

**Guernsey County District Public Library  
Board of Trustees Regular Meeting  
January 24, 2024**

The Board of Trustees of the Guernsey County District Library met in regular session at 5:20 pm on January 24, 2024 at the Crossroads Branch.

**Trustees present:** Sheila Ellenberger, Deborah Cunningham, Carla Smith, Kathy Warhola. Melissa Dyer

**Library employees present:** Michael Limer, Ada Myers, Jennifer Jacobs, Lauren Burris, Deborah Fader Samson

There was no public participation.

**Review and Approval of Minutes**

The December regular minutes were reviewed and approved. Motion by Smith, second by Cunningham. Motion carried.

**Financial Reports**

The December financial report and year-end report was presented by Jacobs. Donations in December were received from Charlotte McCartney and Nancy Abbott in the amount of \$1000 and from Evelyn Kochera, trustee of the Farnsworth trust in the amount of \$200. Friends of the Library made reimbursements to the library of approximately \$9000 in 2023.

Warhola motioned to approve the financials. Smith seconded. Motion carried.

**New Business**

New board member Melissa Dyer was introduced.

A change in the meeting time for the library board of trustees was discussed. Tentative meeting time will be the first Thursday of the month at 1pm beginning with the March meeting.

The OLC's Public Library Trustees' Handbook contains Trustee Self-Evaluation and Board Evaluation forms in the appendix. A sample Board of Trustees ByLaws is also included. ByLaws for the GCPDL Board of Trustees will be reviewed at a later date. It is recommended that all trustees should participate in a course on the Sunshine Laws. A training session provided by the Ohio Attorney General's Office is available online.

## **Marketing and Outreach Report**

Deborah Fader presented the Marketing and Outreach Report. Ms. Fader submitted her resignation as Marketing coordinator effective February 29.

## **Youth Services**

Youth Services Supervisor Burris discussed completed projects, programs currently being offered and plans going forward. The Jingle Bell Bash and Nearly New Years party were successful. Plans going forward include new story time session starting in February, Easter Egg Hunt and summer reading program.

## **Assistant Director's Report**

Myers provided her Assistant Director's Report which included a review of her activities within the library, the community and the OLC throughout 2023, programs and community events from this past year and a look forward to 2024. Many programs are planned to celebrate our 120<sup>th</sup> Birthday.

## **Director's Report**

Limer presented his December report which included:

Wildlife field project needs a spell of dry weather to be completed.

Circulation has grown by 14% compared to last year.

Work on the Byesville branch should be completed soon, including the drive-up window.

There were 29 participants in the ASL class.

## **Executive Session**

Motion was made to go into executive session by Smith and seconded by Warhola to discuss pay increase for administrative staff. Roll call vote was taken. The board went into executive session at 6:18 pm and left executive session at 6:23 pm.

A motion was made by Smith and seconded by Cunningham to give administrative staff a 3.2% raise effective January 1, 2024. Roll call vote was taken and motion passed unanimously.

**Executive Session**

Motion was made to go into executive session by Smith and seconded by Warhola to discuss personnel self-review. Roll call vote was taken. The board went into executive session at 6:26 pm and left executive session at 6:44 pm.

A motion was made by Smith and seconded by Warhola to empower fiscal officer Jennifer Jacobs to work from home two extra days per month in addition to the one day per week from home she is currently working. Roll call vote was taken and motion passes unanimously.

The board adjourned at 6:45 pm.

The next meeting is scheduled for February 27 at 5 pm at Crossroads Library.

Respectfully Submitted

Deborah Cunningham