

PEMBERVILLE PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES

JANUARY 21, 2025

President John Selzer called the meeting to order at 4:30 pm

ROLL CALL: Members present were Mary Jo Bish, Ron Eckel, Steve Gross, Sharon Nigh, David St. Louis, John Selzer, and Amber Stark. Also present were Julie Getz (Fiscal Officer), Ariel Jacobs (Director), and Laura King (Secretary).

SECRETARY'S MINUTES: David made and Mary Jo seconded a motion to approve the Secretary's minutes. All ayes recorded.

FISCAL OFFICER'S STATEMENTS: The monthly allocations were Gross \$31,926.79 minus Woodlink \$1,515.36 leaving a Net of \$30,411.43. Julie is waiting for the year end to close. Ron made and Sharon seconded a motion to approve the amended temporary appropriations. All ayes recorded. David made and Steve seconded a motion to accept the Fiscal Officer's report. All ayes recorded. Amanda made and Mary Jo approve a number of transfers. All ayes recorded. Steve made and John seconded a motion to accept memorials and donations from the Brunk estate \$42,281.76, Ed Wozniak memorial \$3,000, in honor of Matthew and Jessica McClure \$200.00, a general donation of \$32.40 and an adult workshop donation of \$42.00. All ayes recorded.

DIRECTOR'S REPORT: Staff performance evaluations have been completed. Ariel worked with Julie to close year-end reports and documents. Julie would like an updated EXCEL program as the old one does not work properly. Steve will send Ariel information on updated software. At the next their meeting staff will receive the amount of what they may spend the first quarter. There is no update on the OPLIN website architecture at this time. Sharon made and Ron seconded a motion to accept the Director's Report. All ayes recorded.

OLD BUSINESS

STRATEGIC PLAN: Ariel presented the completed Strategic Plan which has four main goals. Steve made and Amber seconded a motion to approve the Strategic Plan. All ayes recorded.

TREE REMOVAL AT STONY RIDGE: Steve made and Mary Jo seconded a motion to accept Beeker's quote of \$2,300.

EXTERIOR AND INTERIOR LIGHTING AT STONY RIDGE: Steve made and Mary Jo seconded a motion to accept the quote of Schwind Electric Company of \$3,200. Six ayes and Ron Eckel abstained.

NEW BUSINESS

RENEW FISCAL OFFICER'S 2025-2026 BOND RENEWAL: Mary Jo made and Steve seconded a motion to approve the \$84.00 Fiscal Officer's bond. All ayes recorded.

BAY SCAN TECHNOLOGIES: Ron made and David seconded a motion to approve \$2,317.27 for the three-year renewal of barcode software. All ayes recorded.

Q4 STATISTICS: Digital circulation continues to increase. Print circulation is decreasing. Makerspace, especially Glowforge, is doing well except for the Recording Room.

PROGRAMS: See the Adult and Youth Programs Handouts for February. Laura explained the Pedigrees, Progeny and Pizza lock-in scheduled for February 22.

COMMUNITY ROOM POLICY: The revision is basically the same except for the \$40 nonrefundable fee in place of the previous fees. Sharon made and Steve seconded a motion to approve the policy with corrections. All ayes recorded.

MAKERSPACE POLICY: The new policy includes provisions to prevent people from using it for profit. Ron made and Amanda seconded a motion to accept the policy. All ayes recorded.

CATALOGER JOB DESCRIPTION: Steve made and Ron seconded a motion to table action on this until all requested changes are made. All ayes recorded.

EXECUTIVE SESSION: Steve requested and Ron seconded the request to enter Executive Session to discuss a public employee appeal and the promotion of an employee to full-time and that a roll call vote be taken. All ayes recorded.

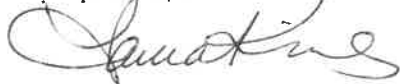
Roll Call: Members present were Ron, Sharon, Amber, Steve, David, and John. Mary Jo was absent. Steve made and David seconded a motion to adjourn the Executive Session and return to the regular meeting. All ayes recorded.

Sharon made and Amber seconded a motion to promote Caleb Tussing to a full-time position. All ayes recorded. Steve made and Ron seconded a motion to approve a 2.5% wage increase across the board. All ayes recorded. A written response to the public employee appeal will be forthcoming.

Next meeting: February 18, 2025, at 4:30 pm at the Stony Ridge Branch Community Room.

ADJOURNMENT: Ron made and Amber seconded a motion to adjourn the meeting at 7:16 pm.

Respectfully submitted,



Laura King

Secretary

Respectfully submitted,

John Selzer.

President

