

Perry Cook Memorial Public Library
Board of Trustees Meeting
December 13, 2022
Regular Monthly Meeting

At 7:02 p.m. Mary Roush called the meeting to order. Roll call was taken and present were Mary Roush, President, Mary Jobe, Secretary, Anna Frasier, Board member, Paul Sipes, Board member, Michelle Fidler, Board member, Travis Dean, incoming Board member, Jennifer Gliebe, Director and Nicole Myers, Fiscal Officer.

Ms. Roush swore in the new Board member, Travis Dean. Mr. Dean's name has been submitted to the Northmor School Board for approval at their December 20, 2022 meeting.

Directors Report

Jennifer Gliebe reported that she has not gotten any additional estimates from contractors on improvements to the property. She will continue to try to get quotes from different vendors. Mitchell's Excavating will not bid on the job until the asbestos removal work has been completed.

She will continue to work on the cost comparison for demolition versus renovating the property.

She mentioned that if we are going to hold off on doing anything until spring she thinks we will need to contact Cole Distributing to put a small tank on the property and a small amount of propane in the tank to take us through the winter to keep the pipes from freezing. She will research this.

The initial goal for the purchase of the property was for office space and to house additional programming but inspections have shown that the house is not set up for that type of use and at this point, requires a number of improvements.

An electrician could bring it up to date to pass inspection for residential use, but it would need to be completely re-wired to handle library programming, he said. Inspectors and contractors have stated the house needs a new roof as well as a number of other updates. Mr. Dean was brought up to date on the purchase of and the current status of the property.

Board members have requested additional quotes for renovations and demolition before making any decisions on the property at this point. Jennifer said she will get that information for their decision-making.

Jennifer stated that Attorney Tom Smith emailed her asking what the status was about getting the corner lot re-surveyed. Jennifer shared with Tom Smith that she is still waiting on an updated quote from Craig & Seiler Surveyors to re-survey the corner lot to exclude the driveways and access points for the library neighbors. Perry Township has previously stated that we could appropriate the lot but the previous surveys show the drive ways included and we have requested a new survey for a lot that does not encroach on the neighbors' access points.

Jennifer reported that IT was able to put a new battery in the backup server.

The Holiday open house was successful. 140 showed up for the event and the participation was great. Books were given away as prizes and Jennifer has contacted all of the winners to come and get their prizes.

Jennifer discussed the grants awarded to the library under the prior director's administration for the bookmobile, the meta data grant and the materials grant. She was contacted by the LSTA Coordinator who informed her that financial reports were overdue for those grants and that money was owed back to the state for original grant funds that weren't spent. Jennifer is currently looking at grants for 2023,

but would like to get the outstanding ones completely finalized by the State. She has taken photos of the work that Shelby did as requested by the LSTA coordinator and has sent them to the State and they were satisfied with the work. Jennifer also finalized and submitted all financial reports for those grants as well.

As far as programming the whole team is preparing for "Saturdays at the Library" and the OSU Extension Office offerings coming in the spring. Ian Adams, a nature photographer and author, will be offering his "Nature Photography with Your Smartphone" ½ day workshop on Saturday, May 22. Jennifer has spoken to Headwaters and they will host; the coffee shop, Sames and Cook, has expressed willingness to partner in hosting the workshop as well.

Jennifer is continuing to work with the Amish schools and reported that two of them no longer want to receive books per parents' request because of their content. There are currently 12 Amish schools in our service area which include one in Knox County and one in Richland County. We deliver to 10 of them. Some of the teachers will come into the library and request more books – we deliver more than 60 books to each school at each visit, but they are voracious readers!

Jennifer reported that she dropped off books at Country Meadows and left forms for the residents to request books if they were interested. She has done some research and found that Alzheimer and Dementia patients enjoy having magazines and so, she included some magazines of interest in the delivery as well.

Jennifer informed the group that she did a second-grade visit at Northmor Elementary just prior to our holiday open house and, keeping up with the open house theme of Fa-La-Lamas, read from a nonfiction book about llamas. In addition to the great attendance, five new patrons applied for and received library cards at the open house.

Julie Rhea asked if the staff was coming up with any ideas for programming. Jen stated that the staff has had so many great ideas about programming and many of the ones we are implementing are based on their suggestions. The team has also discussed passive programming ideas which allow us to offer programming, even with limited staff. The Saturday Mornings at the Library will allow the staff to share different things that they like to do like painting, book bingo and Legos. They have agreed on some things for the summer programming and she wants to be completely supportive of what the staff chooses to do.

