

Guernsey County District Public Library

Board of Trustees Regular Meeting

March 12, 2020

The Board of Trustees of the Guernsey County District Public Library met in regular session March 12, 2020, at the Crossroads Branch.

Trustees present: Sheila Ellenberger, Stephanie Laube, Kathy Warhola and Cathy Koscoe.

Library employees present: Michael Limer, Luke Bentley, Donna King, Matt Kinsey and Jennifer Jacobs

Mr. Limer, Director, called the meeting to order at 5:00 p.m.

There was no Public Participation

**Review and Approval of Minutes**

Mrs. Warhola noticed an error in the previous minutes of February 13 in a motion to approve. With that correction and amendment, Dr. Ellenberger made a motion to approve the minutes. Mrs. Laube seconded the motion. All voted yes, and the motion carried.

**Financial Report**

Mrs. Jacobs presented the financial report. We received \$3840.00 in E-rate reimbursement. Also, three of our four Frontier accounts are now out of contract & discontinued. The fourth is out of contract on April 1. BCN is providing our fire alarm lines at our Byesville and Downtown locations, and Spectrum through AlphaLink provides this service at our Crossroads location. Also, our contract with Santana Energy has expired, and we are now working directly with Columbia Gas.

We had the following gifts in February:

**BE IT RESOLVED, that the Board of Trustees accept the following gifts:**

\$50.00 from Teresa Dankovic in memory of Jerome Goff

\$75.00 from Ms. Ruth Ann Staranko with letter

Mrs. Warhola made a motion to accept the financial reports and gifts. Dr. Ellenberger seconded the motion. All voted yes, and the motion carried.

## **Administrative Staff Reports**

The Administrative Reports were previously provided by email and in print at the meeting.

Mr. Bentley recently returned from the PLA Conference in Nashville. He has several ideas about improving service to our patrons and setting goals for the staff.

Mr. Kinsey alerted the Board to proposed Federal poverty definitions which could potentially affect certain subsidies.

Mr. Limer showed the graphic for the new bookmobile and also presented the job description for the new position of User Procurement Coordinator, which will be posted soon.

Mr. Limer reported that we are monitoring the situation regarding the coronavirus. Currently, we are staying open, but all programming is canceled until further notice. We will turn off every other computer at the stations to allow space between patrons. The Board would appreciate any staff member taking on extra cleaning and sanitizing duties.

## **Executive Session**

Dr. Ellenberger made a motion to enter into executive session to discuss compensation of a public employee. Mrs. Warhola seconded the motion. A roll call vote was taken:

Dr. Ellenberger- yes, Mrs. Warhola – yes, Mrs. Laube – yes, Mrs. Koscoe – yes.

The Board entered executive session at 5:26 p.m. Mr. Limer and Mrs. Jacobs were invited to stay, all others excused. The Board returned to regular session at 5:59 p.m.

Dr. Ellenberger made a motion to give a 3% raise to the administrative staff. Mrs. Warhola seconded the motion. A roll call vote was taken: Dr. Ellenberger- yes, Mrs. Warhola – yes, Mrs. Laube – yes, Mrs. Koscoe – yes.

Dr. Ellenberger made a motion to make the raises retroactive to 1/01/20. Mrs. Warhola seconded the motion. A roll call vote was taken: Dr. Ellenberger- yes, Mrs. Warhola – yes, Mrs. Laube – yes, Mrs. Koscoe – yes.

Michael Limer- \$79,809

Luke Bentley - \$52,540

Donna King - \$52,520

Matt Kinsey - \$46,155

Jennifer Jacobs - \$41,204

## **Adjournment**

Mrs. Laube moved to adjourn. Dr. Ellenberger seconded the motion. All voted yes, and the meeting adjourned at 6:06 p.m.

The next meeting is scheduled for April 9, 2020, at 5:00 p.m. at the Crossroads Branch.

President

Secretary