash flow.

Judith Kocica made a motion to approve: the December 2007 Financial Report; December bills paid; **Resolution R-2008-1: Acceptance of Gifts to the Library:** From Belva Creager, in Memory of Thomas Creager, \$100.00 to be used at the Owensville Branch. From Laverne McKenney, \$100.00 for the purchase of an art book for the Amelia Branch; **Resolution R-2008-2:** Resolution to transfer cash from the General Fund (101) to the 27th Pay Fund (207), the Debt Service Fund (301) and the Capital Fund (400); **Resolution R-2008-3:** Resolution to Amend the Temporary Appropriation to Include Unexpended Grant Funds in Fund 216; **Resolution R-2008-4:** To approve the expenditure of funds from the general fund for a one time purchase of refreshments at a staff training.

Discussion: President Braun asked if the Library was permitted to provide refreshments at training and Ms. Gray said that the Library is allowed to do that and that she has the email from the Auditors if anyone has any questions. Ms. Kocica noted that the county sets money aside to provide refreshments at special events. Ms. Gray noted that the Governor created a mandate regarding food for employees at functions that applies to state and library employees.

Marion Crowell seconded the motion. None opposed. Motion carried.

President Braun noted that the next meeting would involve a lot of number crunching as the Board will be discussing the Budget.

Ms. Gray noted the 2007 fiscal year end expenses \$8,066,382.07 and the revenue \$8,541,759.57 were very positive. Ms. Kocica asked if that was an unencumbered balance and Ms. Gray said it was. President Braun asked if the encumbrances would be spent on outstanding bills and Ms. Gray said yes.

Ms. Gray noted that the BWC fees were down by around \$33,000.

She also said that the auditors will be in for the 2007 audit soon. They need to finalize the numbers from the 2006 audit; their fieldwork was done in June.

Interim Director's Report:

Gifts:

From Friends of Amelia Library, candy for the Gingerbread House Program; from Sharon Ludwick, an artificial Christmas tree for the Milford- Miami Township Library; from New Richmond Friends of the Library, a subscription to the *Wall Street Journal*; from Donna & Rita Rhein, National Geographic *Through the Lens*, for Goshen in memory of Jim Rhein, Sr.; from Kelly Richmond, a current Clermont County map (ready to hang) for New Richmond; *Starting Out Right* from Patty Stefanik of 4C for New Richmond; and *Fisher Price Little People Sweet Sounds Home* from Cynthia Sullivan for Milford-Miami Township.

Amnesty Week:

In total \$20,839 was waived and discarded. \$12,142 worth of materials was returned to the collection. The amount owed to the Library did not decrease nor did the number of overdue items decrease significantly.

Lynn Baird spoke to the Board, explaining that she's been through several amnesty weeks and that this was interesting because it's the first time that the results have been tracked. She said that amnesty weeks are usually PR tools because it's not the most effective way to recover materials. She noted that the MR Department did a great job publicizing the event.

Mrs. Crowell asked if old items were returned. Ms. Baird indicated that 77% of the materials were returned to the collection.

President Braun asked if there was anything she'd recommend doing differently and she said no, that it was fairly straightforward.

Mr. Cardinal asked about the cost benefit. Ms. Baird said that it required about 20 hours of work from her department. Ms. Kocica asked if amnesty isn't effective then what is. Ms. Baird responded that an effective way of returning items to the collection and collecting outstanding fines is why the Library began using Unique Management Services. President Braun noted that the Library receives a decent return with UMS and that it looks like they're more effective than an amnesty period. Ms. Baird said that UMS has more teeth and that return rates are up 14% with them. Ms. Gray noted that the Library is in the black with UMS and that they return about \$8,000 per month. Ms. Baird also pointed out that accounts are turned over to UMS in a timely fashion so the materials are current when they're returned to the collection.

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Public Records Training:

President Braun asked if we've checked to see if that applies to the Board. Ms. Kocica said that she attended it and that it's helpful to have the individual in charge of records attend. President Braun said that he thought the Board should designate Dave and Maura to attend it as well as any branch manager. He indicated that it's important for as many people as possible to know about public records. Mr. Mezack said that maybe the Library could have someone come to a managers meeting and present the training. Ms. Kocica suggested that people go to the state attorney general's website for more information. She also indicated that all branch managers and administration staff should have a copy of the Public Records Policy.

President Braun noted that people may start filing suits to test the statute.

Patricia Pryor made a motion to designate Maura Gray and Dave Mezack as representatives to attend the open records training. William Johnston seconded the motion. None opposed. Motion carried.

Auto Accident:

The Interim Director noted that a Library vehicle was totaled when a staff member was involved in an accident. There was no injury to the staff member. He said it will take approximately \$45-46,000 to replace the vehicle and that the Library will need to pay \$30,885.

Programming Budget for 2008:

The Public Affairs and Programs department prepared a list of system wide programs being planned for 2008 broken down by program and item cost. The Teen Band Expose has been replaced with other programs.

Mrs. Crosswell asked if people use the Library when attending a program. The Interim Director noted that people do checkout books and other items. Ms. Pryor added that when she's attended a program, she's noticed people checking out items.

Levy:

The Interim Director noted that in a few years, the Library won't have the funds to support all of its services and programs. The President asked how long the Library can go with current funds and what sort of funding hits can the Library take? Ms. Gray said she would email board members her spreadsheet with several financial scenarios on it.

Ms. Kocica asked if board members could have a list of assets. Ms. Gray said that the Library has a fixed asset register. Ms. Kocica asked if the Library's liability insurance carrier requires a list of assets. Ms. Gray said that the Library uses the fixed asset register that books assets at historical cost. Mr. Mezack noted that the insurance carrier did an audit three years ago.

Mr. Johnston asked what the levy options are. Ms. Kocica responded that there's the special election in August and the November presidential election.

Merit Raises:

The Interim Director said that everyone involved did a great job with the process.

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Human Resources:

The Board made note of the following:

Promotion: Connie Fitzgerald from Assistant Trainer to System Training Supervisor effective December 20th.

Rehire: Dorothea Ertel, Service Specialist (part time) for New Richmond effective January 4th.

New business:

Mrs. Croswell asked about the search for the new director and President Braun suggested bumping the discussion to the next meeting.

President Braun asked Ms. Kocica to take the secretary's place during Lois Luyster's absence and sign the minutes from the Board Meeting.

Marion Croswell made a motion to go into executive session to discuss personnel and salary issues pursuant to ORC 121.22 (G1). Patricia Pryor seconded the motion. Motion approved by voice vote. Joseph Braun, Aye; Patricia Pryor, Aye; William Johnston, Aye; Marion Croswell, Aye; Anthony Cardinal, Aye; Judith Kocica, Aye.

The Board resumed its regular session at 8:11P.M.

Patricia Pryor made a motion to increase the Clerk Treasurer's salary to \$74,000. Judith Kocica seconded the motion. None opposed. Motion carried.

Judith Kocica made a motion to increase the Interim Director's salary to \$84,000. Marion Croswell seconded the motion. None opposed. Motion carried.

Patricia Pryor made the motion to adjourn the meeting. Anthony Cardinal seconded the motion. None opposed. Motion carried.

The Board of Trustees' meeting was adjourned at 8:15P.M.

President

Secretary