



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**January 17, 2024**

In Attendance: Perry Parsons, Bill Forgette, Erin McIntosh, Josh Rice, Elizabeth Yendrek

Absent: Laura Zureich, Abigail Anderton

Guests: Jessica Smith, Dave Irish, Rebecca Thomas

Staff: Nieca Nowels, Michael Schmenk (via ZOOM), Erica Heberling

**CALL TO ORDER**

Secretary Yendrek called the meeting to order at 5:05 p.m.

**OATHS OF OFFICE**

Nieca Nowels gave the Oaths of Office to Erin McIntosh as a new Board member, and Casey Rhine as Deputy Fiscal Officer. Mike Schmenk took his Oath of Office when he was in Ohio the previous week (Tuesday, January 9, 2024.)

**APPROVAL OF MINUTES**

Secretary Yendrek asked if there were any corrections regarding the minutes from the December 20, 2023 meeting and January 8, 2024.

Since Erin McIntosh had not taken the Oath yet when they met on the 8<sup>th</sup>, they will remove her votes on that meeting from the record. Beth's name also needs corrected.

**Motion 1-24**

Perry Parsons moved approval of the minutes of December 20, 2023, as presented and the minutes of January 8, 2024 as amended, seconded by Erin McIntosh.

Parsons Aye            Zureich Absent                            Rice Aye                            Yendrek Aye  
Anderton Absent      Forgette Aye

Minutes were approved as presented (December 20) and amended (January 8.)

**APPROVAL OF AGENDA**

After a review of the agenda, Secretary Yendrek asked for approval of the January 17, 2024 agenda as presented. Nowels noted that date in agenda item 8 needed to be changed from 2023 to 2024.

**Motion 2-24**

Erin McIntosh moved to approve the January 17, 2024 agenda as amended, seconded by Josh Rice.

McIntosh Aye            Zureich Absent                            Rice Aye                            Yendrek Absent  
Anderton Absent      Forgette Aye

Agenda approved as amended.

**PUBLIC COMMENTS**

None.

**FRIENDS OF THE LIBRARY UPDATE**

Dave Irish and Rebecca Thomas were here on behalf of the Friends of the Library. Dave, as former President of the organization, introduced Rebecca, who is the new President of the Friends of the Library. Dave will continue to oversee the Endowment Fund, but Stifel (his work) has asked him to step down from the Friends Board due to potential conflict of interest issues. Dave Irish reported the Endowment Fund is currently valued at \$430,413. Rebecca told us a bit about herself and acknowledged she has big shoes to fill. She works for Scott’s and loves the library. The Friends new officer team also consists of Janell Alexander as Vice President, Shannon Freshour as Secretary, and Martin Hermann as Treasurer. The check they will be issuing to the library in February will be \$19,368.85.

**ELECTION OF OFFICERS**

Secretary Yendrek reads slate aloud.

President-	Perry Parsons
Vice- President-	Bill Forgette
Secretary-	Elizabeth Yendrek

Secretary Yendrek asks the Board to consider a motion to accept this slate of candidates as Officers for 2024.

**Motion 3-24**

Josh Rice moved approval of the slate of candidates as Officers for 2024, as presented, seconded by Erin McIntosh.

McIntosh Aye	Zureich Absent	Rice Aye	Anderton Absent
Forgette Aye	Parsons Aye		

Officers for 2024 were approved as presented.

**REGULAR MEETING DATE AND TIME**

President Parsons asked the Board to consider a motion to approve establishment of the regular schedule for 2024. Committee meetings will be scheduled as needed, generally taking place the Tuesday before the regular meeting.

January 17	July 17
February 21	August 21
March 20	September 18
April 17	October 16
May 15	November 20
June 19 (June 18?)	December 18

Director Nowels brings attention to June 19<sup>th</sup> on the proposed schedule. She states that the library is closed that day for Juneteenth and suggests moving to the meeting to Tuesday, June 18<sup>th</sup>. The Board is in agreement.

**Motion 4-24**

Bill Forgette moved approval of the regular schedule for 2024 with Tuesday, June 18<sup>th</sup> as the meeting date for June, seconded by Beth Yendrek.

