

**Minutes
Clermont County Public Library
Board of Trustees
August 13, 2007**

Attending: Marion Crowell, Patricia Pryor, William Johnston, Judith Kocica, Joseph Braun.

Absent: Lois Luyster, Anthony Cardinal.

Staff: Leslie Massey, Maura Gray, Laura Eckert, Dave Mezack, Jacquie Sehr, Pam Newman, Laura Taus, Joann Kiser, Amy Prewitt, Linda Kline.

Public: Richard Spoor, Ken Dixon, Jeff Hardin.

Before calling the meeting to order, President Braun announced that Branch Manager Joann Kiser would be giving the Board a tour of the Milford-Miami Township Branch. He extended the offer for others interested in seeing recent remodeling efforts to join the tour.

President Joseph Braun called the meeting to order at 6:30 P.M.

President Braun led everyone present in reciting the Pledge of Allegiance.

The Director introduced those staff members present at the meeting to the Board members.

Public Discussion:

President Braun opened the floor for comments from the public.

Mr. Jeff Hardin explained that he supports the Library's upcoming levy and that he wants the levy to pass. He did question the propriety of the Clermont County Commissioners appointing one of their staff members, Judith Kocica, to the Clermont County Public Library Board of Trustees. He suggested that the Trustees approach the Ohio Attorney General for an opinion about a potential conflict of interest.

President Braun asked the Board if they had a response. Ms. Kocica stated that before she was appointed, the Chief Prosecuting Attorney said that there was no conflict of interest. Marion Crowell said that she felt the Board should support the Commissioners' choice of appointee.

Ken Dixon from KZF spoke to the Board, asking if they would consider extending the length of time in which they are accepting bids for the new Union Township Branch. He said that an additional three weeks would be optimal. William Johnston asked if he would share where the site for the new branch is located. Mr. Dixon responded that since the land isn't secured, he didn't feel comfortable revealing that information.

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President Braun asked Dave Mezack, the Operations and Facilities Coordinator how long a project is usually put out for bid. Mr. Mezack responded that in the past the Library has advertised for four weeks. He continued that this time the Library is advertising for seven weeks.

Mrs. Croswell made a motion to go in to Executive Session pursuant to ORC 121.22 (G2) to discuss Union Township property issues. Mr. Johnston seconded the motion. Motion approved by voice vote: Judith Kocica, Aye; Marion Croswell, Aye; Patricia Pryor, Aye; Joseph Braun, Aye; William Johnston, Aye.

Let the record show that the Board of Trustees concluded the executive session and returned to regular session at 7:14P.M.

Mrs. Croswell made a motion to end the Executive Session. Ms. Pryor seconded the motion. Motion approved by voice vote: Judith Kocica, Aye; Marion Croswell, Aye; Patricia Pryor, Aye; Joseph Braun, Aye; William Johnston, Aye.

President Braun stated that after the bids for the Union Twp project are opened, all of the bidders will be invited to the following Board meeting to make a presentation to the Board.

Ken Dixon asked if the Board had a budget for the project. The Fiscal Officer responded that the Library's budget is 6-10 million dollars. He asked how many bids had been submitted and Mr. Mezack responded that six bid packets had been picked up.

Mrs. Croswell made a motion to accept the July 7, 2007, Meeting Minutes as corrected. William Johnston seconded the motion. None opposed. President Braun abstained since he wasn't at the July 7, 2007, meeting. Motion carried.

Clerk Treasurer's Report:

Ms. Pryor made a motion to accept the July Financial Report, the July bills paid, and Resolution R-2007-13: Acceptance of Gifts to the Library: From Boyd E. Smith Elementary, 1st and 2nd grades, \$25.00 to purchase a beginning reader book in appreciation for the *Dreamweavers* performance, for Milford-Miami Township Branch; from Ken and Karen Muldrow, \$464.82 for subscriptions to five magazines for three years, and from Elaine Edwards Foulter, \$2.00 for genealogy. From the Friends of the Library at New Richmond, \$187.80 for history preservation materials, \$1,842.00 for public computers, and \$125.00 for entertainment at the *Harry Potter* Party. Mrs. Croswell seconded the motion. Motion was unanimously passed by those present. Motion carried.

Ms. Kocica made a motion to approve Resolution R-2007-14: Resolution to open Fund 408 Mr. Johnston seconded the motion. Motion was unanimously passed by those present. Motion carried.

