

Perry Cook Library  
Board of Trustees  
November 15, 2022  
Regular Monthly Meeting

At 7:05 p.m. Mary Roush called the meeting to order. Roll call was taken and present were Mary Roush, President, Mary Jobe, Secretary, Anna Frasier board member, Paul Sipes, board member, Michelle Fidler, board member, Jennifer Gliebe, director and Nicole Myers, Fiscal officer.

Mary Roush asked if everyone had an opportunity to review the October 2022 minutes prior to the meeting and all agreed that they had reviewed them. Paul Sipes made a motion to accept the minutes as read; Michelle Fidler seconded, all agreed, motion carried.

### **Directors Report**

Jen reported that she has reached out to the surveyor at Seiler & Craig and they are going to get back to her as to when they are able to complete the survey of the property. We are at a stopping point on the new property as Jen wants the board to see the asbestos report and to approve the hiring of an asbestos abatement specialist to get rid of any potential asbestos risk. She also pointed out that we may need special permits and there are potential environmental issues.

The mail box post has been run down twice in the past several weeks and Brian has put a new post in. The neighbors were responsible for the mailbox post being broken on both occasions. The mail box is locked so, there is no concern that library mail was tampered with.

Mary Roush mentioned that she has concerns that sometimes people have difficulty finding the library because we have a Mt. Gilead address.

Paul Sipes asked about the second location, PKV. Jen explained that the mobile book van is a "second location" per SEO. We will be keeping the books on carts.

Jen is going to Country Meadows Nursing Home for her first visit tomorrow,

November 16, 2022. Jen has books on a cart and she is planning on going around to each room.

We talked about Dynamic Network updating the server and Jen asked that they not do that until the New Year. One of the servers goes down at least once or twice a week. She got a quote to replace the battery for \$1500. We will need a new battery pack even with the upcoming upgrade. We reached out to them with the signed contract and asked when it could be scheduled. Paul Sipes asked where Dynamics is from and Nicole Myers stated that they are from Mt. Vernon. Mary Roush asked if the funds of \$1500 for the upgrade needs to be approved by the board.

We discussed putting a limit on purchases made without Board approval and whether we want it at \$500 or if we want to increase it. We will do some research on the language that we need to set a policy up and will discuss again in an upcoming meeting. Nicole will do some research on the history of past purchases to see if \$500 would be a good starting point.

We discussed vendor service agreements being presented to the board prior to any purchase. We have discussed movie and magazines and Cole Distributing, Jen will research to see if there are any other vendors that we need to have contracts done and will report back to the board.

Mary Jobe made a motion to approve the \$1500 purchase of the new battery for the server, Michelle Fidler seconded, all agreed, motion passed.

We discussed what kind of service agreements would need board approval. Mary Roush mentioned computer services, library maintenance, such as painting, parking lot sealing. Mary Roush again stated that we will need to go through the past notes to see what we had in place prior.

### **Fiscal Officer's Report**

Nicole stated that October bank run reconciled. Outstanding adjustments were \$18 for a bank service charge. Last month's was different because we had to stop payment on a check. Mary Roush stated that she doesn't think that we've had a service charge in the past, Nicole will find out what it is for.

Nicole states that she provided payment listings and bank balances for October and the current month. Paul Sipes asked if the revenue summary for October, if the final budget is 12 months or 10 months. He mentioned that it does look like the earnings are up. Paul stated that he feels that these reports are helpful.

Jen reported that the door locks have been changed and all employees are utilizing their own security codes.

Mary Roush asked what the Treasurer State of Ohio charges are and Nicole mentioned that one is SEO fees and one represents a grant repayment.

Paul asked Jen and Nicole if the sewer payments were the same for the newly purchased property and the library. Nicole stated we pay \$60/month to Morrow County Commissioners for the new property and \$120/month for the main library property. Jen asked about possibly turning the electricity off at the new property, but no decision was made. Paul asked for additional information before the Board finalizes any decision about the property, including utility shutoffs.

Michelle Fidler made a motion to approve the financial report and pay the bills. Mary Jobe seconded the motion, all agreed, motion carried.

Paul Sipes made a motion to go into executive session to discuss the trustee vacancy, Annie Frasier seconded, roll call was taken and present were Mary Roush, President, Mary Jobe, Secretary, Anna Frasier board member, Paul Sipes, board member, Michelle Fidler, board member, Jennifer Gliebe, director, and Nicole Myers, Fiscal officer.

Paul Sipes made a motion to come out of executive session to discuss the trustee vacancy, Annie Frasier seconded, roll call was taken and present were Mary Roush, President, Mary Jobe, Secretary, Anna Frasier board member, Paul Sipes, board member, Michelle Fidler, board member, Jennifer Gliebe, director and Nicole Myers, Fiscal officer.

The board agreed there were two strong candidates for the board vacancy to choose from. The board voted to invite Travis Dean to fill the vacancy. Motion carried.

Mary Jobe made a motion to go into executive session to discuss property, Paul Sipes seconded, all agreed, motion carried. Roll call was taken and present were Mary Roush, President, Mary Jobe, Secretary, Anna Frasier board member, Paul Sipes, board member, Michelle Fidler, board member, Jennifer Gliebe, director and Nicole Myers, Fiscal officer.

Mary Jobe made a motion to come out of executive session, Michelle Fidler seconded, all agreed, motion carried. Roll call was taken and present were Mary Roush, President, Mary Jobe, Secretary, Anna Frasier board member, Paul Sipes, board member, Michelle Fidler, board member, Jennifer Gliebe, director and Nicole Myers, Fiscal officer.

Michelle Fidler made a motion to go into executive session to discuss personnel wages, Mary Jobe seconded, all agreed, motion carried. Roll call was taken and present were Mary Roush, President, Mary Jobe, Secretary, Anna Frasier board member, Paul Sipes, board member, Michelle Fidler, board member, Jennifer Gliebe, director and Nicole Myers, Fiscal officer.

Jennifer Gliebe and Nicole Myers left the room at 8:50.

Michelle Fidler made a motion to come out of executive session to discuss personnel wages, Paul Sipes seconded, all agreed, motion carried. Roll call was taken and present were Mary Roush, President, Mary Jobe, Secretary, Anna Frasier board member, Paul Sipes, board member and Michelle Fidler, board member.

Jennifer Gliebe and Nicole Myers returned to the room 9:04 p.m.

Paul Sipes made a motion to adopt the amended wages for all employees, Annie Frasier seconded, all agreed, motion carried.

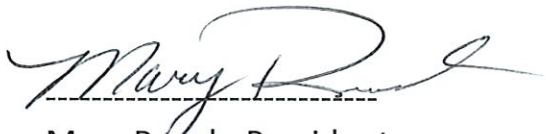
Mary Jobe made a motion to give the director a \$250 bonus, Michelle Fidler seconded, all agreed, motion carried.

Mary Jobe made a motion to give the Fiscal Officer \$1000/month salary in place of the previously agreed upon hourly wage, beginning 1/1/23, Paul Sipes

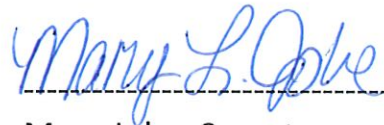
seconded the motion, all agreed, motion carried.

Annie Frasier made a motion to accept the small donation from the register of \$21.80, Paul Sipes seconded, all agreed, motion carried.

Paul Sipes made a motion to adjourn, Annie Frasier seconded the motion, all agreed, meeting adjourned at 9:22 p.m.



Mary Roush, President



Mary Jobe, Secretary

