

MINUTES
CLERMONT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 9, 2004

Attending the meeting were Anthony Cardinal, Phillip Petrey, Susanna Phillips, and Lois Luyster.

Absent: Marion Crowell, Joseph Braun, and Barbara Wiedenbein

Staff: Leslie Massey, Bill Jenny, Bonnie Speece, Jacquie Sehr, Dave Mezack, and Lisa Salyers.

President Phillip Petrey called the meeting to order at 6:00 P.M.

Lois Luyster made a motion to approve the July 12, 2004, Minutes as mailed. Motion seconded by Anthony Cardinal. None opposed. Motion carried.

Clerk Treasurer's Report:

Anthony Cardinal made a motion to approve the July 2004 Financial Report and bills paid. Motion seconded by Susanna Phillips. Motion was unanimously passed by those present. Motion carried.

Lois Luyster made a motion to accept the following cash gifts and appropriations: \$1,000.00 from the Wal-Mart Foundation for the Summer Reading program; \$100.00 from the Bethel Friends of the Library to cover expenses of the Summer Reading Kick-off; and \$25.00 from Sharon G. Layman for Summer Reading Program carnival supplies and increase appropriation of line 21110-Program supplies based on these gifts. \$50.00 from Hyde Park Multi Service Center for Older Adults, Inc. to support Dream Weavers and increase appropriation of line 31100-Meetings/continuing education based on this gift. \$500.00 from Wordsworth & Associates for permanent youth area fixtures at Milford-Miami Township Branch and increase appropriation of 49200-Branch décor based on this gift. Motion seconded by Susanna Phillips. Motion was unanimously passed by those present. Motion carried.

Susanna Phillips made a motion to increase appropriation of line 42000-Periodicals by \$847.58 based on Adopt-a-Magazine donations. Motion seconded by Anthony Cardinal. {Adopt-a-Magazine has accounted for 4.5% of the magazine budget this year.} Motion was unanimously passed by those present. Motion carried.

Susanna Phillips made a motion to, within Fund 407-611 Plane St. Bethel Capital Proj Fund, transfer budget of \$4,750.80 from line 37300-Other Professional Services to line 39000-Other Purchased Services to pay for advertising for bids. Motion seconded by Anthony Cardinal. Motion was unanimously passed by those present. Motion carried.

Susanna Phillips made a motion to, within the General Fund, transfer budget of \$1,059.00 from line 31100-Meetings/continuing education to line 55400-Computer software to fund Spanish Language software in addition to that funded by the LSTA mini grant. Motion seconded by Anthony Cardinal. Motion was unanimously passed by those present. Motion carried.

Leslie Massey introduced Lisa Salyers, Manager of the Union Township Branch -- Summer Reading went really well – system wide, over three million pages were read – gearing up for the book sale at the end of October – have six volunteers in the program this year – staff has used proactive customer service by walking through the library and asking customers if they need help.

Director's Report:

Gifts: Lois Luyster made a motion to accept the following: from Corinna Blodgett, 20 copies of *Along the Ohio Trail* (for system distribution.); from International House of Pancakes, (Wordsworth & Associates Marketing) *Pancake Dreams*, *Curious George Makes Pancakes*, *Pancakes for Breakfast*, and *Pancakes, Pancakes*, for Milford-Miami Township Library; and from Douglas Thomson, *The Hope Unlike All Others* (three copies) one each for Union Township, Amelia, and Milford-Miami Township. Motion seconded by Anthony Cardinal. Motion was unanimously passed by those present. Motion carried.

Staff Discussions on the 2005 Preliminary Budget: Discussions are complete and a report is being prepared. This process worked so well at providing feedback and giving the staff a basic understanding of the budget that it will be repeated in 2005.

Clermont Reads: The event will take place in October and adults and teens county wide will be encouraged to read and discuss *To Kill a Mockingbird*. There will be a photography project to promote the program.

CD's Received: As part of a settlement with CD distribution companies, the Library received over 1,400 free CD's that can be added to the collection or sold to benefit the Library.

Legislative Updates

Projected LLGSF in 2005: According to the estimate provided by OLC, the Library can expect to receive \$6,222,087 which is an increase of 4.7% over 2004 funding. However, this estimate is not reliable. Recommend proceeding with the 2005 Budget as it has been projected.

Coordinated effort to protect Ohio's Local Government and Library Funds: The Library has received a letter from the County Commissioners explaining their plans to put together a coordinated effort to keep legislators informed on the issues surrounding Local Government Funds. As part of this request, the Commissioners have asked for specific information on how the Library uses these funds.

Trustees and staff discussed the pros and cons of providing this information. Sending the information is fine as it is public information, but the Library must maintain its sovereignty. Leslie will do more research on this issue.

Operations:

Milford-Miami Township Branch: Roberts Engineering has been retained to analyze the parking lot, electrical, replacement of the sewer main between building and street, and confirm the required footage between properties for fire and easement purposes.

Administration: Roberts Engineering will be analyzing the Administration facility and recommendations on a load assessment will be available at the September meeting.

New Richmond: No answer from neighbor regarding the easement agreement. Dave Mezack is also concerned about the liability issue. Joseph Braun is looking into the problem.

Human Resources:

Trustees made note of the following: **Appointments:** Alice Beresford, Adult Services Librarian at Union Township effective August 4th and Kimberly Smithers, Youth Services – Service Specialist at Owensville effective August 7th. **Resignation:** Carol Biehle, Library Assistant at Goshen effective July 31st.

Bonnie Speece discussed the current policy of Professional Leave which allows staff members to work part time but receive full time pay and benefits while obtaining their MLS. This leave program was established because there were so few people available with an MLS. In addition, the program encouraged existing staff to complete the MLS. There are currently three staff members who are enrolled in the professional leave program. Has it become necessary to put a limit on the number of staff participating at one time? Bonnie Speece and Leslie Massey will get more information from other libraries, see what the options are, and bring a recommendation back to the Board.

Susanna Phillips made a motion to go into Executive Session pursuant to ORC 121.22 (G2) to discuss real estate. Motion seconded by Anthony Cardinal. Motion approved by voice vote: Anthony Cardinal, Aye; Lois Luyster, Aye; Phillip Petrey, Aye; and Susanna Phillips, Aye. None opposed. Motion carried.

Susanna Phillips made a motion to come out of Executive Session. Motion seconded by Anthony Cardinal. Motion approved by voice vote: Anthony Cardinal, Aye; Lois Luyster, Aye; Susanna Phillips, Aye; and Phillip Petrey, Aye. None opposed. Motion carried.

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Lois Luyster made a motion to proceed with the Bethel Project and accept the low bids. Motion seconded by Susanna Phillips. Motion was unanimously passed by those present. Motion carried.

Lois Luyster made a motion to adjourn. Motion seconded by Susanna Phillips. None opposed. Motion carried.

***Approved September 13, 2004

President

Secretary