

Perry Cook Library
Board of Trustees
January 10, 2023
Regular Monthly Meeting

- 1.) Call to order—Mary R. called to order at 7:30. Members present were Annie, Paul, Michelle, Travis, Mary R., and Mary J. Also present was Jen Gliebe, director, and Nicole Myers, fiscal officer.
- 2.) Minutes—After time for review, Paul moved to approve the minutes from the December 13, 2023 meeting, Mary J seconded.
- 3.) Director's Report—Flags outside were replaced by the director. Requisition was made to purchase new flags for future replacements. Phone system quotes will be obtained for the coming year. Mary R. brought up the potential need for racks for storage in the basement. Jen will look into pricing for this. Perry Cook won a recycled materials bench from Recycle Morrow County Ohio from participation in the Christmas lights recycling effort.
- 4.) Fiscal Officer's report
 - a.) Monthly reconciliation-no outstanding adjustments, revenue/budget/appropriation sent to county in December, no response yet. BWC updates entered in. UAN was updated and Nicole installed it. Year end appropriation/allocations entered, Nicole said LSTA grant added, printer overages noted on one copier we have service agreement on, Youth Services printer does not have additional fees because it is library owned but there's no maintenance agreement on it if it breaks. Mary had questions about \$35 of petty cash for incidentals. Mary also had questions about the Cook 2021 line of the budget, and its role in the budget. All questions answered by Nicole. Motion made by Michelle to accept financial report and pay the bills, Mary J second.
 - b.) 2023 revenue budget/temporary appropriations were sent to the county as above.
- 5.) Old Business
 - a.) Property - Jen is soliciting additional estimates and has a technical review meeting with the county planning and zoning director and will report at the February meeting.
 - b.) Pre-approval by Board regarding specific purchases and dollar amounts discussed.
 - c.) Dynamic Network estimates—IT issues: Jen wanted to get access to UAN for finance and asked about migrating UAN to the server. However, the current server is not strong enough to house UAN. Estimate to upgrade was \$7000 so UAN will remain off server and Jen will access this information through the fiscal officer. Estimates also obtained to upgrade server and/or replace. Jen will get another quote from another company for more server options. Phone system quotes will also be obtained for the coming year.

d.) Outdoor Signage—Jen indicated the old yellow sign previously taken down from the corner was missed by the community. Estimates will be obtained for new, updated and more permanent signage to be installed after a decision is made about appropriating the corner lot. Mary R has a lead on a possible donation of an electric sign. New temporary sign estimate obtained to be shipped/obtained by Jen.

6.) New Business

- a.) Library services Jen looked into price changes for larger pieces of paper because it costs more. Updated pricing list proposed and reviewed. Jen will look into pricing for faxes with specific regards to cost to send a fax with Spectrum/Dynamic/etc?
- b.) Fine-free policy: The board discussed the potential for a fine-free policy. The library would not do away with fines for damaged items or lost items but eliminate fines for overdue items. There are 46 pages of patrons who currently owe fines. Forgiveness of these previous fines might encourage people to return to the library. In 2022, the amount brought in for fines was \$172. Travis suggested a grace period of 5 days. Jen spoke about renewals that are automatic that are helpful for patrons. Patrons get reminders by text, email, or regular mail for items that are overdue or are automatically renewed. Mary J questioned why fine free is an advantage. Jen explained if the materials come back in good condition, it can be seen as a "no harm, no foul" situation. Annie spoke about how the elimination of fines for children could encourage them to be future adults who continue to utilize services at the library. Annie made motion for fine free materials except those items that are damaged/lost, Paul seconded.

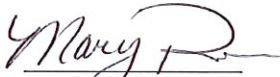
7.) Consent Resolutions


- a.) Small donations taken at register \$25.90. Mary J motioned to accept these donations and Michelle seconded.

Travis asked about library hours. Jen provided the current library hours. She wants to look into ways to maximize staff hours, usage of the library, and would like to consider changing library hours in the future.

Mary was nominated to stay on the board and remain as president and accepted this role.

Paul motioned to adjourn, and Michelle seconded.


Mary Roush, President


Anna Fraizier, Secretary