

**GRAFTON-MIDVIEW PUBLIC LIBRARY**  
**BOARD OF TRUSTEES REGULAR MEETING**

**October 13, 2020**

President Katie Gillespie called to order the regular meeting of the Grafton-Midview Public Library Board of Trustees via Zoom at 7:01 pm. Roll call: Katie Gillespie, Angela Carter, John Dixon, Evelyn Hemmingsen, Chris Smith, Joe Urig, and Ted Schriver. Library Director Adele Infante, Fiscal Officer Lorie Scheer, and Library staff member John Kenny also attended.

**Adjustments to the Agenda**

Discussion of a letter from the Ohio Treasurer's Office

**Recognition of Visitors**

Tami Mullins, Pam Myers, Cindy Wesemeyer, and Kim Null.

**Comments by the President**

Katie Gillespie acknowledged the Library staff's hard work in accommodating changes amidst the pandemic and reaching the community through outreach and social media.

**Public Comments**

None

**Minutes**

Ted Schriver moved, and John Dixon seconded to accept Resolution # 20-10-1, approving the minutes with revisions from the Board of Trustees Regular Meeting on September 8, 2020. All voted aye. Motion carried. Angela Carter abstained.

**Fiscal Officer's Report**

Fiscal Officer Lorie Scheer presented and reviewed the following financial reports at the meeting: Bank Report, Revenue Report, Expense Report, and Check Register for September. Discussion followed.

President Katie Gillespie stated the September 2020 financial reports were received, reviewed, and ready to file for audit.

Katie Gillespie suggested the Board discuss a letter some board members received from the Ohio Treasurer's Office. Lorie Scheer explained how this letter is part of an annual automated process

to verify accounts and balances for financial institutions. Lorie recommended presenting this annual verification to Board members once per year and handling the response by paper. Discussion followed.

Angela moved, and Joe Urig seconded, to accept Resolution # 20-10-2, approving the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. All voted aye. Motion carried.

Joe Urig moved, and Evelyn Hemmingsen seconded, to accept Resolution # 20-10-3, approving the practice of electronic check signing by CMI Systems as recommended by the Fiscal Officer. All voted aye. Motion carried.

### **Personnel Committee**

Lorie Scheer provided an overview of the employee handbook's vacation policy and suggested a revision for handling instances when employees resign. Employees are granted their full vacation time at the beginning of each year. Under the modifications, employees would agree to pay back any used but unearned vacation time if resigning before the end of the year.

Evelyn Hemmingsen moved, and John Dixon seconded, to accept Resolution # 20-10-4, approving the revision to the employee handbook Section 4.3 to the amended text about vacation. All voted aye. Motion carried.

### **Director's Report**

The results of the Connect to a Cause fundraiser are in, with twenty-three donors contributing \$3,101. The Community Foundation added \$374.67 for a total of \$3,475.67. Adele intends to use these funds for outreach.

Adele reported on staff member Cindy Wesemeyer's research for a new locker system at the Library to manage holds during off-hours. The estimated cost of the locker system is \$30,000 and includes a decorative wrap and applicable software. Adele intends to fund the locker using \$20,000 from the CARES Act, \$5,500 from unused programming funds, and \$3,475.67 from the recent fundraiser. The estimate for the locker system does not include all related costs. The possible location is the building's side by the parking lot or the building's front. Adele will distribute a final cost breakdown to all board members before moving forward. Discussion followed.

Evelyn Hemmingsen reported on her attendance at the recent OLC trustee meeting. The meeting focused on building relationships and sharing news with legislators; and preparing for expected declines in the PLF next year.

Adele discussed Library pop-up events in the community at Colonial Oaks, the Grafton Scoop, and a pizza shop in Eaton Township. The Library promotes these events on social media and plans for more in the future, weather permitting. Discussion followed.

Adele intends to advertise the trustee vacancy for next year and hopes to find someone representing the Village of Grafton.

**Midview Schools Board Meeting**

Katie Gillespie watched the recorded school board meeting and shared the main points of discussion. The meeting covered the possible return of more in-person students, the cancellation of the annual trunk-or-treat event, a levy on the ballot for JVS, and a broadband grant of \$151,000. Ted Schriver agreed to attend the school board meeting in October, and John Dixon decided to attend in December.

**Adjournment**

Katie Gillespie called for adjournment of the regular meeting at 7:59 pm.

  
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Chairperson

  
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Attest