McIntosh Aye	Zureich Absent	Rice Aye	Yendrek Aye
Anderton Absent	Forgette Aye		

The schedule for 2024 was approved.

**SPECIAL CLOSURE FOR APRIL ECLIPSE**

Consider a motion to close the library on Monday, April 8, 2024.

**Motion 5-24**

Beth Yendrek moved approval of the closing the library on Monday, April 8, 2024, as presented, seconded by Josh Rice.

McIntosh Aye	Zureich Absent	Rice Aye	Yendrek Aye
Anderton Absent	Forgette Aye		

Approved with correction of 2024 that was established during agenda approval.

The motion to close the library Monday, April 8, 2024 for the eclipse was approved as presented.

**RESOLUTION FOR FISCAL OFFICER’S SALARY**

**Resolution:** Be it resolved by the Board of Trustees of the Marysville Public Library that the Fiscal Officer’s salary for 2024 will be \$42,708.75. This is effective January 1, 2024.

President Parsons informs Erin McIntosh of the passing of the motion for the salary of the Financial Officer agreed upon in December 2023 meeting.

**Motion 6-24**

Josh Rice moved approval of accepting the Resolution for the Fiscal Officer’s salary for 2024, as presented, seconded by Bill Forgette.

McIntosh Aye	Zureich Absent	Rice Aye	Yendrek Aye
Anderton Absent	Forgette Aye		

The resolution for the Fiscal Officer’s salary was approved as presented.

**FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM. He brings attention to page 2 of the report and the positive carry over for the end of 2023. The library’s financials are in good condition. Value was added in assets and revenues are doing well. Expenses were underbudget.

## **Motion 7-24**

Bill Forgette moved to approve the December 2023 Financial Report as presented and seconded by Beth Yendrek.

McIntosh Aye	Zureich Absent	Rice Aye	Yendrek Aye
Anderton Absent	Forgette Aye		

The December 2023 Financial Report was approved as presented.

## **DIRECTOR'S REPORT**

Director Nowels reported that the Support Your Library levy committee met for the first time on January 10<sup>th</sup>. The attendees consisted of Chad Seeberg, Mike Rose, Anita Tiller, Rebecca Thomas and Nieca Nowels. Nowels reminded the Board that in the past the Board members and Director made contributions toward the levy committee. Bill asked what these funds were used for, and Nowels reported signs, printing, mailings... all things levy specific. Rebecca said the Friends will be issuing a check the following week. Nowels will attend the Friends meeting to collect both the check for the library and the check for the levy committee. Checks can be made out to "Support Your Library levy committee." Chad and Becky Wever worked together and we are using the same logo as last time, just without the date that was on the last logo. Planning on a low-key approach. Perry asked if we were getting new signs, yes, but cannot order until we are certain to have funds to pay for them. Hope to get signs out before early voting begins.

Nowels reminded Board about upcoming author visit with Ta-Nehisi Coates to be held in Upper Arlington. Partnership between many of the CLC libraries. Perry and Bill had ideas of places to spread the word about the program. Nieca said she would have Ali get Bill the social media posts to share with his connections.

Nowels asked about the committee we had discussed meeting to talk about displays and collection development policies. Jessica and Lauren are able to participate, Bill and Erin are interested in participating. Abigail had indicated an interest previously. Nowels will reach out to establish a meeting of this "ad hoc" committee. Bill notes that the Board is only participating in an advisory capacity.

## **COMMITTEE REPORTS**

**Executive** - Laura Zureich (Chair), Elizabeth Yendrek, and Perry Parsons – Did not meet.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Laura Zureich, and Bill Forgette Did not meet.

**Operations and Finance** - Perry Parsons (Chair), Abigail Anderton, and Josh Rice – Did not meet.

## **COMMITTEE APPOINTMENTS FOR 2024**

### **Operations committee**

Laura Zureich (Chair), Erin McIntosh, Josh Rice

### **Planning & external relations committee**

Beth Yendrek (Chair), Abigail Anderton, Bill Forgette

### **Executive committee**

(VP) Bill Forgette, Laura Zureich, Beth Yendrek

## **OLD BUSINESS**

None.

