

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*March 14, 2024*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, March 14, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Mr. Ben Buckland, Mr. Todd Leightey, Mr. Brian Kimmel and Ms. Ann Kemerley. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the January meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there were any questions about the bills. Hearing none, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

Under old business, Ms. Whitt submitted a spreadsheet responding to a question from the Board at the January meeting concerning expenditures to date for the elevator upgrade project, as well as the projected cost of the project and projected remaining expenditures. Approximately half of the project cost has been paid as a down payment, with the remainder to be paid upon satisfactory completion of the work.

Under new business, Ms. Whitt presented quotes from Assa Abloy for repairs to the library's front and rear exterior doors, as well as upgrades to the rear automatic door openers. According to the technician, the latter have reached the end of their expected service life, and parts to repair them would no longer be available in the case of failure. After some discussion on the advisability of dealing with the issue now or postponing the work, the motion was made and seconded to approve the work, accepting the quotes as presented. In a roll call vote, all present approved the motion.

The next item on the agenda was a proposed policy on payment of honoraria to guest speakers at library programs. These would be offered as a "thank you" to private individuals who share their interests and expertise, not to library staff, or to professionals who have a set fee for their presentations. Guest speakers who travel more than 25 miles to the library would also be eligible for mileage reimbursement. The proposed honorarium is \$25, or \$50 for speakers who include samples or giveaways for the audience. A motion was made and seconded to approve the policy as presented; in a roll call vote, all present approved the motion.

The next item under consideration was renewal of the property and liability insurance. Ms. Whitt reminded the Board that the library has had the same plan with Ohio Plan, through Rinehart, Walters and Danner in Mansfield, for over ten years, so we receive a substantial "loyalty" discount in the annual premium. Ohio Plan specializes in libraries and governmental organizations, and many libraries use it. While we sought quotes last year from other insurance agencies for purposes of comparison, it was found that the Ohio Plan was very competitive in cost. They have always been very responsive and helpful when there has been a claim. Ms. Whitt asked if the Board had any questions for the insurance agent as the time for renewal is

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approaching. There were no questions. Ms. Whitt has not yet received the quote for the renewal, although it is to be expected that there will be an increase over last year.

The last item on the agenda was discussion on a request to have the library host a client or clients of Kan Du Group in Findlay for job shadowing or training. Kan Du assists adults with developmental disabilities in job training and life skills. Ms. Whitt said she had been contacted by a representative of Angeline Industries about this matter, but she is awaiting further information from Kan Du. The Board suggested she ask a representative from Kan Du about their policies on job shadowing and training before moving forward with any agreements.

In the Director's Report, Ms. Whitt reported that:

1. We have learned that the Upper Sandusky Community Library has been selected to host the *Americans and the Holocaust* traveling exhibition from the U.S. Holocaust Memorial Museum and the American Library Association. The exhibit examines the motives, pressures and fears that shaped Americans' responses to Nazism, war and genocide in Europe during the 1930s and 1940s. It will be at our library from August 19 to September 30, 2026. We also plan to partner with the Nancy & David Wolf Holocaust & Humanity Center in Cincinnati, the Wyandot County Historical Society, the Upper Sandusky schools and more to present programs related to *Americans and the Holocaust* to the community.
2. Our adult winter reading program, "Read a Latte," took place January 2 to February 17. Participants received a scratch-off ticket for an opportunity to win an instant prize each time they checked out books, and the first 40 to sign up received a library logo hot beverage mug. The program was the most successful to date, with over 75 people participating. Library patron Deb Werre won the drawing for the grand prize of a Keurig beverage maker.
3. Other February programming included "The Road Less Traveled Revisited," featuring photography by Russ Lyon and "Cool Beans: Mastering the Art of Roasting" by master coffee roaster Brad Wood. Due to the lack of elevator access, we have less programming than usual in March, but the regular book clubs, Craft Party and Lunch Bunch will meet as usual. On March 18, Patti Davidson will host the "Taste of History" program featuring culinary offerings from Ancient Rome.
4. March is Makers Month, and we are again presenting a community art show, with a wide variety of paintings, sculptures, quilts and other creations on loan from local artists and crafters. The display will continue through March 23.
5. Displays and programming this month also feature the upcoming solar eclipse. We have an interactive educational display across from the elevator, and STEAMPunks and That Thursday Thing are also eclipse-themed. On March 5, we had a do-it-yourself eclipse viewer workshop for all ages. The library has eclipse glasses available free of charge for members of the community, as well.
6. The main work on the elevator upgrade began the week of February 12. The elevator is currently out of service, and work is expected to continue for 5-6 weeks. The Davis and Newcomer crew is very professional and communicates with us as needed. The library Board room will also be unavailable, as we had to move operations from the office adjoining the elevator vault to accommodate the work. The large meeting room is still available for use by library programs and meetings and for the public.

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7. The Ohio Department of Taxation (ODT) posted the February 2024 Public Library Fund (PLF) distribution of \$44,524,043 – which is \$1.46 million (or – 3.19%) below ODT’s original estimate that was issued in July 2023; and \$1.35 million (or – 2.95%) below ODT’s updated estimate issued in December 2023. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of January came in 2.7% or \$70.4 million below estimates. OBM claims the state budget for FY24 is still on solid footing.
8. The Ohio Department of Taxation (ODT) posted the March 2024 Public Library Fund (PLF) distribution of \$37,210,077 – which is \$717,948 (or + 1.97%) above ODT’s original estimate that was issued in July 2023; and \$751,022 (or + 2.06%) above ODT’s updated estimate issued in December 2023. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of February came in 1.8% or \$38.4 million above estimates. OBM has indicated that this is in line with their expectations.

9. Memorial/Honor/Donations:

In memory of:

Mitchell Fogle  
Jim Huffman  
Jean Hensel

Linda Welker

Donor(s):

Kevin & Claire Russell  
USHS Class of 1957  
Uhl & Karen Hensel  
Rosa Frisch  
Mark & Nancy Johnson  
Katie & Jake Treadway  
Schilling Propane  
Bev Patterson  
Jennifer Romich  
Tom & Betty Martin  
Tricia & Drew Rall  
Maggie Bower  
Todd & Ann Leightey  
Shelagh & Mark Ellis  
Jim & Sharon Schilling  
Dianne Grafmiller  
Aaron & Anne Clark  
Randall & Bonnie Snowden  
Heather Vent  
Brian & Jodi Kimmel  
Cole & Kara Johnson  
Jamie & Charles Smith

There were no Items Not on the Agenda.

Ms. Romich asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:39 p.m.

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President

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Secretary