

Perry Cook Library  
Board of Trustees  
September 12, 2022  
Regular Monthly Meeting

President Mary Roush called the meeting to order at 6:55 p.m. In attendance were Director Jennifer Gliebe, Fiscal Officer Nicole Myers, Board President, Mary Roush, Board Secretary, Mary Jobe and Board members Paul Sipes, Julie Rhea, Michelle Fidler, and Anna Fraizer.

The Board members participated in a moment of silence in remembrance of David Oates, former Board vice president, who passed away last month.

The minutes were reviewed from the 8/9/22 Board meeting. Julie Rhea asked about a couple of typos on the minutes and Jen agreed to review and correct. Julie Rhea made a motion to accept the minutes as corrected, Michelle Fidler seconded, all agreed, motion passed.

### **Director's Report**

Paul Sipes asked about the propane price on the director's report. The propane company estimated that we will need about 3,000 gallons of propane for the winter. Last year we used 2,700 gallons. Cole Distribution has capped the price at \$1.94 per gallon for the 2022-2023 winter season.

Jen indicated that we have a new survey of the corner lot and County Prosecutor Tom Smith has contacted her and asked if we would be willing to get the property under eminent domain. She told him that we would need to have a conversation with the township first. Mr. Smith suggested that the Board pass a resolution to obtain the corner lot. Mr. Smith would draft the documents and would suggest that the township adopt a resolution to not object to the library taking the corner lot. Mary Roush suggested that she and Jen go to a township meeting to discuss the property with them. Mary mentioned that the prior director had a conversation with the trustees and they mentioned the library giving them \$7,000. Paul asked who would sign off on the transaction if we were to get the corner lot. Jen shared that Mr. Smith indicated that he would not be able to represent either party if there were an objection.

Paul asked about the section of the report that mentioned outreach and Northmor Schools. Jen indicated that the principal and superintendent were very open to us working with the school. She has sent communication offering services to the schools. She said that the Northmor preschool class has already stated that they would want us to do Story Time even if it is only for 15 minutes. Jen stated that she really wants the COSI boxes to go to students in our school district boundaries. Last year one of the teachers wanted to purchase them and they are \$40 a box. Jen stated that she doesn't want to step on the librarians' toes and the principal has set up a meeting with Jen and the school library staff on 9/22/22 so she can get a better understanding of how she can assist them with their programs. She told the principal that the teachers can direct any emails or questions to her email. There are book club kits cataloged in our library that she would like to get over to the school. She has asked for the teachers' suggestions and she has sent library card applications and a Classroom Materials Request form over to them. One of the teachers asked if we would be willing to issue cards for all of the students. This is under review with the staff currently. We certainly could set up the mobile book van at the Northmor Administration parking lot (per the Superintendent) once a month to serve residents and students because a lot of individuals from the Iberia area don't know that we are their library. Right now Jen doesn't have a laptop, the circulation software or a mobile hotspot to do so; however, she is in the process of getting these purchased.

She has asked the Amish community if she could set up at the Owl Creek Auction and they didn't seem interested. She is starting delivery to the Amish schools on 10/7/22.

Paul asked about the mobile book unit and if it is ready to go. Jen stated that there is one rack and 3 carts where they can transport the books on and off of the van. We purchased the books for the bookmobile and there is no place to store them right now. They are currently being stored in the staff offices. They could be stored on the van but there is some concern that the staff may have to be running out to the van to pull books because they will be open to the consortium. Mary asked if there is possibility of people eventually begin able to go on and off the bookmobile. Jen stated that she had to purchase a stepstool to get in and out of it herself and she is concerned about liability. The area inside the van is very compact. Julie stated that it really limits us through the winter because the carts won't be able to be pulled out with all of the snow and

ice. We had talked about Pioneer possibly making some shelves to house the books so the books would be accessible inside of the van.

Jen is going to contact Country Meadows in the near future to set up book delivery to the assisted living facility.

Anna asked if we have figured out who vandalized the van and Jen stated that the police department has requested our security video. The security company put the video on a USB but the deputy didn't come back and get it. The deputy returned the first week in September and viewed the video with Jen to see the make and model of the car. He was not able to use the video to identify anyone.

