

Board of Trustees of the Upper Sandusky Community Library

Minutes

October 10, 2024

The Upper Sandusky Community Library Board of Trustees convened on Thursday, October 10, 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 Deputy Fiscal Officer Patti Davidson were also present.

Ms. Romich asked for public comments. Hearing none, she asked if there were corrections or additions to the minutes of the September meeting; hearing none, she 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 said she was still waiting for additional quotes and information for the outdoor sign upgrade.

Under new business, Ms. Whitt noted that Ms. Kemerley's term of office will expire on December 31. Ms. Kemerley said that she is willing to continue to serve if the Board agrees. The Board nominated her to serve another term; Ms. Whitt will send a letter to the School Board with this recommendation.

It was then moved and seconded that the Board move to executive session in order to discuss the director's performance evaluation and salary action, as well as other personnel matters. In a roll call vote, all present approved the motion. The Board entered executive session at 12:05.

At 12:40, the regular session was resumed.

The Board agreed with the director's performance evaluation, and expressed appreciation for her dedication to the library. It was moved and seconded that the director's salary be increased by 4.00%, effective November 9, 2024 (the beginning of the first pay period after the anniversary date of November 1); in a roll call vote, all present approved the motion.

The Board then asked Ms. Whitt to find information on salaries of library directors of similar-sized libraries in similar areas. They also asked her for the staff's evaluation scores and pay increase percentages for the last three years, together with professional development needs – this also to be submitted each year at about this time. Ms. Whitt said she would provide this information at the November meeting.

Ms. Whitt then proposed a revised pay schedule for 2025, with a 2.4% across the board increase in pay ranges in view of the 2.4% percent increase in the Ohio minimum wage effective January 1, 2025. This would affect only staff currently at minimum wage. Ms. Whitt also asked the Board to consider a 2.4% pay increase for all staff as a cost-of-living adjustment. The motion was made and seconded to approve the 2025 pay schedule; all present approved the motion. The question of the cost-of-living increase was tabled until the next meeting.

The next topic of discussion was the annual budget and appropriations request for 2025. Mrs. Whitt submitted the appropriations request together with an estimate of revenues expected. It was moved and seconded to approve the 2025 budget request at the category level, as presented by the director; in a roll call vote, all present approved the motion.

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The Board next considered holiday recognitions for the library staff. It was moved and seconded to give \$50 in Chamber of Commerce gift certificates to each staff member, as well as one pass each for the annual Fantasy of Lights display, and to authorize the director to spend up to \$500 for a staff dinner and party. In a roll call vote, all present approved the motion.

The last item on the agenda was a year-end bonus for library staff. In order to show the Board's appreciation for the hard work and dedication of the staff, it was moved and seconded to award \$150 to each part-time staff member and \$300 to full-time staff members. In a roll call vote, all present approved the motion.

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

1. Dave from Smith-Boughan will visit the library this week with an engineer to look at the air conditioning system that will need to be replaced. He has told us that the outdoor air conditioners actually go on to serve a chiller barrel, which then sends chilled water to the air handlers and that is how cooling is done on the old air handling units for the library. New outdoor AC units aren't compatible with the old chiller barrels. Replacing the chiller barrels is not a good option, due to their location, the amount of labor, etc. Dave has been discussing with their engineering the idea of installing a self-contained small chiller outside, it would look similar to what is there now. But, he needs to verify the power supply is adequate, piping, and pumps as well. He said obtaining the equipment is 24-28 weeks out, and the estimated cost is such that we may need to go through the formal bid process.
2. Our week at the Wyandot County Fair was a lot of fun, and we had a lot of good conversations with fairgoers. The Forest Jackson Library and Mohawk Community Library each took a day staffing the booth and helped with setup and teardown. Our heartfelt thanks go to Board Members and Friends of the Library who volunteered to help at the booth.
3. October family programs include an interactive showing of the movie *Beetlejuice*, a pumpkin carving workshop with Brian Hemminger, and our second annual S'more Party and Pumpkin glow to be held in the backyard.
4. October's adult programs include a third series of American Sign Language classes with Keith Falzone, as well as Common Readers (*Beartown*, by Fredrik Backman), Inglorious Bookworms (*Dead Silence*, by S. A. Barnes) and Lunch Bunch (fall recipes). Craft Party participants will make an Autumn Book Witch.
5. We have received a \$1,000 grant from Armadillo Solar to assist with meeting increased energy costs.
6. Memorial/Honor/Donations:

<u>In memory of:</u>	<u>Donor(s):</u>
Steve Baker	Ron Gottfried
Leroy Gohl	Barb & Lynn Gottfried
Alice Wolf	Rick & Sandy Packer & family
Betty Grossman	Ann Kemerley

Under Items Not on the Agenda, Ms. Whitt submitted a quote from Smith-Boughan Mechanical for engineering work to design an updated air conditioning system for the library. The existing system is beyond its service life and newer systems will not work in the current configuration. Smith-Boughan does the library's current HVAC maintenance and designed the building control system, so they are familiar with the library's systems. It was moved and seconded to accept the quote; in a roll call vote, all present approved the motion.

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 1:20 p.m.

President

Secretary