Fiscal Officer's Report

Nicole reported that November has reconciled with one adjustment and one correction. There was a charge from the bank for September which was for the wire transfer for the purchase of the house. There was an October bank charge for a stop payment on a check to Patricia Dollisch for mileage reimbursement because check lost in the mail.

Paul asked about the payment to K & B Well Drilling and Nicole explained that this was a payment to them to fill the abandoned cistern on the property at 7386 County Road 242, as referenced in the home inspection report and advised by the County Health Department.

Julie asked about use of the community room and Jen shared that in December it was rented for a birthday party. Jen responded to questions about the community room policy and stated that the fee is \$25 and there is no time limit on the use. Julie asked where the money for the community room goes and Nicole said that there is an account for rental fees and it goes back into the general fund.

Mary Jobe made a motion to approve the financials and pay the bills, Michelle Fidler seconded the motion, all agreed, motion carried.

Nicole is working on the 2023 revised budget and temporary appropriations. She stated that the revised budget will not change from 2022 at this point and gave the participants a worksheet that gives a breakdown of each fund by department. Paul asked about the money from the state and Nicole indicated that we will get the number in July or August. The revised budget and temporary appropriations will need to be approved and sent to the county auditor's office by 12/31/22. Permanent appropriations need to be sent to the county auditor's office by 3/30/23. Jennifer mentioned that she and Nicole are continuing to meet to discuss best practices for tracking expenditures.

Jennifer has reviewed reports of which magazines in the library are circulating and will consider cancelling the ones with low circulation. The books and materials purchased with grant monies for the mobile van are circulating to our patrons and to others through the consortium. Jen and Nicole will work with programming staff to make good use of the materials we have on site for programming as we plan a programming and supplies budget for 2023.

Nicole stated that the staff is being encouraged to plan ahead and get approvals for all expenditures. The staff will continue to be involved in setting budgets under the suggested best practices.

Mary Roush asked Jen about the propane tank and Jen will be requesting a 200 tank and for it to be filled at the property if needed to keep the pipes from freezing in the winter. Mary Roush then asked if we were going to get it at the \$1.94 that we were quoted for propane in the tank for the library property and Jen stated that she was unsure at this time, but would get that information for us.

Mary Roush asked about temporary heating in the property for now since as the home inspection indicated the property needed a new furnace; Jen has contacted Jonathan Bosch for a quote for a new furnace, but does not have the quote for the Board yet. Jen said that Brian said he could drain the pipes but if it were too cold for too many days, the pipes might still break.

New Business

Julie Rhea made a motion to accept the \$28.68 taken at the register in donations and Michelle Fidler seconded the motion, all agreed, motion carried.

The Organizational Meeting for the library was held within the regular meeting.

In reviewing the proposed calendar of Board meeting dates for 2023, the November 2023 meeting was reviewed to ensure it did not conflict with election day. Paul made a motion to approve the proposed calendar of meeting dates for 2023, Julie seconded, all agreed, motion carried.

The Board members were chosen for 2023; Mary Roush will remain president, Mary Jobe will move into the vice president roll; Anna Frazier will take on the secretary roll. Julie made a motion to accept, Michelle Fidler seconded, all agreed, motion carried.

Mary Jobe made a motion to hire the Fiscal Officer for 2023 with an \$80,00 bond; Paul seconded, all agreed, motion carried.

Committee appointments were made as follows:

Building and grounds:
Michelle Fidler, Travis Dean and Julie Rhea

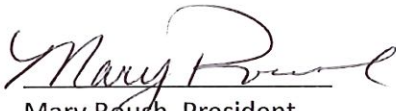
Financial:
Mary Jobe, Paul Sipes and Anna Frazier

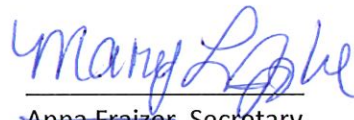
Personnel:
Paul Sipes, Julie Rhea and Mary Roush

Anna made a motion to accept the committees as appointed, Julie seconded, all agreed, motion carried.

Mary Roush asked about the prior discussion regarding pre-approval of the Board for all purchases over the amount of \$500 and all agreed to discuss at the January 2023 mtg.

Julie made a motion to adjourn the meeting, Anna seconded, all agreed, motion carried.


Mary Roush, President


Anna Fraizer, Secretary
MARY JOBE