Mary mentioned changing the locks on all of the doors with the numerous personnel changes that have taken place. Jen said that the security company strongly suggested that we should have a security code for each employee. Jen is working with staff and the security company on this. All individuals will have individual codes within the next month. If someone has a key to the existing locks, they wouldn't be able to enter unless they have the code. This will take care of that issue. Jen mentioned that there is some concern from staff that a couple of the locks are not accepting the keys unless they really work it. She will look into pricing of getting these fixed.

### **Fiscal officer's report**

August has been reconciled. Nicole stated that she is quickly learning UAN, but that it is not like any accounting software that she has used before. There was a .02 difference and Nicole stated that this was a keying error. There are some outstanding items that Kile had from August. She reviewed the BWC website, as of 8/26/22 the balance is \$0. We received the Certificate of the County Budget Commission.

One of her processes that was falling behind was getting the deposits done timely because she gets home after the banks close. She now has a night deposit key and the issue is resolved.

Mary asked about the BWC statement and we re-visited the 8/9/22 minutes and questions were answered.

Mary Roush asked about the fire suppression system. Nicole and Jen stated that they would look into this and get back with the Board. We have a 1-3 year projected plan for this. We don't currently have a deadline date to spend the money.

Paul asked why receipts and disbursements for the month were quite large. Nicole indicated that Kile transferred the money from Star Ohio to Park National Bank for the purchase of the property. It was \$104,000. Paul asked if she could include a list monthly of payments for the prior months. Nicole indicated that she will provide the prior months' receipts and disbursements in each monthly Board packet.

Paul Sipes made a motion to accept the financial report and pay the bills, Michelle Fidler seconded, all agreed, motion passed.

Mary Roush indicated that we need to discuss the purchase of the neighboring property.

Julie Rhea made a motion to go into executive session to discuss the property. Anne Frazier seconded, all agreed, motion passed.

### **Roll Call**

Board President, Mary Roush – present, Board Secretary, Mary Jobe - present, Board members Paul Sipes – present, Julie Rhea – present, Michelle Fidler – present, and Anna Fraizer - present.

Executive session began at 7:37 p.m.

Julie Rhea made a motion to come out of executive session at 8:06 p.m. Anna Frazier seconded, all agreed, motion passed.

### **Roll Call**

Board President, Mary Roush – present, Board Secretary, Mary Jobe - present, Board members Paul Sipes – present, Julie Rhea – present, Michelle Fidler – present, and Anna Fraizer - present.

## New Business

Regarding the Collection Development Policy that Jen presented to the Board: this policy will set the standard for how and why we are purchasing the materials that we are purchasing. There will be a form available for anyone who might challenge any of the material in the library. A complaint will first come to the Director. If the issue is not resolved, they can take it to the next level which will be a committee made up of the director, two staff members and a Board member. If the issue is not resolved at the committee level, the patron will have the opportunity to bring it before the entire Board. Paul asked if this is a new policy and Jen stated that it is.

The Board discussed the policy. Anna asked about having an even number of individuals as there is potential for a tie vote. Jen stated she will change the language to read the director, one staff member and one Board member.

Paul asked if Jen has experience in a challenge situation and she stated that she does not have any experience with this.

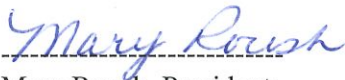
Michelle Fidler made a motion to accept the Collection Development Policy as edited, Julie Rhea seconded, all agreed, motion passed.

Mary Roush asked if the Board feels that we need to vote someone in for the next 3 months as vice president. Mary stated that if we vote someone in tonight it would only be until December and then Dave's term would be up December 2023. We need to post a position for a Board member as soon as possible. To be in compliance with the rules, it will need to be someone in the district.

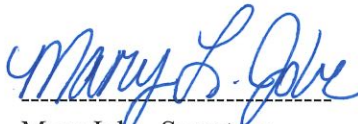
Anna Frazier nominated Julie Rhea for the interim vice president position, Paul Sipes seconded, all agreed, motion passed.

Paul Sipes made a motion to accept the small donation of \$38.50 made at the register, Michelle Fidler seconded, all agreed, motion passed.

Meeting adjourned 8:22 pm.



Mary Roush, President



Mary Jobe, Secretary