

Board of Trustees' Meeting
Arcanum Public Library
March 21, 2019

Present: Dan Sink, Jan Roestamadji, Jean Miller, Paul Myers, Mark Wright, Deb Dynes, Curtis Schafer.

Absent: Rose Lambert, Randy O'Dell

President Paul Myers called the meeting to order at 6:06 p.m.

1. Minutes: An omission of 2B on the minutes of the last meeting is added to read *Rose made a motion to change the deductible on the current insurance policy to \$5,000 for a savings of \$478.00. Jan seconded it. All voted yea.*

An omission to item no. 8 is added to read *Jan made a motion to accept the employees' handbook to include the three minor changes in punctuation and then sending the handbook to the library attorney for a final check. Randy seconded the motion. All voted yea.*

Motion: Jan made a motion to accept the revised minutes of the last meeting. Dan seconded the motion. All voted yea.

2, Financials: There were no changes to the financial reports as presented.

Motion: Jan made a motion to accept the financial reports. Jean seconded the motion. All voted yea.

Curtis presented a spread sheet for comparison with the current insurance, proposed insurance from Littman-Thomas, proposed insurance from Ohio Plan, proposed insurance from R.J. Warner. However, the spread sheet is incomplete at this time due to late arrival of information and lack of time for better updating. Curtis will have complete information at the next meeting.

3. Invoices: Motions were made and approved at the last month's meeting for estimated spending of \$1,500 from the Lydia Schaurer Trust for LEGO sets and of spending \$1,539.00 plus \$500 for cleaning floors of the restroom and breakroom. The exact amounts of each motion were less than approved.

Motion: Jan made a motion to pay the following invoices: LEGO Education 3 EV3 Core robotics set in the amount of \$1,235.85 and Clean Carpet Care in the amount of \$1,791.50. Mark seconded the motion. All voted yea.

4. Reimbursements: Motion: Jan made a motion to pay the following reimbursements: Reimbursement to Curtis Schafer in the amount of \$13.62 for a meal when attending NMV Directors' Meeting on 2/28/19 and reimburse Curtis Schafer for mileage to COOL Directors' meeting on 3/20/19 in the amount of \$107.42. Mark seconded the motion. All voted yea.

5. Donations: Motion: Jean made a motion to accept the donations. Jan seconded the motion. All voted yea.

Donations: 2 bags of books given anomalously

6. Withdrawals: Among the several items to be discarded are a TV and a TV cart.

Motion: Jan made a motion that the TV and TV cart are of no cash value and of no use to the library. Jean seconded the motion. All voted yea.

Motion: Jan made a motion the approve the withdrawals. Jean seconded the motion. All voted yea.

Withdrawals: 218 cataloged books, 105 books on cd, 182 DVSSs, 17 playaways, Phillips Magnavox tube television, TV Cart.

Jan left the meeting at 6:40 p.m. All motions (including no. 8 and no 10) were made prior to her leaving but appear in the order of the agenda.

7. Maintenance: Curtis reported the carpets and floors were cleaned very satisfactorily on 3/19/19.

8. Medical Leave: Curtis stated that Peggy Grim will begin medical leave starting April 1st and likely be out until the middle of May.

9. Updates:

A. Employee Evaluations: Paul presented a draft of the evaluation form for the Fiscal Officer.

Motion: Jan made a motion to accept the evaluation form for the Fiscal Officer. Mark seconded the motion. All voted yea.

B. Curtis stated that employees' evaluations had been completed except one sub assistant and that will be completed and added to the Board Members' packets. The Board decided that only an executive session at the next meeting would be needed for a review of the evaluations.

C. Curtis presented the possibility of purchasing Hot Spots for check out by patrons. Discussion followed whether it is better to buy the item at approximately \$200.00 and pay for data or to lease a Hot Spot for \$385 a year and data is included. The purchase or lease would start with two Hot Spots to determine the use and all that is involved. Curtis will investigate further and report back to the board before any decision will be made.

10. New Business:

A. Telescope: Curtis presented more information on the purchase of the telescope and a copy of the agreement to be signed by patrons when checking out the item.

Motion: Mark made a motion to accept the telescope agreement to be used at this time but it must be submitted to the library's legal counsel for final inspection. Jan seconded the motion. All voted yea.

B. Job Descriptions: Curtis provided a copy of the library job description for each employee to the Board Members.

C. Legislative Day/Budget Update: Curtis stated April 9 library directors will be traveling to Columbus and he will be going with others to Senator Steve Huffman's office to support the change needed to increase the taxation money going to libraries.

D. Curtis stated that freshman State Representative Jena Powell had office hours in the Arcanum Library and several people came to speak with her. Curtis intends to get better acquainted with her to be able to present the funding needs and other things.

E. Statistic Highlights: Curtis stated the Arcanum library had a very good year and rates very high and generally above average in the state in metric numbers in various categories.

11. Adjournment: Mark made a motion to adjourn the meeting. Dan seconded the motion. All voted yea. The meeting was adjourned at 7:37 p.m.

The next meeting of the Board of Trustees' will be **April 18, 2019 at 6:00 p.m.**

Respectfully submitted,
Jean Miller, Secretary