

PEMBERVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 21, 2024

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: Mary Jo made and Sharon seconded a motion to approve the secretary's minutes. All ayes recorded.

FISCAL OFFICER'S STATEMENTS: The monthly allocations were Gross \$34,878.16 minus Wood link \$1,525.83 with Net of \$33,352.33. David made and Amber seconded a motion to create a new line item, Processing Supplies, and to transfer \$1,000.00 from Other-Other to Processing Supplies and to make a fund balance adjustment of \$327.57 to void and reissue checks from 2023 for Caleb Tussing. All ayes recorded. Mary Jo made and Amber seconded a motion to accept the Fiscal Officer's report and the following donations and memorials:

In memory of Jane Kohlenberg

Kuhlman and Beck, Attorneys at Law \$30.00 and from Nancy Kelley \$25.00

Dolly Parton Imagination Library of Ohio

Friends of the Pemberville Library \$300.00

Community Reads 2024

Friends of Pemberville Public Library \$16.22

Friends of the Stony Ridge Branch Library \$16.22

Summer Reading Program 2024

Friends of the Pemberville Public Library \$1,500.00

Adult Summer Reading Program Sponsorships

Melcher Trucking LLC \$98.69

Luckey Branch of the State Bank and Trust Company \$83.00

Universal Metal Products \$25.00

Baker Insurance Agency LLC \$116.30

Amplex Internet \$187.00

Midwest Tape \$262.00

Wolf's Blooms and Berries Ltd. \$116.00

Book Buddies

Friends of the Pemberville Public Library \$350.00

General Donations \$26.00

Anonymous Donation \$2000.00

All ayes recorded.

DIRECTOR'S REPORT:

POTENTIAL EAGLE SCOUT PROJECT: This was proposed by a Boy Scout concerning the retiring of American flags. He proposed installing mailboxes at our libraries to be used as drop-off locations. The Scout will meet with Ariel to discuss the specifics and plans will be presented to the Board.

STRATEGIC PLAN: The date set for the Board focus group is Thursday, July 18 at 4:30 pm. The survey has been edited and will take about 9 minutes to complete.

BOOK BUDDIES: Curtis Nutter has been hired as the Book Buddies Coordinator. Curtis was a page last year.

WEBSITE UPDATES: NORWELD announced learning opportunities to help libraries determine what website platforms are available. We have until May 2025 before our present website is no longer valid through NORWELD. This allows Alisha, Caleb, and Ariel to explore and test sites before a choice is made.

NORTHWEST REGIONAL LIBRARY SYSTEM (NORWELD) ANNUAL MEETING: At the recent Board of Trustees meeting Ariel was elected for a two-year term as one of two new Trustees. Training Policy Best Practices were discussed which involves understanding the importance of the policy implementing a staggering annual policy review cycle, distinguishing between policy and procedure, and developing organizational policies: guidelines vs policy.

COMMUNITY ROOMS QUOTES: Ariel met with three contractors (Midwest, Adhor, and Lakeside Interiors) for the Pemberville Community Room project. No official quotes have been submitted yet. The quotes should be in next month.

Sharon made and Ron seconded a motion to accept the Director's Report. All ayes recorded.

OLD BUSINESS

LEVY 2024: Ron made and Amber seconded a motion to submit a Resolution of Levying Tax Exceed Ten-Mill Limitation Replacement Tax from the Auditor's Office to the Taxing Authority (Eastwood School District). All ayes recorded.

NEW BUSINESS

WOODLINK BUDGET COMMISSION BREAKFAST will be on June 14, 2024, at 8 am at the Wood County Public Library meeting room. Deadline for registration is June 10.

2024 CIRCULATION STATS WERE REPORTED

PROGRAMS: Please see the adult and juvenile Summer Reading calendars distributed at the Board meeting.

ANNOUNCEMENTS

Pemberville Friends of the Library has five homes scheduled for the Christmas Tour of Homes.

Reminder that all locations will be closed on May 27, 2024 for Memorial Day.

The lawns at the three locations have finally been mowed.

Ron made and Steve seconded a motion to accept a disarmed Fort Meigs War of 1812 cannonball, fuse, and powder as a gift from Frank Getz's widow Karin for display in the Local and Family History Room. All ayes recorded.

EXECUTIVE SESSION

David made and Mary Jo seconded a motion to enter executive session for a public employee's evaluation and compensation. All ayes recorded.

Sharon made and Mary Jo seconded a motion to adjourn the Executive Session. All ayes recorded.

Steve made and Mary seconded a motion to grant a 3 percent pay increase to the Director, Ariel Jacobs in annual salary for the balance of 2024 in line with the other employees from the beginning of the year. This is to be updated in 2025 along with all personnel. All ayes recorded.

ADJOURNMENT

Amber made and Steve seconded a motion to adjourn the Regular Meeting. All ayes recorded.

NEXT MEETING: June 18, 2024, at 4:30 pm at the Pemberville Public Library Community Room.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Laura King".

Laura King
Secretary

A handwritten signature in blue ink, appearing to read "John Selzer".

John Selzer
Board President