

Perry Cook Library
Board of Trustees
May 10 ~~June 21~~, 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

Ms. Roush called the meeting to order at 7:08 p.m.

Ms. Fidler made a motion to accept the minutes as read, Mr. Oates seconded, all agreed, motion passed.

Director's report

Mr. Sipes asked about the quote for MS 365 from Exelegant and Ms. Dollisch stated that this is a company from NJ and they will remote in and do our installation of the program.

Mr. Sipes asked about the Central Ohio Directors of Small Libraries meeting and Ms. Dollisch stated that this is a meeting that they have every few months at Der Dutchman to discuss libraries and related matters.

Ms. Rhea asked about the Library being present at the August Block Party and Ms. Dollisch indicated that the library's Summer Reading Programming wrap up is the day before so she is unsure if the staff will be able to participate in the Block Party.

Ms. Dollisch indicated that there is a critter in the roof and she has called Brian, who tried to get up in there and see what was going on. She has not had a chance to speak to him since he investigated the situation for the results.

Shelby started her new position on 5/9/22 and Ms. Dollisch is very proud of her accomplishment.

Fiscal Officers Report

Ms. Byington stated that last month when she reported that the fire system was on the 2022 budget, that was incorrect, it was the corner lot that was on 2022 and the fire system. She handed out the initial draft of the tax budget for 2023, showing how much we spent in 2020, what we spent in 2021 and what she is looking at the library spending in 2023.

She indicated that she processed the check for Rhinehart, Walter & Danner for insurance renewal. The increase over last year's premium is \$498. This includes property, liability, and the bookmobile. Mr. Oates asked about what the insurance covers and Ms. Byington stated that everything is insured at replacement cost.

Records retention schedule completed. She would like to schedule a records commission meeting prior to the next meeting. The records commission is the entire board and after we approve the schedule, she can send it off to the State. It is required by law that we have a records retention schedule on file and we have never had a records retention policy. As long as items are on the ledger, we don't have to get approval to destroy anything from the Ohio Retention Commission. We can do this meeting prior to our next board meeting.

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

Regarding the van progress. The bulkhead, cabinet and shelf are being installed. They have the parts for the lift gate and once that is done, it will go to the graphics guys and then back to the shop where they will install the power awning and power deck. John Grijack, our salesman at Byers, is going to train Ms. Dollisch on how to utilize the van and the apps. We're hoping to have delivery by the end of the month.

Corner Lot:

Ms. Dollisch, with assistance from Morrow County Prosecutor Tom Smith, identified a company that is willing to do a title search on a piece of property that has no title. The search will start on that 5/11/22; the survey company is ready to submit the survey to the county and the appraisal will be completed soon as well. After that is done, it will go to Tom Smith for next steps. She is most interested, at the moment, in getting title to the property. There are some items concerning being good neighbors to consider but she plans for us to worry about that when the title is settled. Ms. Roush asked if getting the corner lot will shut down the alley and Ms. Dollisch indicated that the corner lot does not involve the alley. The drive that people have been using to exit the alley between the Corns house and their neighbor's property is private land, some of which belongs to the corner lot. There are the neighbors to consider and she stressed that she is not interested in us making difficulties for the folks using the corner lot for parking or for an exit from the actual alley. Mr. Oates asked if obtaining the corner lot will affect the Corns property and Ms. Dollisch stated that she doesn't think that it will have any affect. The last thing that she wants to do is upset the neighbors. Mr. Oates asked who the corner lot belongs to and Ms. Dollisch indicated that it is not owned by anyone. Since the village of Johnsville never incorporated, it cannot be owned by the village. She has check with the auditor, county engineer and the recorder and they do not have any paperwork on it. She explained that we will ask that the land be granted through eminent domain. Mr. Sipes asked how long it will take to go through the process and Ms. Dollisch said that she really can't pinpoint a time frame.

