

Board of Trustees' Meeting
Arcanum Public Library
September 20, 2018

Present: Rose Lambert, Mark Wright, Curtis Schafer, Deb Dynes, Jan Roestamadji,
Barb Garrison, Jean Miller. Absent: Randy O'Dell

The Meeting was called to order by President Jan Roestamadji at 6:05 p.m.

1. Minutes: There was one change made to the minutes of the last meeting as follows:
Item 7C, the word *possible* variances may be needed.

Motion: Paul made a motion to accept the corrected minutes from the last meeting. Rose seconded the motion. All voted yea.

2. Financials: There were no changes made to financial reports.

Motion: Paul made a motion to accept the financial reports. Rose seconded the motion. All voted yea.

There is a CD due at the Greenville National Bank. After discussion, it was decided to renew it for 11 months. Deb will proceed with this action on 9/21/18.

Motion: Paul made a motion for the renewal of the CD coming due. Barb seconded the motion. All voted yea.

Jean Miller arrived at 6:25 p.m. resuming the duties of the secretary from acting secretary, Barb Garrison.

3. Transfer of Funds:

Motion: Paul made a motion to transfer \$1,500.99 from 1000-100-390-0000 Other Contracts/Purchased Services to 1000-100-414-0000 Computer Services with in the appropriations. Barb seconded the motion. All voted yea.

4. Adoption of Resolution:

Motion: Paul made a motion for the adoption of the resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Barb seconded the motion. All voted yea.

5. Approval of Invoice:

Motion: Rose made a motion to the pay the State-of-Ohio State Library Board for contracted website design and hosting in the amount of \$1,350.00. Jean seconded the motion. All voted yea.

6. Reimbursements:

Motion: Rose made a motion to pay the following reimbursements: Deb Dynes in the amount of \$98.32 for mileage to Fiscal Officer training held on 8/24/18; Curtis Schafer in the amount of \$95.81 for mileage to Website Training held on 9/5/18; Curtis Schafer in the amount of \$100.93 for mileage to COOL Directors Meeting held on 9/19/18. Mark seconded the motion. All voted yea.

7. Withdrawals:

Motion: Rose made a motion to approve the withdrawals from the library. Barb seconded the motion. All voted yea.

Withdrawals: 129 cataloged books, 1 magazine, 3 DVDs

8. Donations:

Motion: Rose made a motion to accept the donations to the library. Barb seconded the motion. All voted yea.

Donations: \$100 in memory of Virginia Cox from the family.

Daughters of the American Revolution – a puzzle and handout for Constitution Day

9. Approval for serving Alcoholic Beverages

Motion: Rose made a motion to approve the serving of alcoholic beverages provided by David Nilsen at a craft brewing/beer program on October 11, 2018. The Arcanum Public Library will follow all rules and regulations of the Village of Arcanum and the State of Ohio pertaining to the serving of alcoholic beverages. Paul seconded the motion. All voted yea.

10. Updates:

A. Updating Website: Curtis informed the Board that the website is near completion and will likely be up and running sometime in mid-October.

B. Brick Sealing Estimates: The Board of Trustees considered several estimates for sealing the Bricks.

Motion: Rose made a motion to accept the bid from Carroll Masonry in the amount of \$6,800.00 for sealing the bricks as stated and will require and be assured that Carroll Masonry is bonded. Barb seconded the motion. All voted yea.

C. Door Replacement Estimates: This item has been put on-hold until Curtis is able to obtain additional quotes to have the work done.

D. New Sign: Curtis will be receiving a quote for the new outdoor sign, submitting a grant based on the quote. Then a design for the sign will be chosen.

11. New Business:

A. COOL Update: Curtis reported that likely Bucyrus Library will be joining the Consortium. but at the same time, Germantown Library may be leaving the Consortium.

B. Computer Use Policy:

Motion: Paul made a motion to adopt the following Computer Use Policy and to have it filed in the Policy Manuel after the DVD section.

Use of Library Computers:

- A. *Patrons need to have a valid Arcanum or COOL Consortium library card.*
 - 1. *Exceptions will be made on a case-by-case basis for those visiting the library from out of the area.*
- B. *Patrons under the age of 18 must have parental permission to access the computers. This information will be kept on file.*

Barb seconded motion. All voted yea.

C. Christmas Give-Aways: Curtis ask Library Trustees for ideas for an item to be used as a give-away for patrons at Christmas time.

D. Programing Updates: Oct. 11th Beer Class
Fairy Garden by Carolyn Furlong (no date yet)
Possible Chocolate Class
Possible Wine Class
Christmas Party with Santa

12. Maintenance: There have been 3 roof leaks. Bunch Roofing has looked at the roof and will get back with quotes to repair the roof.

The next meeting of the Board of Trustees' will be October 18th at 6:00 p.m.

Rose made a motion to adjourn the meeting. Paul seconded the motion. All voted yea. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Jean Miller
Secretary

