

**Minutes
Clermont County Public Library
Board of Trustees
October 17, 2005**

Attending: Joseph Braun, Anthony Cardinal, Marion Crowwell, Lois Luyster, and Susanna Phillips.

Absent: Barbara Wiedenbein.

Staff: Leslie Massey, Jacquie Sehr, Chantelle Bentley, Dave Mezack, Laura Eckert, Aaron Smith, Jenny Bell, Lynn Baird, Ann Mansfield, Pam Newman, Julie Sigrist, and Sue Riggs.

Others: Carol Bush.

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

Anthony Cardinal made a motion to approve the September 12, 2005, and the September 26, 2005 (Special meeting) Minutes as mailed. Motion seconded by Susanna Phillips. None opposed. Motion carried.

Clerk Treasurer's Report:

Leslie Massey reviewed budget items. Susanna Phillips made a motion to approve the September 2005 Financial Report and the bills paid. Motion seconded by Marion Crowwell. None opposed. Motion carried.

Marion Crowwell made a motion to approve cash gifts, donations, and appropriations:

- \$750 from the Sam's Club Foundation to be used for ESL services at the Union Township Branch. Increase appropriation of line 41000-Books.
- \$69.94 from an anonymous donor, and \$52.96 from the Veterans of Foreign Wars Mt Washington Auxiliary 3627 for the Adopt-a-Magazine program at the Union Township Branch. Increase appropriation of line 42000-Periodicals by \$122.90 based on these gifts.
- \$30 from the Friends of the Clermont County Public Library, Amelia Branch. Increase appropriation of line 32600-Adult Speakers based on this gift.
- \$475 from the Friends of the Clermont County Public Library, Milford Branch to be used to purchase artwork for the Teen Area. Increase appropriation of line 49200-Branch Décor based on this gift.

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- \$35 from Judith Kocica, \$50 from Victor Haddad, \$40 from Robert Taggart, \$50 from Susan Vilardo, \$160 from the Wooden Loft Cabinet Shop, Inc., \$85 from Kristine Sanders, \$50 from Rudy Sigrist, \$60 from Vera Ehas, \$40 from Paula S. Bowman, \$180 from John Dial, \$120 from Michael Dickman, \$130 from Jane Kammer Habig, and \$441 from anonymous donors for items at the Silent Auction at the 50th Anniversary Party. Increase appropriation of line 65300-Gift Revenue based on these gifts.

Motion was seconded by Susanna Phillips. Motion was unanimously passed by those present. Motion carried.

Anthony Cardinal made a motion to approve the following transfers and expenditures as listed.

- Item D: Within the General Fund, recommend transferring budget of \$116.00 from 37300-Other Professional Services to line 39000-Other Purchased Services to cover charges from temporary agency.
- Item E: Within the General Fund, recommended transferring budget of \$465.00 from line 21300-Processing Supplies, \$3,180.00 from line 38000-Material Control Services, and \$400.00 from 46000-Inter lib loan fees for a total of \$4045.00 to 55200-Branch fixtures & equip for the purchase of an EO Senior Disk Repair Machine.
- Item F: Within the Bethel Project 407, recommended transferring budget of \$15,128.50 from 37300-Other professional services \$5,357.00 from 53200-Branch Fixtures & Equip., a total of \$20,485.50 to 37200-Architect Fees to cover additional architect fees as per contract. Also within Bethel Project 407, recommended transferring budget of \$14,321.62 from 53200-Branch Fixtures & Equip., \$1,989.73 from 55100-Furniture, \$3,431.82 from 52000-Land Improvements, and \$752.00 from 32200-Telephone & Telecommunications, a total of \$20,405.17 to 53000-Building to cover signage contract.

Motion seconded by Lois Luyster. Motion was unanimously passed by those present. Motion carried.

Marion Crosswell made a motion to approve the following other actions:

Recommended the authorization of payment to The Greater Cincinnati Foundation of \$1,366.00 from line 65300-Gift Revenue. This payment will go to The Clermont County Public Library Builder's Fund; it represents the money raised during the 50th Anniversary Party for the Library.

Motion seconded by Susanna Phillips. Motion was unanimously passed by those present. Motion carried.

Director's Report:

Gifts: Anthony Cardinal made a motion to accept: a floor plant from the faculty and staff of the Grant Career Center for the Bethel branch; *Spanish Language Encyclopedia* from Doug Doherty for either the Milford Miami Township or Union Township branch; *Percival the Plain Little Caterpillar* from Crystal Satterfield of Hippy USA for the Bethel branch; *Joe Boy a True Story* from Sally Carter for the Williamsburg branch; seven copies of *The Hope Unlike all Others* from Doug Thomson; a digital microfilm scanner with related equipment and a one year maintenance contract from the Clermont Genealogical Society for the Doris Wood branch. Motion seconded by Susanna Phillips. Motion was unanimously passed by those present. Motion carried.

Leslie Massey introduced Chantelle Bentley, Felicity Branch Manager, who spoke about the demographics of the branch's service area and how important the branch and its services are to the community. She talked about the success of the branch's first Appalachian Festival as well as the success of their children's and intergenerational programs. She also mentioned how many of the children use the Homework Center after school.

