

Board of Trustees' Meeting  
Arcanum Public Library  
August 16, 2018

Present: Paul Myers, Deb Dynes, Curtis Schafer, Randy O'Dell, Rose Lambert, Jean Miller.

Absent: Jan Roestamadji, Mark Wright, Barb Garrison.

Vice President Rose Lambert called the meeting to order at 6:00 p.m.

1. Minutes: No changes were made to the minutes of the last meeting. Paul made a motion to approve the minutes of the last meeting. Randy seconded the motion. All voted yea.
2. Financial Reports: There were no changes were made to the financial reports. Paul made a motion to accept the financial reports. Jean seconded the motion. All voted yea.

A. There was discussion of the CD that is coming due and the best decision for reinvesting the CD.

Paul made a motion to move the GF-101d CD to a 11 months term at Greenville National Bank with a rate to be determined. Randy seconded the motion. All voted yea.

B. It was reported from the Budget Hearing meeting that the Arcanum Library will receive a \$13,000.00 increase in funds for the 2019-20 budget.

3. Approval of Invoices: Randy made a motion to make payment of the following invoices: State of Ohio Auditor dated 7/31/18 in the amount of \$1,467.80 for auditing services, Baker and Taylor dated 7/20/18 in the amount of \$899.00 for Title Source 360 subscriptions and Level 9 Networks dated 7/25/18 in the amount of \$1,210.00 for various IT problems. Jean seconded the motion. All voted yea.

4. Reimbursements: Randy made a motion to approve the following reimbursements, to Johanna Hill for Summer Reading Supplies obtained on 7/17/18 in the amount of \$12.72 and to Curtis Schafer for mileage when attending COOL Directors Meeting on 8/15/18 in the amount of \$100.93. Paul seconded the motion. All voted yea.

5. Withdrawals: Paul made a motion to approve the withdrawals. Jean seconded the motion. All voted yea.

Withdrawals were 129 cataloged books, 1 magazine, 3 DVDs.

6. Donations: Paul made a motion to accept the donation. Randy seconded the motion. All voted yea.

Donation was Children's book Adventures of Sir Clumsalot by Cassandra Foster.

7. Updates:

A. Curtis gave a demonstration of the new website expected to be complete and running approximately at the end of the year.

B. Curtis has received only two quotes for the brick sealing and is looking further for another quote.

C. Curtis reported meeting with Sign Dynamics who made suggestions for the outdoor sign for at the library. They would do the work of getting the variance and permits from the Village and will be included in a quote to the library for the work.

D. Paul, Jan and Curtis will continue the work on an employee handbook and expect to have it done by the end of the year.

8. New Business:

A. Curtis introduce the new website for libraries, Lynda.com and explained using the number on a patron's library card to be able to connect and take any of the numerous classes that are offered.

B. Board members ask Deb to include two new general line items in the budget, a line for programing expenses and a line for IT services.

C. Curtis brought the upcoming events at the library to the attention of the Board Members and pointing out that the library will be closed on Thursday for the Darke County Fair as previously approved by the Board.

The next meeting will be September 20 at 6:00 p.m.

Randy made a motion to adjourn the meeting. Paul seconded the motion. All voted yea.

The meeting was adjourned at 7:01 p.m.

Respectfully submitted,  
Jean Miller, Secretary