

MINUTES
CLERMONT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
December 13, 2004

Attending the meeting were Anthony Cardinal, Phillip Petrey, Susanna Phillips, Marion Crosswell, Lois Luyster, and Joseph Braun.

Absent: Barbara Wiedenbein

Staff: Leslie Massey, Bonnie Speece, Jacquie Sehr, Leslie Jacobs, and Dave Mezack

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

Joseph Braun made a motion to approve the November 8, 2004, Minutes as mailed. Motion seconded by Susanna Phillips. None opposed. Motion carried.

Clerk Treasurer's Report:

Leslie Massey pointed out that revenues are approximately \$500,000 over budget at the end of 2004. Joseph Braun made a motion to accept the November 2004 Financial Report, approve bills paid, accept cash gifts, and approve transfers as follows:

Cash gifts: \$200.00 from Milford Friends of the Library and increase appropriation of line 21110 – Program supplies; \$1,504.12 from Milford Friends of the Library and increase appropriation of line 55100-Furniture; and \$10.00 from various Milford patrons as coffee donations and increase appropriation of line 21110-Program supplies.

Transfer \$10,000 from line 42000-Periodicals to line 45000-Computer services-patron to pay for four new electronic databases; \$1,000 from line 38000-Material control services and \$1,000 from line 46000-Inter library loan fees to line 31100-Meetings/continuing education (to facilitate training for Technical Services staff on our Innovative Interfaces software); 2005 budget for all Funds other than the General Fund (details follow Minutes); transfer \$2,175 to line 49200-Branch décor from the following budget lines:

- 21110-Program supplies \$800
- 32500-Youth programs \$625
- 32600-Adult programs \$750;

transfer \$18.51 from line 41000-Books to line 71000-Dues and memberships to cover a Sam's Club membership for C & R to replace the one for Peggy Unkel; transfer \$800.00 from line 21300-Processing supplies to line 55200-Branch fixtures/equipment; and transfer \$20.00 from line 41000-Books to line 62000-Interest expense. Motion seconded by Lois Luyster. Motion was unanimously passed by those present. Motion carried.

Joseph Braun made a motion to appoint Jacquie Sehr Deputy Clerk Treasurer. Motion seconded by Susanna Phillips. Motion was unanimously passed by those present. Motion carried.

Anthony Cardinal made a motion approving renewal of Treasurer's bond #3707507 and addition of Deputy Treasurer's bond. Motion seconded by Susanna Phillips. Motion was unanimously passed by those present. Motion carried.

Discussion on proposed Credit Card Policy and Depository Agreements tabled until January 2005.

Director's Report:

Gifts: Susanna Phillips made a motion to accept three art prints (with a riverboat theme) from Angela Barth for New Richmond, an original painting from Janet Tubbs for the Children's Area at Milford-Miami Township, and a chair and footstool from Jim Quick for the quiet room at Milford. Motion seconded by Marion Crosswell. None opposed. Motion carried.

Leslie Jacobs, Branch Manager, spoke about events at the library: number of programs increased, joined the Village of Batavia Association; lighting in the branch was upgraded; and the genealogy collection was moved to the front of the room so users will have more access to the reference staff.

Other system activities: the Administration Team attended a workshop at OLC on planning and running a levy; Leslie has been meeting with managers and seeking suggestions for improving services; have held system wide Gingerbread House programs (very popular!) and the puppet troupe has been very busy; Bethel Branch's float won first prize in the village Christmas Parade; the Builders Fund at the Greater Cincinnati Foundation is only \$2,000 away from moving to builders to permanent status; and an Amnesty Week for overdue materials has been set for the last week of December.

Operations:

General Operations: E-rate rebate has been approved; the Library will receive \$23,000 in 2005.

Bethel: The project is coming along well, however, there have been issues with the architects regarding their lack of attention to on-site inspections and not doing reports as outlined in the contract. Will be meeting with them on December 14th and will request that they attend the January Board meeting and give a progress report. The general contractor is doing an excellent job.

Legislative Updates:

LLGSF and the next Biennium Budget. State organizations have expressed concern about the future of public library funding in the next biennium budget. The situation will be monitored and local legislators kept informed.

Local Government Coalition: A Local Government Funding Meeting has been scheduled in Clermont County for Thursday, January 27th. An executive committee is being formed to spearhead how Clermont County would address the problems and the Board has been asked to appoint someone to this committee. Trustees unanimously appointed Joseph Braun to represent the Library.

Human Resources

2005 Salaries: Bonnie Speece discussed the proposed salaries for 2005. Phillip Petrey commented on the staff team spirit and getting more done for less. Total savings this year are approximately \$148,000 because of the efforts of the staff – have done the job efficiently and saved money. Mr. Petrey would like to see the team spirit take root in the system. The Trustees will send a letter to the staff recognizing their contributions and the group efforts that have saved the Library a considerable amount.

Anthony Cardinal made a motion to approve the salary increases as follows:

- Regular (non-page) staff members receive a 3% increase of their salary that was in effect on July 1, 2004. Consequently, for employees who were promoted in the last half of the year, the 3% would be based on the position that they held for the majority of the year.
- Non-page staff hired by July 1, 2004, receive a 3% increase; non-page staff hired in the last half receive 2%.
- Pages with satisfactory performance evaluations receive a flat 25¢ increase in salary if hired by July 1, 2004. For a page at our starting salary of \$6.15, this increase equals 4%. Pages hired in the last half of 2004 receive 20¢. This allows us to offer newer pages a slightly higher increase which would encourage retention.

A revised Pay Grade Schedule and Position Title and Pay Grade Assignment were also approved. [copy follows Minutes] Motion seconded by Joseph Braun. Motion was unanimously passed by those present. Motion carried. Susanna Phillips said that CCPL staff provides better service than other libraries and are very helpful – collections are ready for her usually by the next day and she is always asked if she needs help.

Trustees made note of the following: **Resignation:** Josh O’Toole, Library Assistant, New Richmond, effective December 22nd.

New Business:

Appointment of Director and Clerk Treasurer: Susanna Phillips made a motion reappointing Leslie Massey Director and Bill Jenny Clerk Treasurer for 2005. Motion seconded by Marion Crosswell. None opposed. Motion carried.

Joseph Braun and Anthony Cardinal were appointed to prepare a slate of officers for 2005.

Joseph Braun made a motion to go into Executive Session pursuant to ORC 121.22 (G1) and (G2) to discuss real estate issues and salaries of Director and Clerk Treasurer. Motion seconded by Susanna Phillips. Motion approved by voice vote: Anthony Cardinal, Aye; Joseph Braun, Aye; Phillip Petrey, Aye; Marion Crosswell, Aye; Lois Luyster, Aye; and Susanna Phillips, Aye. None opposed. Motion carried.

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

Susanna Phillips made a motion to review Leslie Massey’s progress as a Director starting in January; in March, there will be a recommendation regarding salary. Motion seconded by Marion Crosswell. Motion was unanimously passed by those present. Motion carried.

Lois Luyster made a motion to increase the Clerk Treasurer’s salary by 4%. Motion seconded by Joseph Braun. 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: January 10, 2005

President

Secretary