The Acquisition staff (2 members) will be shifting out of the Technical Services Department and into the Collection Development Department in the near future. This move will result in faster, more efficient ordering processes and more integrated Collection Development activities for the branches and the system.

A new committee has been formed of Branch Managers, the Human Resources Manager and the Director to plan a retreat for Managers in the beginning of 2006. The retreat will focus on such issues as managing change, and leading and motivating work teams.

Legislative Update: OLC has joined the Ohio State Bar Association, the Ohio State Bar Foundation, The Ohio Hospital Association, the Ohio State Medical Association and the Ohio Hospice and Palliative Care Organization in an effort to help educate Ohioans about advance directives for healthcare. The weeklong effort is designed to answer questions about living wills and healthcare powers of attorney. Between October 31st and November 5th, volunteer attorneys and health care workers will make presentations at local public libraries.

Employee Records: In early September, the Ohio Supreme Court ruled that the addresses and phone numbers of public employees (and this includes

library employees) are NOT public records. In order to release employee addresses and phone numbers, you will need to have the permission of each employee. It is important to note that salary and evaluation information is still open to the public.

County Law Libraries: County law libraries have been funded through a variety of resources over the years. State law required each county government to provide a facility for the law library, the salary and benefits for the director and assistant of the law library. In the recent budget bill language, the requirements of the county to provide funding for a law library were eliminated. As a result, many of the law libraries are looking for alternative funding. Some of the law libraries believe that they may be entitled to LLGSF money. Although the OLC does not believe that there is substantial legal basis for this claim, they are drafting legislation that, if passed, will not permit any additional libraries to share the LLGSF. They are working to get the legislation introduced as soon as the General Assembly returns and to get it passed prior to the next round of public budget commission appearances.

Local Government and Library Revenue Distribution Task Force: The State Budget Bill, H.B. 66 included language that established a Task Force to study potential sources of state funding for the Local Government Fund, the Library and Local Government Support Fund and the Local Government Revenue Assistance Fund that reflect the reform to the Ohio Tax Code. This Taskforce has now been appointed and the members of the committee include:

- Senator Gary Cates – R – West Chester
- Senator Kirk Shuring – R – Canton
- Senator Tim Grendell – R – Chesterland
- Senator Mark Mallory –D – Cincinnati
- Senator Kim Zurz – D – Uniontown
- Representative Lary Wolpert – R – Hilliard
- Representative David Daniels – R – Greenfield
- Representative Joseph Uecker – R – Loveland
- Representative Kathleen Chandler – D – Kent
- Representative Allan Sayre – D – Dover
- OLC Lobbyist – Lynda Murray as a non-voting member

Kim Fender, the Director of the Cincinnati Public Library has organized a meeting for those library systems in this area of the state that have Senators or Representatives on the Task Force. Leslie Massey will be attending this meeting in late October.

Operations:

Bethel: Wind down of contracts from the building project. At the next meeting should have a final financial snapshot of the project.

Milford: Four heating/cooling units that were 26 years old have been replaced. New fence was installed.

General: Reviewing all service contracts; don't foresee any major changes. Most branches have had their parking lots resealed and restriped and relamped. Dave Mezack presented a program about VoIP at the OLC Conference.

2006 Budget Update: The revised 2006 budget is based on the revised estimate of LLGSF funds. Leslie Massey explained what the increased budget for staff recognition actions covered. While the need for new accounting software was agreed on, the need for input from the new Clerk Treasurer was also stated. If possible, the Board would like to have the input of the new Clerk Treasurer before approving the 2006 budget which must be approved by the end of the year.

Fees for Non-Print Materials: Discussed charging for feature films. Leslie Massey expressed the concerns of some staff members which included the perception of economic need, customer service (how to put a positive spin on something users will view as negative), policies and procedures.

Leslie Massey also presented the Board with alternatives to charging for feature films. Instead of charging for all feature films, the library could charge for adult oriented materials without charging for child oriented materials or the library could charge for all new items for the first six months.

Staff member Aaron Smith spoke to the Board about his philosophical differences with charging for materials.

Human Resources:

Jacquie Sehr is working with the Operations Department to provide staff with training about Workers' Compensation and drug use prevention.

Trustees made note of the following:

Promotions: Effective September 15th, Jacquie Sehr to Manager of Human Resources. Effective September 29th, Marlene Noschang to Administrative Assistant Human Resources, Tracey McCullough to Supervisor of Public Affairs Department, Cindy Kareth (Page) to Library Assistant at Williamsburg, and Darlene Mullikin (Page) to Library Assistant at Felicity.

Appointment: Cassandra Smith, Library Assistant at Union Township effective October 11, 2005.

Termination: Effective September 26th, William Jenny, Clerk Treasurer.

New Business as Introduced by the Board

No new business was introduced.

Marion Croswell made a motion to go into Executive Session pursuant to 121.22 (G1) and (G2) to discuss personnel issues and property. Motion seconded by Susanna Phillips. Motion approved by voice vote: Joseph Braun, Aye; Susanna Phillips, Aye; Marion Croswell, Aye; Anthony Cardinal, Aye; Lois Luyster, Aye. None opposed. Motion carried.

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

Lois Luyster made a motion to adjourn. Motion seconded by Marion Croswell. None opposed. Motion carried.

President

Secretary