Alley:

The official alley behind the properties has been the topic of discussion with the neighbors and the Perry Township Trustees. In March Lisa Corns told Patricia that the family is absolutely against the alley being vacated because they use our parking lot to get in and out. The Perry

Township Trustees had originally asked for approval from the neighbors before going forward with vacating the alley. The Corns and Morr families are not open to vacating the alley but one of the other neighbors is for the idea and the other neighbor seemed interested. People driving through are tearing up our property. After discussion it was agreed that we would not move forward with the request to vacate the alley.

Ms. Dollisch shared the pre- and post-tests for a couple of the A2Z program participants. The staff is pleased with the impressive results.

Personnel Manual

Ms. Byington indicated that the manual has been approved by legal counsel and she would like a motion to approve the personnel manual as written and as approved by legal counsel.

Ms. Rhea made a motion to accept the Personnel manual, Ms. Jobe seconded the motion, all agreed, motion passed.

Ms. Byington asked if all members reviewed the library job description, all agreed that it was reviewed.

Ms. Roush stated that she likes the description in that it is clear cut and that is it less wordy and intimidating to individuals looking to apply for a job. Ms. Dollisch agreed that this does get posted when a job is posted and she indicated that we also add that there is a lot of standing, sitting, lifting up to a certain number of pounds and so forth. Ms. Rhea asked if Ms. Dollisch thought that the physical requirements should be on the job description. Ms. Byington stated that it is difficult to implement the physical requirements into the job description. Ms. Dollisch pointed out that the job description is the basic job description and not all individuals at the library have the same position and they understand their duties. Ms. Byington stated that in the future, more specific job descriptions will be added based on this job description. Ms. Rhea stated that she likes the lay out of the job description as well.

Ms. Filder made a motion to accept the library assistant job description, Ms. Jobe seconded the motion, all agreed, motion passed.

Ms. Byington submitted her resignation effective July 8, 2022. She has some interviews scheduled where she can consolidate the hours that she works and just work at one job. She will be happy to answer any questions over the next few months. She would like to ask that she is able to write the job description for the Fiscal Officer and all agreed.

Ms. Roush passed out personnel evaluation forms for the Fiscal Officer and the Library director and she stated that there has never been an evaluation process and we would like to implement this going forward. Ms. Rhea indicated that she feels some of the areas are going to be difficult to evaluate because we aren't in the library to evaluate. Ms. Dollisch asked if this form is the

only one that was looked at or if she had looked at others and Ms. Roush stated that she did look at a few. The board agreed to table the discussion of the evaluation until June.

Ms. Dollisch offered the suggestion that she is accustomed to a more streamlined evaluation. Ms. Dollisch also indicated that there is a self-appraisal process that she has done in the past and she feels that it has been helpful to the appraiser. Ms. Roush asked if maybe narrowing down the point system would help. Ms. Fidler stated that she thinks that would be helpful. Ms. Byington stated that when approaching the subject from an employee's standpoint, she has seen evaluations where there is a paragraph with a couple of standards and some where there are many different standards. The comments section would be utilized to add praise or corrective criticism. Ms. Dollisch indicated that there are a lot of points where the board won't know how to score if they aren't patronizing the library regularly. Ms. Roush indicated that she would review the evaluation form and update it for the next meeting.

Mr. Oates asked if we do performance evaluations on the employees and Ms. Dollisch indicated that this is why we produced the job description. This will allow us to create an evaluation form. She stated that her staff voiced to her that performance evaluations normally come with raises and she said that was something to consider going forward. Ms. Byington noted that some libraries use merit raises, which are tied to appraisals and some do a yearly across the board raise.

Ms. Roush indicated that she needs a motion for executive session to discuss an employee resignation. Ms. Rhea made a motion to go into executive session, Mr. Oates seconded.


Ms. Jobe voted to come out of executive session, Ms. Rhea seconded the motion.

Ms. Rhea made a motion to accept the small donations taken at the register, Mr. Sipes second, all agreed.

Mr. Sipes made a motion to adjourn the meeting at 8:58 p.m., Ms. Rhea seconded, all agreed.



Mary Roush, President



Mary Jobe, Secretary