

Guernsey County District Public Library

Board of Trustees Regular Meeting

November 23, 2021

The Board of Trustees of the Guernsey County District Public Library met in regular session November 23, 2021, at the Crossroads Branch.

Trustees present:

Matt Motes, Sheila Ellenberger, Kathy Warhola, Cathy Koscoe and Stephanie Laube  
Jay Jackson arrived at 5:30 p.m.

Library employees present:

Michael Limer and Jennifer Jacobs

Matt Motes, President, called the meeting to order at 5:00 p.m.

**Executive Session**

Dr. Ellenberger made a motion to move to executive session to discuss complaints against public employees. Mrs. Warhola seconded the motion. A roll call vote was taken. Motes – yes, Ellenberger – yes, Warhola –yes, Koscoe – yes, Laube – yes. Prosecutor Angler was invited to stay; all others excused. The Board entered into executive session at 5:03 p.m.

The Board returned from executive session at 6:56 p.m.

Dr. Ellenberger made a motion to review policies in the employee handbook for possible revisions. Mrs. Warhola seconded the motion. A roll call vote was taken. Motes – yes, Ellenberger – yes, Warhola –yes, Koscoe – yes, Laube – yes, Jackson – yes.

**Review and Approval of Minutes**

Mrs. Warhola made a motion to approve the minutes for the regular meeting held on October 14, 2021. Dr. Ellenberger seconded the motion. All voted aye, and the motion carried.

**Financial Report**

The financial report was presented by Jennifer Jacobs. We received \$11,904.00 in Erate reimbursement for Funding Year 2020.

We received the following gifts:

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

October donations to the Finley Room:

- 4ft x 2ft laminated 1899 Cambridge Ohio by Fowler and Moyer from Sharon Geese.
- Binder containing 587 Obits and other Announcements along with an index from Betty Shinn
- Packet containing 100 Death Certificates along with an index from Betty Shinn
- The book "The Hunts, The Trooks, and Affiliated Families" by Leona S. Smith donated by the Tazewell County Genealogical & Historical Society. (A thank you note was emailed.)

Mrs. Laube made a motion to accept the financial report and gifts as presented. Mr. Jackson seconded the motion. All voted aye, and the motion carried.

**New Business**

Temporary appropriations were presented to the board by Mrs. Jacobs. Mrs. Warhola made a motion to approve the temporary appropriations for 2022. Dr. Ellenberger seconded the motion. A roll call vote was taken. Motes – yes, Ellenberger – yes, Warhola –yes, Koscoe – yes, Laube – yes, Jackson – yes.

Aspasia Kirkpatrick is retiring from the library and submitted a request asking the board to pay one-fourth of her accrued sick leave. Dr. Ellenberger made a motion to approve the sick leave payout for Ms. Kirkpatrick. Mrs. Warhola seconded the motion. A roll call vote was taken. Motes – yes, Ellenberger – yes, Warhola –yes, Koscoe – yes, Laube – yes, Jackson – yes.

Dr. Ellenberger made a motion to recognize Ms. Kirkpatrick and Ms. Raffelson for their service and dedication to the library. Mrs. Warhola seconded the motion. All voted aye, and the motion carried.

## **Old Business**

Byesville village administrator Mr. Dudley has been contacted concerning the Byesville branch being over the property line. Mrs. Warhola made a motion to request Mr. Dudley to acquire the necessary land to build the library project. Dr. Ellenberger seconded the motion. A roll call vote was taken: Ellenberger – yes, Warhola –yes, Koscoe – yes, Laube – yes, Jackson – abstain

Mrs. Warhola made a motion to hire Lauren Burris for the role of Children’s Librarian at the rate of \$44,000.00 per year. Dr. Ellenberger seconded the motion. All voted aye, and the motion carried.

Mr. Limer reported that the library levy passed with 67.9% of the votes in favor.

## **Director’s Report**

Mr. Limer reported that he has received four applications for the assistant director’s position and will begin interviews.

The settlement proposal regarding the grievance has been signed.

Bi-Con will schedule a time to remove the wall from the Downtown location.

We are continuing to work with the Cambridge Intermediate School, 3<sup>rd</sup> to 5<sup>th</sup> grades, to grant library cards.

Due to insurance issues, Mr. Limer asked for disposal of our drones. He would like to donate them to a school or similar organization. Mrs. Laube made a motion to dispose of the drones. Mrs. Warhola seconded the motion. A roll call vote was taken: Motes – yes, Ellenberger – yes, Warhola –yes, Koscoe – yes, Laube – yes, Jackson – yes.

COVID tests are still in high demand.

All food is banned in the library until further notice.

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

Mrs. Warhola made a motion to change the board's bylaws to reflect the change in meeting time to the fourth Tuesday of the month at 5 p.m. Dr. Ellenberger seconded the motion. All voted aye, and the motion carried.

### **Adjournment**

Mrs. Warhola made a motion to adjourn. Mrs. Laube seconded the motion, and the meeting adjourned at 7:24 p.m.

The next meeting is scheduled for December 28, 2021, at the Crossroads Branch at 5:00 p.m.

President

Secretary