**NEW BUSINESS**

Resolution for Advance Distribution of Tax Dollars

President Parsons asks the Board to consider a motion to approve the Resolution for authorization to have the County Auditor release advance distribution of tax dollars.

BE IT RESOLVED that the Board of Trustees of the Marysville Public Library authorizes the Fiscal Officer of the Library, Michael F. Schmenk, on behalf of the Marysville Public Library, to receive tax advances and settlements from the Union County Auditor for the year 2024.

**Motion 8-24**

Bill Forgette moved to approve the Resolution for authorization to have the County Auditor release advance distribution of tax dollars as presented and seconded by Beth Yendrek.

McIntosh Aye      Zureich Absent      Rice Aye      Yendrek Aye  
Anderton Absent      Forgette Aye

The Resolution for authorization was approved as presented.

New job descriptions

President Parsons asks the Board to consider a motion to approve the new Outreach Manager and Bookmobile Driver positions.

Some typos were found and the Board asked that background check and drug screening be added to both job descriptions, as they will be driving the bookmobile.

**Motion 9-24**

Beth Yendrek moved to approve both the new Outreach Manager and the Bookmobile Driver positions as amended, seconded by Josh Rice.

McIntosh Aye      Zureich Absent      Rice Aye      Yendrek Aye  
Anderton Absent      Forgette Aye

The job descriptions were approved as amended.

**RECOGNITION OF GIFTS**

\$5.20 – Donation Box

Total Donations- \$5.20

**UPCOMING EVENTS**

January 23	Trivia at Boston's
February 4	Author event at Upper Arlington High School- Ta-Nehisi Coates (tickets still available)
February 8	Books on Tap (Walking Distance Brewery)
February 13	Once Upon a Wine (Dalton Union Winery and Brewery)

**ADJOURNMENT**

The meeting was adjourned by President Parsons at 5:51 p.m.

The next board meeting will be on Wednesday, February 21, 2024 at 5:00 pm at Main Library.

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Perry Parsons, President

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Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**February 21, 2024**

In Attendance: Perry Parsons, Bill Forgette, Abigail Anderton, Erin McIntosh, Elizabeth Yendrek, Laura Zureich

Absent: Josh Rice

Guests: Jessica Smith, Rebecca Thomas, Zoey Yendrek

Staff: Nieca Nowels, Michael Schmenk (via ZOOM), Erica Heberling, Ali Parthemore

**CALL TO ORDER**

President Parsons called the meeting to order at 5:04 p.m.

**MEET THE STAFF**

Director Nowels introduces Ali Parthemore to the Board.

Ali informs that she is the Community Engagement Manager at MPL. She notes that she tells people that she specializes in anything that engages the community; from posters to the website, and all other marketing campaigns. She has her hand on anything with the Marysville Public Library logo on it (in print or social media). Ali began working for MPL in October 2017 and over the years has seen many changes due to staffing and the pandemic. She has handled it all well as she is able to “roll with the punches.” Her attention to detail and need to stay busy are two characteristics that allow her to thrive in her position.

In her personal life, Ali shares that she is from Champaign County originally and her parents are still there. She moved to Logan County where she lives on a cattle farm with her husband and two dogs. They raise angus cattle.

**APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the January 17, 2024 meeting.

**Motion 10-24**

Laura Zureich moved approval of the minutes of January 17, 2024, as presented, seconded by Erin McIntosh.

McIntosh Aye	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Aye		

Minutes were approved as presented.

**APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the February 21, 2024 agenda as presented.

Parsons notes that the next meeting date needs to be corrected to read: Wednesday, March 20<sup>th</sup>, 2024.

**Motion 11-24**

Bill Forgette moved to approve the February 21, 2024 agenda as amended, seconded by Abigail Anderton.

McIntosh Aye	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Aye		

Agenda approved as amended.

**PUBLIC COMMENTS**

None.

**FRIENDS OF THE LIBRARY UPDATE**

Rebecca Thomas informed that the Friends website update has occurred. She encourages everyone to check it out. She also mentions that the membership drive opens in March and if they or anyone they know is interested in becoming a member, fill out the application form. Lastly, Rebecca mentions the generous donations made by the Friends to the library and to the levy. President Parsons thanks her and the Friends for their contributions.

**FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM. He informs that the library is up about \$271,000 year to date in assets, mostly due to carryover from last year. Trends are moving upward. He then notes that expenses are under and revenue is looking good. PLF and tax revenues are a little under what was forecasted, but nothing alarming. Mike shares the update that while he submitted our request for the advance on taxes, the treasurer’s office is taking their time to fulfill the advance. He then moves on to mention the rise in travel costs. Also, an increase in costs for Hoopla and digital downloads adding the costs of materials, as they are up.

Fiscal Officer Schmenk suggests that we may want to bump our insurance amount up.

**Motion 12-24**

Abigail Anderton moved to approve the January 2024 Financial Report as presented and seconded by Beth Yendrek.

McIntosh Aye	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Aye		

The January 2024 Financial Report was approved as presented.

**DIRECTOR’S REPORT**

Director Nowels mentions to the Board that the card placed at their seat before the meeting began is the new statistics card for the year 2023. This was accomplished earlier than previous years and we were the first library to submit our state report. Nieca was prepared with the stats before the form was even sent out, as we needed them for information during the levy campaign.

Nowels provides an update on the levy committee. They received the yard signs for this campaign. She has spoken to Board members who would like more signs and encourages them to let her know if they know of any others that would like a sign and that there is a form to fill out online to request one. She is happy to make sure everyone gets a sign that wants one and offers to deliver. She will be speaking on Thursday, February 29<sup>th</sup> at URE for the Chamber's candidate night and extends an invite to anyone who would like to come and support.

Next, Nowels calls attention to the 2022-2024 Strategic Plan handout. She would like the Board to be thinking about it and the next one they will need to start working on. There will be more talk on it next month. She explained that she presented them with the handout to give them an update with where they are on the current plan (what MPL has been doing to meet each goal in red) and to give them ideas on where to go from here for the next plan. A lot has been accomplished- progress on the Bookmobile, working on local partnerships (with the schools and community). Board member Erin McIntosh mentions that her 3<sup>rd</sup> grade son told her about the outreach MPL has done at his school and he loves it.

Many yard signs going out. Laura reported that Josh and Chad are working on targeted ads on YouTube.

Nowels proceeds, saying the 2023 Annual Report print out is done, except for the Director's blurb. She passes around the almost finished handout with the updated 2023 statistics and pictures. It is discussed that MPL patron usage is 25% digital and physical is 75%. There are fewer DVD and CD circulations than previous years due to increased use of streaming digitally. Print circulation is on the rise.

Laura Zureich requests that a member of TAB attend a Board meeting to inform the Board what they do on their teen advisory board.

Nowels reported on the Ta-Nehisi Coates author visit, held in Upper Arlington. Around 1400 tickets sold, good turnout. Went well, security stipulations hindered the start time. Nieca thought it was excellent. Erin notes son thought it was going to be more about Black Panther. But it was good. Nieca had a book club member attend. Good to see Marysville people there.

## **COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Did not meet.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Did not meet.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Did not meet.

Ad hoc meeting- Monday, Lauren Jessica, Nieca, Bill, Abigail, and Erin. Looked at policies for displays. Looking to make a draft for April and approve by May.

Nieca informs that committees will need to meet in March, but that she would be serving as a poll-worker, so dates may need changed. Ops will need to review final version of the budget, as well as the update to fiscal policies. After some discussion it was decided Ops would not meet and that the changes to the budget would be reviewed in the Board meeting.

Planning and External Relations will meet at 5:00 pm on Tuesday, March 12<sup>th</sup>, 2024.

Executive will meet at 5:00 pm on Monday, March 18<sup>th</sup>, 2024.

**OLD BUSINESS**

Bill mentions that he would like to keep Kara Gibson (who expressed concerns for accessibility updates needed at both branches of the library) informed on the updates Ron is working on to make the library more accessible for disabled patrons. Nieca agrees and notes that is a good idea.

Perry asks Nieca if she will reach out to the city about the pothole in the alley.

**NEW BUSINESS**

None.

**RECOGNITION OF GIFTS**

\$800.00 – Union County Genealogical Society- Journal Tribune Microfilm Reimbursement  
\$1,000.00 – George C. Hines- General Donation (Regular of the Library)  
\$116.50 – Donation Box

Total Donations- \$1,916.50

**Motion 13-24**

Erin McIntosh made a motion to accept with appreciation the gifts presented. This was seconded by Elizabeth Yendrek.

