

Minutes
Clermont County Public Library
Board of Trustees
May 12, 2008

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

Absent: Lois Luyster.

Staff: Dave Mezack, Maura Gray, Sue Riggs, Liz Fiene, Lisa Salyers, Chris Rich, Tracey McCullough, Emily Wichman, Julie Sigrist, Linda Kline.

Staff introduced themselves to the Board.

Everyone rose and recited the Pledge of Allegiance.

Friends of the Library:

Each of the Friends of the Library groups present introduced themselves.

From the Milford Branch: Marilou Coldewey, Ken Gee, Eb Axe, Phyllis Welch.

From the Amelia Branch: Wilson Palmer.

From the Goshen Branch: Jeanne Chaney, Jane Spaulding, Shirley Bixler.

From the Williamsburg Branch: Lucy Snell.

President Braun encouraged all members of the Friends of the Library groups to attend future Board meetings. He explained how Board members are chosen and appointed. He welcomed all of the Friends members and thanked them for their contributions to the Library. Each Friends group was presented with a certificate of appreciation. He asked the groups to share their current activities with the Board.

The Milford group has recently purchased furniture, a flagpole, plants for outside the building, and items for the library's collection with funds raised by book sales. Members also participate in the Library's booth at the Clermont County Fair as well as marching in parades. Emily Wichman, the Milford Branch Friends Liaison said that it's a privilege to work with the Friends group and that they've raised over \$33,000 since 2005.

The Williamsburg group has an honor sale shelf that raises money. They've recently purchased two computers for the branch, a bike rack, new rug, and a rolling cart for when branch staff makes outreach visits to seniors. The group also creates gift baskets to use as fund raisers at the holidays.

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The Goshen group has book sales and an honor shelf that raises money for them to purchase magazine subscriptions, computers, new flags, items for the collection, and furniture for the branch.

Wilson Palmer from the Amelia group and also the Treasurer of the Umbrella Group for the Friends pointed out that while some of the branch groups are small in terms of membership numbers they still raise a great deal of money.

Lisa Salyers, the manager of the Union Twp. branch said thanks to the efforts of Emily Wichman and the Milford Friends the Union Twp. Friends group is up to six members. She said that they've purchased a new flag and are setting up an honor shelf in the branch.

President Braun said that libraries in Ohio are no longer able to simply give discarded items to their Friends groups. He said that he asked the Prosecutor's Office how to allow the CCPL Friends groups to continue to use discarded library items. He said that the issue is taking state property and selling it and taking the money. He said that the loophole is if the Library acts as the banker. The Friends take the books, sell them, and then the Library is given the money. He added that the Library won't do anything with those funds without input from the Friends. He continued that the Auditors are tightening bookkeeping all over the state.

Mr. Palmer suggested that the Friends could buy the discarded books from the Library and then sell them. President Braun said that unfortunately if the Library wanted to sell the books, they'd have to be put out for bid.

There was some discussion about what the Friends groups would do for money to purchase things like boxes and tape. President Braun explained that the groups would still have immediate access to accounts with funds that were from fundraising efforts that didn't take place on Library premises and didn't involve using Library items like discarded books. It's only funds raised from the sale of Library items such as discarded books or from funds raised in libraries or on Library premises that need to immediately go in to the Library's account.

President Braun reiterated that the Library would just be acting as the bank for the Friends group funds. He said that their input would still be sought about what to do with those funds. Someone asked if the individual groups had to get rid of their individual accounts. He said that while Friends groups are able to give all proceeds to the Library if they want to, they are still able to maintain individual accounts.

A Friends member asked how the money would get to Administration and President Braun suggested that all groups be given deposit tickets.

There was a question of whether or not the Friends groups are able to hold raffles; the Clerk Treasurer is investigating this.

A Friends member asked if the funds given directly to the Library would be in CDs, earning interest and the Clerk Treasurer said that all of the Library accounts earn more interest than

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a CD would. She also said that interest can be tracked separately for each of the Friends groups. The Friends member asked if they needed to cash in the CDs they now have and President Braun said no, that this is the new policy going forward.

President Braun said that he wants to make the transition as easy as possible and to do what's as close as possible to what the Friends groups are already doing while complying with the State Auditors. He explained that if the Library allows the Friends to sell items on Library property and then keep the proceeds that the Library would have to allow anyone else to do the same thing.

There was a question about limited storage space for the Friends groups in the branches and President Braun offered them to use of the property on Sunny Lane. Mr. Mezack offered the assistance of the Library's maintenance staff to help move items; he said he would be visiting individual branches and assessing available storage space.

Emily Wichman asked if the new policies and procedures about fundraising and Friends groups could be put into writing. President Braun said that the Interim Director and Clerk Treasurer would put the new policies and procedures into writing and then submit them to the Prosecutor's Office and the Auditors for approval. Until then, he said that groups may continue as is.

President Braun said that the Board appreciated all of the input from everyone.

President Braun suggested a quick break before continuing with the agenda at 7:10P.M.

The meeting resumed at 7:30P.M.

Patricia Pryor made a motion to approve the April 14, 2008, Minutes as amended. Judith Kocica seconded the motion. None opposed. Motion carried.

Public Discussion:

Ms. Snell asked if the Library was going to change its hours. The Interim Director said that it wasn't. She said she'd heard that different branches were going to have different hours; she added that she thought all of the branches should have the same hours.

