

Record of Proceedings
Adams County Public Library
Peebles Public Library
Board of Trustees Regular Meeting
March 14, 2018

The Adams County Public Library Board of Trustees met on March 14, 2018, at 5:30 p.m. for their regular meeting at the Peebles Public Library.

Phil Rhonemus called the meeting to order. Members present were Doug McClellan, Linda Worley, David Hook, Danny Grooms, Josie Winterhalter, Linda Stepp, and Phil Rhonemus. Others present were Executive Director Nicholas Slone and Fiscal Officer Amy Werring.

Minutes of the previous Board of Trustees regular meeting was reviewed and discussed. **Motion #1** made by Linda Worley, seconded by Linda Stepp **to approve the minutes of the regular meeting held February 14, 2018.** Motion carried. All yeas.

Report of Fiscal Officer

The financial reports submitted by the Fiscal Officer were reviewed and discussed. **Motion #2** made by Josie Winterhalter, seconded by Danny Grooms **to accept the financial reports of the Fiscal Officer and approve the payment of bills.** Motion carried. All yeas.

Report of Executive Director

Nick was contacted by a writer, Mark Flanagan, from the Cincinnati area about a poet, Aralee Strange, that wrote her manuscript on Peach Mountain. They are writing a grant to publish her work and need a site for a reading. Nick provided a letter to aid their pursuit.

North Adams is trying to grow their book club with reviews. Nick feels Beanstack would be a better vehicle than Facebook, because of privacy concerns. Dean will be replacing their water filter.

Nick continues to work on State Library report due March 21, 2018. Credit card legislation has been rewritten and changed. The new version is in the Senate now.

STEM Saturdays are back up and running. Computer help has been popular and in demand.

Danny Grooms wanted to know how the Inter-library Loan program functions.

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The monthly library reports submitted by the Executive Director were reviewed and discussed. **Motion #3** made by Doug McClellan, seconded by David Hook by **to accept donations, and acknowledge volunteer services, and to approve library support group activities as requested.** Motion carried. All yeas.

Old Business

Summer Food Service Program updates. Manchester has pulled out as a sponsor, so ACPL is looking to become one. We are in the process of looking for a local vendor.

Summer Reading Program has received a grant for \$1088 from the State Library for bringing the sharks to all 4 branches. Jessica is applying for an OVRDC grant, due April 13, for \$250,000.00 for computer and other equipment replacement. The library would be responsible for a 20% match. We have the funds available. **Motion #4** made by Linda Stepp, seconded by Danny Grooms **to support the pursuit of the grant application and provide the maximum out-of-pocket match.** Motion carried. All yeas.

New Business

The staff has requested the library provide some type of active shooter training. The board has requested that our entire safety policy be reviewed and updated for each branch prior to the beginning of summer reading. **Motion #5** made by Linda Stepp and seconded by Josie Winterhalter **to close each branch up to one day on a rotating basis for safety training.** Motion carried. All yeas.

There will be staff/schedule changes beginning the first of April. Bev Kiser is retiring on March 30. Robyn will become Team Leader at Peebles, beginning in April. Natosha will be scheduled on Mondays and Tuesdays at Peebles. **Motion #6** made by Doug McClellan and seconded by Linda Worley **to approve a change of building assignment for Natosha Massie to District and the add the supplemental assignment of Public Services Team Leader at Peebles Library for Robyn Ritz.** Motion carried. All yeas.

Robyn and Nick have worked on updating the Records Retention Policy. Our policy says Library Records Commission (all board members and the fiscal officer) must meet once every twelve months to review the Records Retention Schedule. Any changes to the schedule must be approved by the Ohio History Connection and the office of the state auditor. **Motion #7** made by David Hook, and seconded by Danny Grooms **to accept the revised Policy Section 1.520-Library Records Retention Policy.** Motion carried. All yeas.

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Adjournment

The meeting was adjourned to meet in regular session at the West Union Public Library on Wednesday, April 11, 2018 at 5:30 pm.

Secretary

President