

MINUTES
CLERMONT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

April 18, 2005

Attending the meeting were Barbara Wiedenbein, Lois Luyster, Marion Croswell, and Joseph Braun.

Absent: Jean Schmidt, Susanna Phillips, and Anthony Cardinal

Staff attending: Leslie Massey, Jacquie Sehr, Bill Jenny, Dave Mezack, Elizabeth Fiene, and Holly Varley.

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

Barbara Wiedenbein made a motion to approve the March 14, 2005, Minutes as mailed. Motion seconded by Lois Luyster. None opposed. Motion carried.

Clerk Treasurer's Report:

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

Marion Croswell made a motion to accept cash gifts as follows:

- For Milford-Miami Township, \$25.00 from Elizabeth Surkamp for a frame for Ansel Adams prints (in memory of Martha Cosby), \$50.00 from Bertha Anne Topie, \$25.00 from Julie A. Topie and James D. Topie, for Ansel Adams prints (in memory of Bertha Stauffenberg) and increase appropriation of line 49200-Branch décor. \$20.00 from an anonymous patron and increase appropriation of line 21110-Program supplies.
- **Friends:** \$122.50 from the Doris Wood (Batavia) Friends Group for display items and increase appropriation of line 21110-Program supplies. From Milford Friends of the Library, \$30.00 to purchase the book *Founding Mothers* and increase appropriation of line 41000-Books.; and \$800.00 for various items and increase appropriation of line 55200- Branch Fixtures/Equipment. \$525.00 from Williamsburg Friends of the Library for programming and increase appropriation of line 32500 – Youth programs.
- \$1,500.00 from Cinergy Foundation for the Summer Reading Carnival and increase appropriation of line 21110-Program supplies.
- \$206.60 from various patrons as “I Love My Library” gifts and increase appropriation of line 21110-Program supplies.
- \$2500.00 from the Clermont County Genealogical Society to purchase a computer for the Doris Wood Branch and increase appropriation of line 55300-Computer hardware.

→ \$10.00 gift card from Wal-Mart for youth programs at Union Township. Since there is no money being deposited, no appropriation activity is required. \$100.00 from Felicity Friends of the Library and \$100.00 from the Milford-Miami Township Friends of the Library and \$40.00 from Williamsburg Friends of the Library to purchase *Harry Potter* books for a give-a-way. Since these books will not be added to our collection, this is simply a pass-through transaction and no appropriations need be changed.

Motion seconded by Barbara Wiedenbein. Motion was unanimously passed by those present. Motion carried.

Barbara Wiedenbein made a motion to approve transfer of \$3,880.00 from the General Fund to Fund 407-611 Plane Street Capital Project Fund, and increase appropriation of line 53000-Building within Fund 407, to cover approved Change Orders. Motion seconded by Marion Crowell. Motion was unanimously passed by those present. Motion carried.

Barbara Wiedenbein made a motion to appropriate \$227,129 in the 89000-Contingency line per Board discussion on February 28, 2005. This will help to cover any expenditures that may come up. Motion seconded by Lois Luyster. Motion was unanimously passed by those present. Motion carried

At the May meeting, we will have to find approximately \$355,000 to cut out of the budget – need to begin to think about where to cut. These reductions will have a significant affect on the homebound delivery service, purchase of materials, hours of operation, and technological advances.

Barbara Wiedenbein made a motion to put into effect a hiring freeze, except for those positions that have already been identified. Motion seconded by Lois Luyster. Motion was unanimously passed by those present. Motion carried There would have to be Board action before anyone is hired other than those already previously identified. The state legislature has left us no choice. The other options will need to be decided at the May meeting. Leslie Massey will provide a list of potential areas where cuts could be made at the May meeting.

Director's Report:

Gifts: Barbara Wiedenbein made a motion to accept the CD, *Morning Dew* for the Williamsburg Library from Mark Hanks; for the Amelia Library, *Drums of War* from William S. Stephens; and for Bethel, two copies of *Because of Winn Dixie* from Midway Theater. Motion seconded by Marion Crowell. Motion was unanimously passed by those present. Motion carried.

Other events: The Library has received numerous letters of support from the community and these will be added to packets of information that will be given to legislators in Columbus on April 27th; Wal-Mart has donated \$750 for bilingual programming at Milford-Miami Township;

have been invited to present a poster session at the ALA Conference in Chicago on a project called *A Collage of Cooperation* based on a grant from the Ezra Jack Keats Foundation; and thanks to generous donations by our CCPL Friends Groups, the Union Township Library will host a ‘Harry Potter’ party and give away copies of the new book to 40 children.

The family of Christine McBride, who was instrumental in establishing CCPL, has asked that donations in her memory be sent to the Library.

Operations:

Bethel Project: Drainage problem has been remedied to meet the Village requirements. Project is on schedule – opening planned for late August.

MayanSun: Joe Braun spoke with the owner and there are two or three options available. There will be a resolution before the Board at the next meeting.

Administration Project: The project will be released to endeavor who submitted the low bid of \$3,000.00.

Milford Project: The sewer lateral replacement bids came in way over the amount proposed by Roberts Engineering. Anderson Hills Plumbing was the lowest bid for the installation of the storm water pipe at \$12,100.00. Marion Crosswell made a motion to use some of the money just appropriated in the 89000 – Contingency line to cover the \$12,100.00 for this project. Motion seconded by Barbara Wiedenbein. Motion was unanimously passed by those present. Motion carried.

Procedures for customers with large fines: Bill Jenny will be addressing this issue. Additional procedures are being worked out with staff. The Library has tightened up new registrations and loan procedures. Trustees agreed that when fines reach the \$500 level, Bill Jenny will get involved.

Human Resources

Trustees made note of the following appointments: Debra Ann Fasbender, Library Assistant at New Richmond effective March 28th. Sandra Prell, Public Relations Specialist, Multimedia Resources effective April 21st.

Barbara Wiedenbein made a motion to adjourn. Motion seconded by Lois Luyster. None opposed. Motion carried.

**Approved: May 9, 2005

President

Secretary