McIntosh Aye      Zureich Aye      Rice Absent      Yendrek Aye  
Anderton Aye      Forgette Aye

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

February 27      Trivia at Boston’s  
March 12      Once Upon a Wine (Dalton Union Winery and Brewery)  
March 14      Books on Tap (Walking Distance Brewery)  
March 23      Egg-stravaganza  
March 23-30      Friends of the Library Book Sale  
March 31      Easter- Library Closed  
April 8      Eclipse Day- Library Closed

**ADJOURNMENT**

The meeting was adjourned by President Parsons at 5:51 p.m.  
The next board meeting will be on Wednesday, April 17, 2024 at 5:00 pm at Main Library.

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Perry Parsons, President

\_\_\_\_\_  
Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**March 20, 2024**

In Attendance: Perry Parsons, Bill Forgette, Abigail Anderton, Josh Rice, Elizabeth Yendrek, Laura Zureich

Absent: Erin McIntosh

Guests: Jessica Smith

Staff: Nieca Nowels, Michael Schmenk (via ZOOM), Erica Heberling, Michelle McNeil

**CALL TO ORDER**

President Parsons called the meeting to order at 5:00 p.m.

**MEET THE STAFF**

Director Nowels introduces Michelle McNeil, Patron Services Manager, to the Board.

Michelle informs the Board that she is originally from Michigan and moved here in 2010. She has 7 kids, 5 of which still live at home. She used to work for an electrical provider and then became a stay-at-home mom for a couple of years. In 2018 she decided she would like a part time job and became a circulation clerk at MPL. She worked her way to Circulation Assistant and then in 2021 became the Patron Services Manager. Michelle currently lives in Byhalia. She enjoys camping with her family and friends and listening to country music.

Parsons and Nowels thank Michelle for coming.

**APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the February 21, 2024 meeting.

**Motion 14-24**

Elizabeth Yendrek moved approval of the minutes of February 21, 2024, as presented, seconded by Laura Zureich.

McIntosh	Absent	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Aye				

Minutes were approved as presented.

**APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the March 20, 2024 agenda as presented.

Nieca mentions that Rebecca Thomas of the Friends of the Library was not able to make it, therefore, she would be giving their update for Rebecca.

**Motion 15-24**

Abigail Anderton moved to approve the March 20, 2024 agenda as amended, seconded by Bill Forgette.

McIntosh	Absent	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Aye				

Agenda approved as amended.

### **PUBLIC COMMENTS**

None.

### **FRIENDS OF THE LIBRARY UPDATE**

Director Nowels informs the Board that Rebecca Thomas provided her an email with the FOL update. She mentions that the FOL Booksale begins this Saturday along with the start of their membership drive. The Membership drive will continue through the month of April.

### **FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM. He informs that the library is still trending above where it was a year ago. The library's tax advance finally came through. He mentions that the revenue is looking good and POF is down a little, but March is looking up. He explains that there was a timing difference in the purchase of materials as compared to the past, but YTD is comparable. Overall, financials are looking good for MPL.

### **Motion 16-24**

Laura Zureich moved to approve the February 2024 Financial Report as presented and seconded by Abigail Anderton.

McIntosh	Absent	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Aye				

The February 2024 Financial Report was approved as presented.

### **DIRECTOR'S REPORT**

Director Nowels starts by reminding the Board to begin thinking about the Strategic Plan for next year. She doesn't necessarily want to use the State Library for help developing the plan, so she is looking into other resources. Perhaps a more "staff driven" input. Laura asks if we are able to use a consultant that not only helps libraries, but other businesses as well. Nieca responds that a general business consultant would be fine. Parsons suggests that we reach out to Kara Brown, Director of Union County Board of Developmental Disabilities.

Josh Rice enters the meeting at 5:11.

Looking at recommended fiscal/administrative policy, Mike recommends keeping 6 months expenses on hand. Then transfer to building fund after consideration. Will visit later in agenda.

