

MINUTES
CLERMONT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 12, 2005

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

Absent: Jean Schmidt and Barbara Wiedenbein

Staff: Leslie Massey, Jacquie Sehr, Bill Jenny, Elizabeth Fiene, Lynn Baird, Ann Mansfield, Aaron Smith, and Valerie Zempter.

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

Marion Crosswell made a motion to approve the August 8, 2005, Minutes as mailed. Motion seconded by Susanna Phillips. None opposed. Motion carried.

Clerk Treasurer's Report:

Bill Jenny reviewed budget items. Susanna Phillips made a motion to approve the August 2005 Financial Report and bills paid, cash gifts, and appropriations:

- ➔ \$15.00 from various donors at Milford-Miami Township as coffee donations and increase appropriation of line 21110-Program supplies.
- ➔ \$25.00 from Beatrice Herron to purchase genealogy supplies and from Susan and Tony Cardinal, \$100 to purchase mystery books in memory of Susan Dugle (for various locations) and increase appropriation of line 41000-Books.
- ➔ \$171.76, \$50.00, and \$35.00 from the Amelia Friends Group as Adopt-a-Magazine gift to pay for day camp party and to purchase lanyards for volunteers, respectively. Increase appropriation of line 42000-Periodicals for \$171.76 and line 21110-Program supplies for \$85.00.
- ➔ \$206.00 from Milford-Miami Township Friends Group to purchase outside smokers' urns and increase appropriation of line 55200-Branch Fixtures and Equipment.
- ➔ \$20.00 from anonymous donor, \$14.97 from Jean A. Nelson, \$24.97 from Renaissance New Richmond, \$61.90 from First Clermont Bank and \$17.98 from Friends of the New Richmond Branch as Adopt-a-Magazine gifts. Increase appropriation of line 42000-Periodicals based on these gifts.
- ➔ \$100.00 from Batavia Friends of the Library to purchase *Harry Potter* books for the give-away. (Since these books will not be added to our collection, this is simply a pass-through transaction, and no appropriations need be changed.)

➔ \$100.00 from Electronic Classroom of Tomorrow as an unrestricted gift, and increase appropriation of line 55300-Computer equipment.

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

Anthony Cardinal made a motion to approve the following transfers and expenditures as listed **except Item F** and requested a cost benefit analysis on Item F:

➔ Item D: Within Fund 407-611 Plane St. Bethel Cap Proj transfer budget of \$25,668.18 from line 52000-Land Improvements to line 39000-Other Purchased Services (\$624.18) and line 53000-Building (\$25,044.00) to cover approved Change Orders.

➔ Item E. Within the General Fund, recommend transferring budget of \$2,500 from line 31100-Meetings/continuing education to line 37300-Other professional services to fund a public services survey.

➔ Item F: Transfer funds to line 55200 Branch fixtures & equipment in order to purchase an ECO senior disc repair machine. \$965.00 from line 21300-Professional supplies, \$2,680.00 from line 38000-Material control services, and \$400.00 from line 46000-Interlibrary loan fees..

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

Director's Report:

Staff participated in the "Taste of Clermont County" and are very pleased with the results; received approval from the State Library on a disabilities grant; Smart Card campaign going very well; met with Unique Management to develop a contract for their services; in the process of redoing the staff evaluation format which will be competency-based; a Reference Services Survey will be done in a few weeks; and discussed the details of the October 3rd 50th Anniversary Party.

Gifts: Anthony Cardinal made a motion to accept Youth and Adult program supplies from Loretha Miller for New Richmond; *Biblical Faith for the Age of Science* from Eugene R. Wagner for Milford-Miami Township; and *The Sense of Wonder* and *The Everything Puppy Book* from Trena Joy in memory of Sam Hall for the Williamsburg Library. Motion seconded by Susanna Phillips. Motion was unanimously passed by those present. Motion carried.

Leslie Massey introduced Valerie Zempter, Bethel Branch Manager, who spoke about the new building and how circulation is up to 7% of the system's circulation for September. There are many people are using the drive-thru, a lot of new library cards have been issued, kids are really enjoying the Children's

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Area, the public Internet terminals are in constant use, people are very pleased with the new building, and Valerie thanked the Trustees for attending the Grand Opening.

Legislative Update: Quiet from the Library's point of view. OLC's Annual Conference will be held October 5th through the 7th and several staff members will be presenting. The TEL Amendment is not an issue at this time.

Operations:

Bethel: Adding fencing to strategic areas to prevent vandalism of outside equipment. A final cost analysis should be ready for October's Board meeting. Don Dobbs will be handling the sale of the old building.

Milford Property will be surveyed; Eads gave the Library the best bid for fencing. Because of the hurricane damage in the south, Dave Mezack will be doing as many repairs as possible because of the anticipated increase in building materials.

2006 Budget Update: The 2006 Budget was planned with a 5% cut. The money was not cut from the LLGSF. Bill Jenny will present the final budget in October

Fees for Non-Print Materials: Discussed charging for feature films: need to plan for the future – have been very conservative in spending – need to demonstrate that we need to take advantage of the opportunity to recover some of the costs – some of the costs also prepares the community for the future. This may be one of the least offensive ways to charge – stay as financially sound as possible – don't like to do it but it needs to be in place before asking for a tax levy. Will monitor the DVD usage to see the effect. Charging for feature films will be announced now to prepare staff and customers, then charging will begin in January. Marion Crosswell made a motion to adopt a policy that the Library, starting January 1, 2006, begins charging \$1 for feature films (the sales tax will be included in the \$1 fee.) Motion seconded by Anthony Cardinal. Motion was unanimously passed by those present. Motion carried.

Human Resources:

Trustees made note of the following:

Promotions: Effective September 1st, Garria Rains from Page at Amelia to Library Assistant at Amelia and Ann Mansfield from Library Assistant to Technical Assistant in Technical Services.

New Business as Introduced by the Board:

Reviewed costs associated with the Sonny Lane project. Doesn't address ingress and egress – construction on Mt. Carmel-Tobasco Road will bring the road closer to the library building. The parking lot needs to be replaced and the drainage on the existing building needs to be done.

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Explored the possibility of replacing the parking lot and repairing the drainage. Asked for bids on the two issues.

Susanna Phillips made a motion to go into Executive Session pursuant to 121.22 (G1) and (G2) to discuss personnel issues and property. Motion seconded by Lois Luyster. Motion approved by

voice vote: Joseph Braun, Aye; Susanna Phillips, Aye; Lois Luyster, Aye; Marion Crowell, Aye; and Anthony Cardinal, Aye. None opposed. Motion carried.

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

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

President

Secretary