

Guernsey County District Public Library  
Board of Trustees Regular Meeting  
April 26, 2022

The Board of Trustees of the Guernsey County District Public Library met in regular session at 5pm on April 26, 2022, at the Byesville Branch.

Trustees present:

Sheila Ellenberger, Kathy Warhola, Judy Simcox, Jay Jackson and Stephanie Laube

Library employees present:

Michael Limer, Ada Myers and Jennifer Jacobs

There were two guests present.

Sheila Ellenberger, Vice President, called the meeting to order at 5:06 p.m.

No public participation.

### **Review and Approval of Minutes**

Warhola made a motion to approve the minutes for the regular meeting held on March 22, 2022; Jackson seconded the motion. Motion carried.

### **Financial Report**

March financial reports were presented by Jacobs. Of note: two more parking spots were purchased from Unity Church, Wage works is the COBRA insurance, PLF is on track, Friends of the Library purchased the Summer Reading billboards. Several donations were received – Cambridge Amateur Radio (information on the growth of amateur radio) and \$220 from Cambridge Writers for youth events.

Jackson motioned to accept the financial reports, Warhola seconded. Motion carried.

### **Byesville Branch Renovation Update**

James and Stephanie with HBM updated the board on the renovation process/progress and answered questions. Timeline is 8-10 months. Costs continue to increase. Still waiting on environmental testing.

## **New Business**

Approval of Hires: Sandie Walton – outreach coordinator, full-time, \$38,000; Leisa Arnold – floating library assistant, part-time, \$10/hour. Simcox motioned to approve the hires; Laube seconded and motion carried.

Carpet: quotes were obtained for the meeting room at crossroads – Millfair \$4200; King Carpet \$6800 or \$6100. Mr. Limer will also get pricing on vinyl flooring for the room

HVAC: \$47,000 was spent in 2020 for the HVAC system repairs and contract. \$22,000 in 2021. This year it will cost \$8000 for the renewal contract with Enervise.

GCT Parking Lot: Warhola motioned to award the work to Parnell & Associates at a cost of \$5200; Jackson seconded and motioned carried.

## **Old Business**

No old business

## **Director's Report**

Personnel Committee: Trustees Jackson and Ellenberger will meet along with Myers, Jacobs and Limer to discuss personnel items including whether notes need to be made available when a records request is made for meeting minutes including executive sessions

Summer Reading: Summer reading returns on May 16. Billboards will go up thanks to Friends of the Library. Cambridge Schools will do a field trip to the library on May 12 and 13. Myers will oversee.

Cargo/Interlibrary Loan: projecting that it will be back up and running next Monday.

Receipt Printing: Limer looked into the possibility of the receipts print when a book is borrowed from the library showing how much money was saved by borrowing the book as opposed to buying it. At this time, we do not have the software for this activity.

OLC Trustee Dinner: Simcox and Ellenberger attending. There were approximately 40 attendees. The dinner went well.

### **Executive Session**

With a motion from Jackson and second from Warhola to move into executive session for employment of public employee at 6:05pm trustees moved into executive session. At 6:37pm trustees came out of executive session.

With a motion from Warhola and second by Jackson to move into executive session for dismissal of employee at 6:38pm trustees moved into executive session. At 7:01pm trustees came out of executive session.

### **Business Too Late for the Agenda**

Personnel Committee will meet to develop/review Fiscal Officer position and evaluation documents.

### **Adjournment**

Laube made a motion to adjourn. Warhola seconded the motion, and the meeting adjourned at 7:02 p.m.

The next meeting is scheduled for May 24, at the Crossroads Branch at 5:00 p.m.

President

Secretary