Pointed out the two policies for the employee handbook, also to be visited later in agenda. Plan to eventually switch to this format for ease. Nieca has been getting samples from other libraries as we worked on the various policies. Mentions Casey is working on a draft for a grievance policy.

Bill- how is progress on display policy. Nieca says it will be done by the April Planning committee meeting, and it is on her office whiteboard. Bill reminds her to make sure it is ready before June.

Nieca talks about the results of yesterday's levy. Was on phone with Jay Smith (OLC) earlier, pulled yard signs earlier this morning, thanks board for also pulling signs and bringing them in. She had a request for a statement about the outcome. We will continue to provide our same services for now, as current levy runs through the end of the year. Mentions we will be on ballot again in fall. We will need to think about renewal or replacement and get with Andrea Weaver for updated numbers. Deadline is August for application.

Bill points out that we need to come up with a plan for what we will be shutting down if we don't pass, that way we aren't scrambling. Nieca agrees. Laura suggests levy committee reconvene and discusses outcome and their plan for the future. Perry says yes, make sure everyone wants to stay on and keep at it through fall. Nieca- thanks Josh for his efforts. Laura joined committee, asks if staff would be interested in being on committee. Nieca suggests we need to think about new way to get word out about signs and distribute them. Nieca also notes that one super successful thing from last time was stickers. Put on candy at parades, etc. Will ask Mike Rose to get info about where they got the stickers.

Nieca will ask Andrea for updated numbers after the meeting. Josh will reach out to Chad about setting up a levy committee meeting. Perry recommends we put a motion on agenda for April meeting so we can get working on it to be on in fall.

### **COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Met to discuss the employment of a library employee.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Met. Bill and Abigail in attendance. Discussed the policies on tonight's agenda.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Did not meet.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### **Hiring of Consultant**

President Parsons asked for the approval of hiring Dr. Greg LaForme for management training, not to exceed 20 hours at \$160/hour.

#### **Motion 17-24**

Elizabeth Yendrek moved to approve the hiring of Dr. Greg LaForme for management training as presented, seconded by Bill Forgette.

McIntosh Absent	Zureich Aye	Rice Aye	Yendrek Aye
Anderton Aye	Forgette Aye		

The hiring of Dr. Greg LaForme was approved as presented.

### **Appropriations Budget for 2024**

President Parsons asks if there were any changes made. Nowels informs that there was money added to cover costs of travel for PLA and consultant for manager training.

Parsons proceeds to ask for approval of the Appropriations Budget for 2024.

**Motion 18-24**

Laura Zureich moved to approve the Appropriations Budget for 2024 as presented, seconded by Josh Rice.

McIntosh Absent	Zureich Aye	Rice Aye	Yendrek Aye
Anderton Aye	Forgette Aye		

The Appropriations Budget for 2024 was approved as presented.

**General Fund Balance Policy**

President Parsons asked for a motion to approve the General Fund Balance Policy as part of the Administrative Policies in our Policy Manual.

**Motion 19-24**

Bill Forgette moved to approve the General Fund Balance Policy as part of the Administrative Policies in our Policy Manual as presented, seconded by Abigail Anderton.

McIntosh Absent	Zureich Aye	Rice Aye	Yendrek Aye
Anderton Aye	Forgette Aye		

The General Fund Balance Policy was approved as presented.

**Employee Handbook Policies**

President Parsons asked for approval of the updated Harassment (P5.8) and Workplace Violence (P5.10) policies in our Employee Handbook.

**Motion 20-24**

Abigail Anderton moved to approve the updated Harassment (P5.8) and Workplace Violence (P5.10) policies in our Employee Handbook as amended, seconded by Elizabeth Yendrek.

McIntosh Absent	Zureich Aye	Rice Aye	Yendrek Aye
Anderton Aye	Forgette Aye		

The updated Harassment (P5.8) and Workplace Violence (P5.10) policies in our Employee Handbook were approved as amended.

**RECOGNITION OF GIFTS**

\$19,368.58 – Friends of the Library Endowment Donation to the Library

\$2.20 – Donation Box

Total Donations- \$19,370.78

Received donation of two used 3D printers.

President Parsons asked who we received the donation of the 3D printers from. Director Nowels responds, "Dale Mabry." She mentions that as we downsize the DVDs section, there will be room downstairs for them.