Ms. Kocica made a motion to approve Resolution R-2007-15: Permit opening of bids. Mrs. Croswell seconded the motion. Motion was unanimously passed by those present. Motion carried.

Director's Report:

Ms. Pryor made a motion to accept gift certificates from Bistro Joe Restaurant for the Key Ingredients exhibit. Mrs. Croswell seconded the motion. Motion was unanimously passed by those present. Motion carried.

The Director mentioned that the Key Ingredients exhibit was going well with over 450 people visiting it to date. She also mentioned the upcoming program, *Flash Your Card and Save*. Sixty businesses, three times the number who participated last year, will be partnering with the Library to offer discounts to library card holders.

Ms. Massey said that the performance audit is going well. Many of the recommendations are higher level because CCPL meets many of the basic recommendations. The auditors will be done with their fieldwork by the end of August.

A staff survey will be administered in September. The survey will be available online via SurveyMonkey.com although staff members may take the survey via a hard copy as well. The survey will be anonymous and results will be shared with the Board once they are compiled.

There was some discussion about the new revenue disbursement timing. Ms. Gray said that the Library was on target with the revenue estimate.

President Braun noted that Senator Schuler's Bill shortens the period to accept bids from four weeks to two weeks. Ms. Kocica asked if the Library advertised for seven weeks. Ms. Gray answered that the Library advertised for seven consecutive Sundays.

Ms. Massey said that the Library is still discussing the Staff Handbook with the Prosecutor's Office. Currently, the Library is waiting for the Prosecutor's Office to return the handbook along with their suggested changes.

Ms. Massey informed the Board that the Library's managers would be having a retreat on Columbus Day. They'll receive training on handling staff emotions in the workplace and discussing the results from the performance audit.

Human Resources:

Resignations: Melina Braun, Library Assistant at Amelia effective August 10th.

Retirement: Patsy Shiveley, Service Specialist at Doris Wood, effective September 30th.

Jacque Sehr will compose an updated list of staff including vacant positions.

Operations:

The Milford-Miami Township Branch Friends of the Library are donating the money to have the branch's façade repainted.

To save money, the Milford-Miami Township Branch has a new type of internet connectivity. Using Time Warner instead of a T1 line will save \$340 per month.

The name change at the Williamsburg Branch to the Marion G. Croswell Branch is completed.

There is a third party roofing inspection occurring. The results will be reported to the Board in October.

Skate stoppers have been installed at all of the branches.

The shuttle route between the branches will be changing as there won't be Saturday shuttle deliveries any longer. One of the drivers is taking time off and won't be replaced due to the hiring slow down. Eliminating Saturday deliveries will result in a fuel cost savings.

Discussion about staffing:

Ms. Pryor asked if Administration knew how low the numbers could get with regard to staffing. Ms. Massey replied that they've discovered that their original estimates need to be revised to reflect the reality of the impact of the past year.

Ms. Pryor commented that she'd like a better picture of what the Library needs. President Braun suggested that all of the recent reports about staffing be compiled into one document.

Ms. Massey said the most recent change in staffing was to hire pages. She said that having the pages freed up circulation staff which in turn freed up reference staff. She also commented that sick leave and vacations were having an impact on scheduling. Ms. Kocica asked if any retired staff would be interested in returning to the Library. There was some discussion about how this would affect their PERS. Ms. Massey pointed out that the Library is currently using floaters to fill staffing holes in the branches as well as staff from support departments.

Ms. Pryor asked if system programmers were being used. Ms. Massey replied that the Library has experience working with one system programmer and due to scheduling conflicts that it didn't work as well as planned.

Mr. Johnston asked if floaters received mileage and Ms. Massey replied no.

Ms. Kocica asked how many employees did the Library have at the beginning of the slow down. Ms. Massey replied that there were 159 employees in August, 2006 and 132 in August, 2007. She noted that the Library has promoted from within but that that still leaves staffing holes.

President Braun asked if the Library is saving any money due to the unfilled positions. Ms. Massey replied that some money is being saved. President Braun said that the Director could approach the Board about hiring additional staff. Ms. Massey said that she was being cautious because she didn't want to hire people if the Library would be unable to retain them.

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Ms. Pryor made the motion to adjourn the meeting. Mrs. Croswell seconded the motion. Motion was unanimously passed by those present. Motion carried.

At 8:03 P.M. the meeting was adjourned.

President

Secretary