

**Minutes  
Clermont County Public Library  
Board of Trustees  
December 10, 2007**

Attending: William Johnston, Anthony Cardinal, Joseph Braun, Patricia Pryor, Marion Crosswell, Judith Kocica, Lois Luyster.

Absent: None.

Staff: Maura Gray, Dave Mezack, Jacquie Sehr, Liz Fiene, Sue Riggs, Laura Eckert, Linda Kline, Marge Cook, Ann Mansfield, Lynn Baird.

The Performance Auditors' post audit meeting with the Board took place from 6:05P.M. until 7:00P.M.

President Joseph Braun called the Board meeting to order at 7:10 P.M.

Everyone recited the Pledge of Allegiance.

Marion Crosswell made a motion to approve the November 13, 2007, Minutes as mailed. Anthony Cardinal seconded the motion. None opposed. Motion carried.

**Clerk Treasurer's Report:**

Patricia Pryor made a motion to approve the November 2007 Financial Report, the November bills paid, and Resolution R-2007-20: Acceptance of Gifts to the Library: From the Friends of the Library at Milford, \$ 162.00 for a sidewalk sign. From the Friends of the Library at New Richmond, \$ 249.00 for the Wall Street Journal subscription. From the Friends of the Library at Milford, \$ 426.30 for lettering on the front of the Library. From ECOT, \$200.00 for various Adopt-a-Magazine subscriptions for the Doris Wood Branch in Batavia. Lois Luyster seconded the motion. None opposed. Motion carried.

Judith Kocica made a motion to approve Resolution R-2007-21 a temporary appropriation. Patricia Pryor seconded the motion. None opposed. Motion carried.

Judith Kocica made a motion to approve Resolution R-2007-22 which would increase the appropriations by \$1. Patricia Pryor seconded the motion. None opposed. Motion carried.

**Public Discussion:**

President Braun asked that the Public Discussion period be moved to take place directly after the approval of the previous meeting's minutes.

There was no public discussion.

**Director's Report:**

**Gifts:**

Patricia Pryor made a motion to accept the following gifts: from New Richmond Friends, *Grace Under Fire* for New Richmond. From Carolyn Gregory, candy for the Gingerbread House program at Bethel. William Johnston seconded the motion. None opposed. Motion carried.

Policies:

The Prosecuting Attorney's Office reviewed both the Public Records Policy and the Collection Development Policy.

President Braun commented that he liked the way the Union Township Civic Centre has their public records policy posted for the public. He said he'd like to see the branches have something similar. The Interim Director will bring pricing information to the next meeting.

Marion Crosswell made a motion to adopt both policies. Anthony Cardinal seconded the motion. None opposed. Motion carried.

Salaries:

The Interim Director requested a 4.5% increase in 2008 for the staff. Ms. Gray gave the Board members handouts with information about various percentages for increases. Mr. Johnston asked if it was the right thing to do by giving all staff members the same amount of an increase. Mr. Mezack said that in the past everyone's received the same amount unless a bad performance review was given.

Ms. Gray said that there were 26 performance or promotion based increases since June 2006.

Mrs. Crosswell noted that the increase has usually been 3%. Lois Luyster asked the Interim Director why he was asking for 4.5%. Mr. Mezack said that he arrived at that figure by looking at the cost of living and factoring in that the staff has worked really hard under some difficult conditions. Ms. Gray said that the cost of living increase was 2.2% and that PERS was increasing .05%. Ms. Luyster asked what the last increase was and Ms. Gray answered that it was 3.5%. President Braun noted that it was 3% the two previous years.

Mr. Johnston asked how a raise would affect the budget with regard to new hires and Ms. Gray said that it had already been taken into account. She said that the fund balance is there to support the increase.

President Braun asked what the county is doing for its employees. Judith Kocica said that the county has given approximately 3% in the past but could give any amount, even 0 due to the economy. She said that raises used to be an across the board amount, based on the cost of living and that now it's merit based, giving employees the incentive to perform better.

President Braun asked if the Board was expected to act tonight. Ms. Gray said yes.

Mr. Johnston said that he didn't have a problem with the amount but that he thought that everyone should not receive the same amount. Ms. Pryor asked how many levels were on the performance evaluation. Jacquie Sehr said that there are five levels. Mr. Cardinal said that across the board increases perpetuate mediocrity. He said it didn't feel good. He said that the Board talked about the situation, now they needed to do something about it. He suggested going into Executive Session.

**December 10, 2007 – Page 3**

President Braun suggested finishing the agenda and then going into Executive Session.

Annexation:

The Interim Director said that Owensville wants to annex the Owensville Branch. He said that there are no benefits to the Library in being annexed and that the staff working there would have to pay an additional 1% in taxes. President Braun said that Owensville could offer to waive the tax. Ms. Kocica said that she didn't see them agreeing to that. President Braun said he recommended against agreeing to the annexation. Ms. Kocica asked that a letter be sent to Owensville. Anthony Cardinal made a motion to decline to take action with regard to the annexation of the Owensville Branch by Owensville. Marion Crowell seconded the motion. None opposed. Motion carried.

Board Officers:

The Board agreed to keep the current slate of officers: Joseph Braun, President; Anthony Cardinal, Vice President; Lois Luyster, Secretary.

Coordinator of Branch Services:

Sue Riggs the new Coordinator of Branch Services was introduced to the Board. She'll be overseeing all programming as well as the branch managers. Ms. Riggs said that she's very excited about her new position. Mr. Cardinal asked about benchmarks and cost analysis. Ms. Riggs said that she's been working with the Service Quality Taskforce and will be benchmarking Adult Service programs. She said that there have been cost analyses done of programs in the past and that those can be done again. Mr. Cardinal said that he thinks that will be helpful and prudent.

Amnesty Program:

Lynn Baird had some quick statistics from the Amnesty Program. She said that waived fines and discarded items equaled \$20,000 and that \$8,000 worth of items were returned to the collection.

**Human Resources:**

The Board noted the following:

Promotions: Sarah Howison from page at Union Township to part time Library Assistant at Amelia, effective December 3<sup>rd</sup>, Sue Riggs from Branch Manager at Amelia to Coordinator of Branch Services effective November 24<sup>th</sup>. Amanda Richmond and Naomi Mize from pages at Amelia to part time Library Assistants at Amelia effective December 6<sup>th</sup>.

Patricia Pryor made a motion to go in to Executive Session pursuant to ORC 121.22 (G1) to discuss increases for staff salaries. Judith Kocica seconded the motion. Motion approved by voice vote: Judith Kocica, Aye; Marion Crowell, Aye; Joseph Braun, Aye; William Johnston, Aye; Anthony Cardinal, Aye; Lois Luyster, Aye; Patricia Pryor, Aye.

The Board went into Executive Session at 7:45P.M.

**December 10, 2007 – Page 4**

The regular Board of Trustees' meeting resumed at 8:24 P.M.

New Business:

Judith Kocica made a motion to authorize the use of \$150,000 to be used for salary appropriations as it relates to 2008 increases to be decided at the management's discretion. Anthony Cardinal seconded the motion. None opposed. Motion carried.

President Braun made note that the Board will be discussing the directorship at the January meeting.

Lois Luyster made a motion to adjourn the meeting. The motion was seconded by Patricia Pryor. None opposed. Motion carried.

The meeting was adjourned at 8:26 P.M.

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President

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Secretary