

MINUTES
CLERMONT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
January 10, 2005

Attending the meeting were Susanna Phillips, Marion Crowell, Lois Luyster, and Joseph Braun.

Absent: Barbara Wiedenbein and Anthony Cardinal

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

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

Joseph Braun {after meeting with Anthony Cardinal} presented the following slate of officers for 2005:

Joseph Braun, President
Anthony Cardinal, Vice President
Lois Luyster, Secretary

Susanna Phillips made a motion recommending approval of the slate of officers. Motion seconded by Marion Crowell. None opposed. Motion carried. Joseph Braun expressed his thanks to everyone and said that between the two of them {Anthony Cardinal} they will have all the meetings covered.

Lois Luyster made a motion to approve the December 13 and December 30, 2004, Minutes as mailed. Motion seconded by Susanna Phillips. None opposed. Motion carried.

Clerk Treasurer's Report:

Bill Jenny doesn't anticipate much change in the preliminary financial report. Susanna Phillips moved to approve the December 2004 Preliminary Financial Reports, the December bills paid and accept the gift of \$299.99 from Williamsburg Friends of the Library for a new chair. In addition, increase appropriation of line 55100 – furniture based on this gift. Motion seconded by Marion Crowell. Motion was unanimously passed by those present. Motion carried.

Credit Card Policy: Discussed paragraph requiring a biannual report of credit card use; would an annual report be sufficient? Decided to have a report on a six months basis. Marion Crowell moved to approve the Credit Card Policy. Motion seconded by Lois Luyster. Motion was unanimously passed by those present. Motion carried.

Depository Agreements: Bill Jenny explained that ORC requires a depository agreement with all financial institutions the Library uses and that he's renewed the ones with Fifth Third and

January 10, 2005 – Page 2

U.S. Bank and, in addition, added one for the National Bank. The agreements signed will be in effect for the next five years. Susanna Phillips questioned if ORC stipulated depository agreements only with federal banks, and if so, was National Bank qualified? Bill Jenny will check.

Susanna Phillips moved to increase appropriation of line 21110 – Program supplies by \$2,000.00 based on a gift from Target {accepted in October 2004 to be subsumed in the 2005 Budget.}. Motion seconded by Marion Crowell. Motion was unanimously passed by those present. Motion carried.

Oath of Office (for Clerk Treasurer): Bill Jenny explained that having the Clerk Treasurer take an oath upon reappointment has been an item of discussion on the clerk treasurer list serve and did the Trustees think this was necessary? Joseph Braun pointed out that the bond document for the clerk treasurer contains an affidavit which is sufficient.

Bond for Deputy Clerk Treasurer: Susanna Phillips moved to set the bond for \$5,000.00 Motion seconded by Marion Crowell. Motion was unanimously passed by those present. Motion carried.

Discussed amounts involved in increasing the Clerk Treasurer's bond. Bill Jenny will present costs to Trustees at February meeting.

Joseph Braun administered the Oath of Office (Deputy Clerk Treasurer) to Jacquie Sehr.

Susanna Phillips made a motion to adjourn the board meeting for ten minutes for a tour of the building. Motion seconded by Marion Crowell. None opposed. Motion carried.

Susanna Phillips made a motion to reconvene the meeting. Motion seconded by Marion Crowell. None opposed. Motion carried.

Director's Report:

Discussed the option of having the December meeting later in the month to make last minute adjustments to financial matters.

Have had a few complaints about the increased fee structure; working out a way to have disadvantaged children pay their debts by doing chores around the library.

Will be tightening up the process of getting a library card; will require a picture I.D.; will mail out a brochure to new customers to verify the address; and a limit will be put on the number of books that can be checked out the first time. Proposing to put customers' pictures in a database to verify card user.

January 10, 2005 – Page 3

On January 26th the Anderson Union Community Television channel will be presenting a program on the Library's 50th Anniversary and would like to include a Board Member in the program. Joseph Braun volunteered to participate.

Legislative Updates:

OLC Legislative Day is April 27th. Library staff will meet with local legislators in Columbus and the state's biennium budget will probably be discussed at that time.

SB 144: As of December 17th, the bill was unanimously rejected. OLC sent a letter of thanks to the legislators who voted no on the bill. We will continue to monitor this issue.

December LLGSF certification: The Ohio Department of Taxation did not release a certification in December because it cannot anticipate what changes the new state budget may impose on the LLGSF in the second half of 2005.

2004 Annual Report:

Trustees reviewed the Library's 2004 Annual Report. Leslie Massey will be evaluating the type of programs that were offered in 2004 because of the drop in attendance.

Operations:

Bethel: Dave Mezack, Bill Jenny, and Leslie Massey met with Dennis Cronin to clarify project issues. The meeting went well and there was a lot of progress. Based on improved communication since the meeting, would recommend putting off having Dennis come to the board meeting for two to three months. Still some confusion regarding light fixtures but that should be resolved shortly.

MayanSun: No activity on the premises; no one answering the phone. Dave Mezack will be in contact with Allan Edwards about the situation.

Sonny Lane property: Spoke with Kevin Nicols, one of the neighbors, who has expressed his concern about how the property will be used. He questioned the amount of increased traffic if the property is used for ingress and egress. Leslie Massey assured him that nothing has been decided but that she would share his concerns with the Trustees.

Human Resources

Trustees made note of the following appointments: Jennifer Neltner, Youth Services at Williamsburg, effective January 4th and Amy Matheney, Library Assistant at New Richmond, effective January 7th, and promotion of Julie Sigrist to Supervisor of C&R effective January 6th.

January 10, 2005 – Page 4

Tuition Reimbursement Policy: Trustees will review and discuss at the February meeting.

Joseph Braun will contact Phil Petrey about getting together for a farewell dinner.

Leslie Massey is working on her goals for 2005 and would appreciate any suggestions/comments from Trustees. Leslie will be sending out a comparison of 2004 and 2005.

Susanna Phillips presented Leslie Massey with a ten year anniversary pin and thanked her for her work.

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

**Approved: February 14, 2005

President

Secretary