

Guernsey County District Public Library
Board of Trustees Regular Meeting
February 22, 2022

The Board of Trustees of the Guernsey County District Public Library met in regular session at 5pm on February 22, 2022, at the Crossroads Branch.

Trustees present:

Matt Motes, Sheila Ellenberger, Kathy Warhola, Judy Simcox and Stephanie Laube

Library employees present:

Michael Limer and Jennifer Jacobs

There was one guest present:

Matt Motes, President, called the meeting to order at 5:06 p.m.

No public participation.

Review and Approval of Minutes

Mr. Limer noted that Ada Myers name was misspelled on the January minutes. Warhola made a motion to approve the minutes for the regular meeting held on January 25, 2022 with the corrected name – Ada Myers. Ellenberger seconded the motion. All voted aye, and the motion carried.

Financial Report

January financial reports were presented by Jennifer Jacobs. Of note: There will be a mini audit this year. Expenses associated with the Byesville survey and parking passes were paid. Warhola asked about the Hayes Presidential Center payment. Limer informed that it is for our obituary data base. Jacobs indicated that she completed the Hinkle System work.

Gifts received include: Friends of the Library - \$1500 for Wonderbooks and Launch Pads; Mike McKee - \$500 for large print Western books.

Warhola motioned to accept the financial reports, Ellenberger seconded. Motion carried. Ellenberger motioned to accept the gifts, Warhola seconded. Motioned carried.

New Business

Limer asked the board to consider extending staff calamity time by 24 hours in consideration of the severe winter weather we have had this year. The contract limits calamity time to 24 hours currently and that has been about used up. Laube motioned to extend the calamity time by 24 hours, Warhola seconded. Motion carried.

Old Business

Limer stated that he received and reviewed the staff evaluation templates provided by the board. He will share these with Ada and they will select one by the next board meeting. Ellenberger shared several director evaluation templates.

Discussion was held regarding the establishment of an evaluation policy (how often, when, who). Board asked Michael and, maybe, Jennifer to get some examples of fiscal officer evaluations that the personnel committee can look at by the next meeting.

Director's Report

Director Limer reported there has not been a lot of interest in the user procurement coordinator search. He has reached out to the marketing departments to OUZ as well as Muskingum University in addition to the ads he placed.

Staff is tinkering with the locations for the Bookmobile as use and interest demands.

The parking barriers recently put in by Bi-Con at the downtown location have been destroyed, mainly due to weather and plowing of parking lot. Bi-Con will put up rubberized ones to help eliminate frequent need for replacement.

COVID update – staff wise they are doing pretty well (not a lot of sickness because of covid). They are currently out of covid tests (more scheduled to arrive) but the demand has dwindled.

Interlibrary loan provider is changing again. The new provider will be Priority but it will take a few months to transition. Priority should start on April 18. In the meantime, interlibrary loan material may not be available – meaning we and other Ohio libraries will not be able to share material. A decision on this will be made tomorrow.

Employee evaluation forms were discussed earlier.

After a brief discussion, the Director's report was unanimously approved.

Business Too Late for the Agenda

Limer shared that he and the Children's Librarian are working on getting a billboard for the Summer Reading program.

Adjournment

Warhola made a motion to adjourn. Ellenberger seconded the motion, and the meeting adjourned at 6:45 p.m.

The next meeting is scheduled for March 22, at the Crossroads Branch at 5:00 p.m.

President

Secretary

A handwritten signature in cursive script, appearing to read "Stef Lark", written in black ink.

