

PERRY COOK MEMORIAL LIBRARY

Board of Trustees

Date: August 13, 2019

Library Director__X_ Patricia Dollisch; Fiscal Officer__X_ Kile Byington; Pres.__x_ ~~Dave~~ Oates; V. Pres._ab Deb Statler; Sec._x Chris Coe; Members:_x Tim Eichorn; __x Jon Lanker;_x Amanda Young;_x Mary Roush

Minutes:

Dave called the meeting to order. Minutes of the July 9, 2019, meeting were read. Jon moved to accept them as read. Tim seconded it. All agreed.

Patricia:

The HVAC motor has been replaced and is working well. The cost was \$865.00. Patricia is researching the cost of installing Windows 10 on the library computers. Shelby Owings and Chrissy Boner are working well in their new positions. The library will not receive the E Grant, since it will not cover items needed by the library. The library did receive the Guiding Ohio Online (GOO) grant for \$ 8,820.00. The library will be responsible for 25% more to meet our portion of the grant obligation. Sirs/Dynix is getting an upgrade and Niccole will work with Patricia to make sure library equipment is current. Patricia commended the library staff for their hard work over the summer months making the summer reading program a success and working now to get ready for fall programming. The library is now waiting on the Morrow County Grand Jury to hear the case against the former clerk/treasurer. The library will be working with the Gleaners, a local philanthropic group, to conduct monthly food drives at all the libraries in the county. Patricia is preparing books for distribution to local Amish schools in the coming school year. Patricia will go to Northmor Elementary next week to drop off sign-up sheets for her monthly visits during the school year. Niccole and Melissa are working to move DVD's to the new cabinet. While doing this, Niccole is standardizing labels so they will match the consortium records. This is a time consuming project. The library has a new Xerox copier to replace the Ricoh. The Ricoh has been moved up to the preschool area for their use.

Kile:

Kile explained the Payment Listing page for August on her report. July was good with necessary adjustments being made from the Local Government Services (LGS). She has reconciled the 2017 financial statement. LGS has completed the 2018 rebuild and Kile has done her best to reconcile the 01/01/2019 balance to their 12/31/2018 balance.

As of 07/31/2019, with 58% of the year over, the library has spent 79% of the professional services budget, so Kile asked that funds transferred. Chris moved to transfer \$1,000 for the PERS account and \$2,000 from the Salaries account to the Professional Services account. Amanda seconded it. All agreed. Kile would like to start moving interest earned from the Star Ohio account and the savings account monthly to the General Fund account.

Mary moved to move interest from Star Ohio and savings to the General Fund. Tim seconded it. All agreed.

Kile asked for permission to invest monies between the savings account, Star Ohio, and CD's or CDARS in order to keep the library under the FDIC insured limit and to maximize interest earnings.

Tim moved to allow the fiscal officer to invest monies between the savings account, Star Ohio and CD's or CDARS in order to keep the library under the FDIC insured limit and to maximize interest earnings. Amanda seconded it. All agreed.

Jon moved to accept the 2020 tax budget. Mary seconded it. All agreed.

Kile is investigating options for out-sourcing payroll processing to save time. She will report back to the board at a future meeting.

Jon moved to approve the fiscal officer's report as presented and to pay the bills. Tim seconded it. All agreed.

Mary asked if Patricia could check with other area libraries concerning pay scales for their employees. Patricia will report back to the board at the October meeting.

Tim asked about the propane gas contract for the coming heating season with Cole Distributing. Patricia has signed a contract for 3,700 gallons at a cost of \$1.27/gallon for the 2019-2020 heating season.

Tim moved to adjourn. Jon seconded it. All agreed. Meeting adjourned.

President: _____

Secretary: _____