Clerk Treasurer's Report:

Judith Kocica made a motion to accept the April Financial Report, bills paid and the following gifts: Resolution R-2008-10: Acceptance of Gifts to the Library: From Electronic Classroom of Tomorrow, \$200.00 for various magazine titles. From the Clermont County Ohio Retired Teachers Association, in memory of Wallace Maw, \$16.00 for the purchase of a book titled Smash, Crash for use in the New Richmond Branch Library. From the Friends of the Library at Milford, \$952.09, for a US flag, a State flag, a rocking chair and a displayer for use at the Milford Branch Library. Patricia Pryor seconded the motion. None opposed. Motion carried.

Ms. Gray said that the audit results showed four incidents of non-compliance in 2005 and none in 2006. She said that issues like CCPL's lack of a cell phone policy and travel perks have been addressed in the revised employee handbook. She said if any Board members had questions about the results to contact her.

President Braun noted that the Auditors have indicated how well things are done now compared to how they were done in the past.

Interim Director's Report:

Gifts:

From Leslie Jacobs, supplies for the Film Discussion Group and the Book Discussion Group at Doris Wood. For the Goshen Branch, from Sharon Siepel, *Essential Survival Guide to Living on Your Own*, and from the Goshen Township Historical Society, *Goshen Township History and Directory*.

Batavia Incident:

Mr. Mezack described an incident that occurred at the Batavia branch involving a patron threatening to commit suicide. He commented on how well the staff handled the situation and how Administration wanted to commend them by providing lunch. He added that they were offered the chance to go home after the situation was resolved but that they all declined and finished out their workdays.

Patricia Pryor made a motion to approve Resolution R-2008-11: Resolution to Approve the Expenditure of funds from the General Fund (funds to be used to provide lunch for the Batavia staff). William Johnston seconded the motion. None opposed. Motion carried.

Annexation:

Judith Kocica clarified that the Owensville Branch isn't part of the proposed annexation; she said the branch is just within ½ mile and required to be notified. She said the Library isn't a signatory and therefore doesn't have standing although the Library is able to attend the meeting. President Braun asked if the Board needed to take an action and she said no.

Union Twp. Project:

Mr. Mezack said that a meeting with Dave Spinney, Doug Walker, Mr. Johnston, President Braun, and himself took place about the proposed Union Twp project on Clough Pike. He said that a discussion with Ken Geis and CUC has to happen because the Library needs to own the property free and clear before the project can move forward.

Mrs. Crosswell asked what's been proposed. President Braun said that nothing has been proposed yet because they want the land titled to the Library and then they can put the project out to bid. Ms. Kocica asked if the land would be purchased or donated and President Braun said it would be donated.

Artwork:

Mr. Mezack said that the Library's Graphic Designer, Linda Ireton had created artwork for the new children's library card and that the company that makes the cards wants permission to use the artwork. He asked how the Board wanted to proceed. President Braun said that Mr. Mezack should talk to Ms. Ireton to see what she recommends doing. He added that she did a great job.

Director Search:

President Braun asked if the Board wanted to post the job other places than the Library's website and the other members agreed as long as the listings were free. Mrs. Crowell said that the qualifications for the Director need to be listed because it's not clear. President Braun said that the duties of the job are listed but not the educational requirements. Mrs. Crowell said that the Board needs to advertise for an MLS. Ms. Kocica said that the Board wanted to accept applications without excluding anyone. President Braun said that he wants a candidate who's a good manager of people and who can manage a budget.

Mrs. Crowell asked if by not hiring a director with an MLS wasn't the Board devaluing the staff who have an MLS.

Levy:

Ms. Pryor asked what the Board's deadlines are with regard to a levy. Ms. Kocica said 75 days before a general election. President Braun said the Board will need to decide no later than July and to place it on the July agenda. Ms. Gray offered to email the Board the impact of new property values. Ms. Kocica asked how much was generated in the first collection. Ms. Gray said \$590,00.

Mrs. Crowell asked what the property devaluation will do. President Braun responded that it certainly won't help the Library. He said he thought the Board should put a levy on the ballot.

Ms. Kocica said that it would be interesting to see what other political subdivisions are doing. She said that renewals usually get passed, replacement levies get passed if they're well presented and that increases are an unsure thing in financially difficult times.

Mr. Johnston asked if it wouldn't make sense to ask for a new levy. President Braun said the Library should keep what it has and ask for a new levy. Ms. Kocica said that if the Library asks for a re-evaluation and a new levy then the Library wouldn't lose what we have now.

She asked if the Library's on target with the new funding. Ms. Gray said the Library is on target. Ms. Kocica said she'd like to see a comparison with the old formula. Ms. Gray said that the Library's cash flow is a bit different but that the net effect is the same. President Braun said he'd like to see a two year comparison.

Human Resources:

The Board took note of the following:

Appointment: Debra Wesseler, Human Resources Coordinator, effective May 19th.

Mr. Mezack said that Ms. Wesseler has been doing consultation and is looking forward to working at the Library. Ms. Kocica asked how many applicants there were and Mr. Mezack said that there were several applicants, six of whom were interviewed. He said that Ms. Wesseler was the best fit.

Executive Session:

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

The Board went into Executive Session at 8:15P.M.

The Board resumed its regular meeting at 8:49P.M.

Patricia Pryor made the motion to adjourn. William Johnston seconded the motion. None opposed. Motion carried.

The Board adjourned its meeting at 8:50P.M.

President

Secretary