

Perry Cook Library Board of Trustees  
April 19, 2022  
Regular Monthly Meeting

In attendance were President Mary Roush, Vice President David Oates, Secretary Mary Jobe, Director Patricia Dollisch, Fiscal Officer Kile Byington, Board Member Julie Rhea, Board Member Paul Sipes and Board Member Michelle Fidler.

Mary Roush called the meeting to order at 6:59 p.m.

Minutes from the March 8, 2022 meeting were read, Mr. Sipes made a motion to accept the minutes; Mr. Oates seconded the motion, all agreed, motion passed.

Special Meeting minutes from March 15, 2022 were read, Ms. Rhea made a motion to accept the minutes; Ms. Fidler seconded the motion, all agreed, motion passed.

**Director's report**

Ms. Rhea asked Ms. Dollisch about the book van and she indicated that it is not yet ready, though we do have a title to the van. The dealer is still waiting for parts for the upgrades.

Ms. Rhea asked if Shelby is now only dedicating 5-6 hours per week to the Heritage Collection and about how long it will take her to finish. Ms. Dollisch is unsure but Shelby is working hard on getting everything done. Shelby is going to make archival boxes and put things in or on acid free paper. Mr. Sipes asked if there were any way that we could keep Shelby and Ms. Dollisch stated that Shelby is ready to move on to a full-time job.

Mr. Sipes asked what kind of materials we are digitizing now and Ms. Dollisch indicated that there were a lot of things from the basement such as scrapbooks and different misc. items.

Ms. Jobe asked about the MS 365 migration and Ms. Dollisch indicated that she did get a quote from someone 4/19/22, and she had to send it back for corrections. She is hoping that the installation will be done in the next few weeks.

Ms. Rhea asked about what "Hungry Town" is and Ms. Dollisch said that it is a folk duo from Vermont and they will be here in June.

Ms. Rhea asked about the county fair and Ms. Dollisch indicated that we are planning on having the van there. We are going to have a life sized Jenga game set up there as well.

Ms. Jobe asked about programming. Ms. Dollisch indicated that we aren't even thinking about fall yet but we are on task for the summer programming. There are some great prizes to be had and adults and children can be involved. We got word today that we are not able to do a summer kids cooking program as we don't have a sponsor. The adult program series was a success and everyone got a crock pot. We are hoping to be able to do something with OSU Extension in the fall.

Ms. Jobe asked if we did anything for National Library week and Ms. Dollisch stated that we did not.

Ms. Dollisch indicated that she and Niccole attended a workshop about utilizing social media to promote the Library.

Ms. Dollisch attended a seminar about the Summer Food Service Program and reports that it was not very helpful for rural settings.

Ms. Dollisch indicated that Mrs. Lisa Corns came to see her and stated that the Corns family is not interested in selling the property at this time. Ms. Dollisch asked for something in writing from Mrs. Corns but she has not received anything to date.

### **Fiscal Officer's Report**

Ms. Byington indicated that the month ending March 31, 2022 has been reconciled. She has included the first quarter reports from UAN in the packet. She reminded the board that the project that we budgeted for this year is a fire system; it is budgeted for \$30,000.

She attended the Fiscal Officer's conference last week and it was really accommodating and had a lot of good information. They are making a push to make the libraries a little more regulated on how they set up their financial systems.

On the bills for this month, there is a check to Ms. Byington for reimbursement for the conference expenses.

She shared statistics for the libraries for 2019 – 2021. She has produced a graph for our review. All libraries in Ohio did see a reduction in collection use over this period. Our county libraries were still being utilized for materials during these time frames. There was a drop in collection use from 2020 – 2021 and she is not sure what the reason is for that drop. Program attendance – we did not fare as well as other libraries and she feels that it had a lot to do with us being understaffed and being attacked by COVID 19. She is already anticipating that those numbers will be much better in 2022 with the book van and being fully staffed. Ms. Dollisch indicated that the online programming that was done was not included in these numbers. Mr. Sipes asked how our library compared to other libraries and Ms. Byington stated that it is really difficult to pinpoint if we did or not. She indicated that this report gives us goals moving forward and gives us something to look forward to.

Ms. Jobe made a motion to accept the financial report and pay the bills, Mr. Sipes seconded, all agreed, motion passed.

### **Old Business**

Van: Ms. Dollisch indicated that we went very simple with the van wrap graphic.

She stated that we are not going to be able to program in Iberia this autumn but we will be visiting with the book van and hope to do some pop-up programming. We hope to also do programming at Country Meadows Care Center.

Personnel Manual: Ms. Byington asked if everyone got a copy of the correct personnel manual, and all agreed that we did and she indicated that she will add a board approval date when it is approved.

Ms. Roush asked if we could table voting on the personnel manual as not all members have had the opportunity to review it and all agreed. Ms. Dollisch pointed out that the changes that were made are in red for our reference. We are also going to table the job description that will be included in the manual until May.

### **New Business**

Library Assistant job description: Patricia distributed a complete copy a rough draft of the job description. Discussion was tabled in order to give everyone a chance to review the entire document.

### **Other Business**

Ms. Roush mentioned that the Fire Department is having a block party August 13, 2022 and would like to know if the library would be interested in participating. Some of the firefighters expressed that they would like for everyone to set up at the fire station so that no one must cross 314. Ms. Dollisch indicated that it will depend on what kind of staff we have at that time and she will mention it to them. She stated that she has been trying to get in contact with Ms. Hildreth but she hasn't responded. Ms. Roush indicated that the contact is now Mr. Sam Swartz.

Ms. Roush asked about where we are with renting the conference room out and Ms. Dollisch indicated that we are still using it for storage and will be for a while longer but she is working to move bigger items, such as furniture, someplace else. She stated that she hasn't had anyone ask her about it.

Ms. Byington stated that she has resumes out and has a phone interview scheduled.

Julie Rhea made a motion to accept the small donation of \$27.92, Mr. Sipes seconded, all agreed, motion passed. Ms. Rhea made a motion to adjourn the meeting at 8:20 p.m., Mr. Sipes seconded, all agreed, motion passed.

  
Mary Roush, Board President

  
Mary Jobe, Board Secretary