**Motion 21-24**

Josh Rice made a motion to accept with appreciation the gifts presented. This was seconded by Bill Forgette.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Aye	Forgette	Aye				

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

March 23	Egg-stravaganza
March 23-30	Friends of the Library Book Sale
March 31	Easter- Library Closed
April 8	Eclipse Day- Library Closed
April 24	OLC Library Legislative Day
April 25 & 26	Tree Giveaway

Director Nowels shares that the latest update for the completion of the Bookmobile is September 30<sup>th</sup>.

**EXECUTIVE SESSION**

President Parsons asked for a motion to enter Executive Session for the purpose of discussing the employment of a library employee.

**Motion 22-24**

Bill Forgette moved for the Board to enter Executive Session, seconded by Abigail Anderton.

A roll call vote was taken as follows:

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Aye	Forgette	Aye				

The motion to enter Executive Session was passed.

At 5:43 p.m. the Board entered Executive Session.

The Board exited Executive Session at 5:54 p.m.

(Motioned by Laura, second by Beth.)

President Perry Parsons exited the meeting 5:54

**ADJOURNMENT**

The meeting was adjourned by Vice President Bill Forgette at 5:57 p.m.  
The next board meeting will be on Wednesday, April 17, 2024 at 5:00 pm at Main Library.

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Perry Parsons, President

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Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF  
MARYSVILLE PUBLIC LIBRARY BOARD OF TRUSTEES  
Special Meeting  
April 16, 2024 @ 5:00 p.m.  
Meeting Room B**

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The Marysville Public Library Board of Trustees met on Tuesday, April 16, 2024.

**Attending:** Perry Parsons (President), Bill Forgette (Vice President), Elizabeth Yendrek (Secretary), Josh Rice, and Laura Zureich

**Absent:** Abigail Anderton, Erin McIntosh

**Staff:** Nieca Nowels

**Public:** Zoe Yendrek

**CALL TO ORDER**

President Parsons called the meeting to order at 5:00 p.m.

**APPROVAL OF AGENDA**

President Parsons asked for approval of the agenda as presented.

**Motion 23-24**

Ms. Zureich moved approval of the agenda, seconded by Mr. Forgette.

**Public Comments**

Zoe Yendrek likes the library 😊

**EveryLibrary**

Consultant/Executive Director John Chrastka and his associate Ashley Stewart from EveryLibrary attended the meeting via Zoom to speak with the Board about what EveryLibrary is and how they could help the Marysville Public Library. EveryLibrary is mainly a 501C4 organization that helps libraries, often with difficult levy projects. They do not They also have a 501c3 arm that is a traditional non-profit, mainly about policy and more of a “think tank.” Board members asked a variety of questions pertaining to their thoughts about our upcoming levy.

**Discussion of Planning and External Relations committee items**

- a. Draft of Displays policy- Josh Rice pointed out language from our old policy that was missing in the new policy. Nieca pointed out that we don't generally allow displays from other organizations. Wondered if we might still need it. Will discuss in regular meeting.
- b. Strategic plan meeting w/ Kara Brown- Nieca shared her thoughts on her meeting with Kara Brown the week before. Nieca recommends that we go ahead and engage the services of Kara Brown to help us with our Strategic Plan. She likes that the process she uses is very staff driven, and starts with a review of the Mission, Vision, and Core Values of the organization.

**ADJOURNMENT:**

President Parsons adjourned the meeting at 6:03 p.m.

Next meeting is a Board meeting on Wednesday, April 17, 2024 at 5:00 p.m. in meeting room A.

Minutes taken by: Nieca Nowels

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Perry Parsons (President)

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Beth Yendrek (Secretary)



## MINUTES OF THE MARYSVILLE PUBLIC LIBRARY BOARD OF TRUSTEES

**April 17, 2024**

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In Attendance: Perry Parsons, Bill Forgette, Erin McIntosh, Josh Rice, Elizabeth Yendrek, Laura Zureich

Absent: Abigail Anderton

Guests: Betty, Jamie Thompson-Downey, Noah F., Jazmine L.

Staff: Nieca Nowels, Michael Schmenk (via ZOOM), Erica Heberling, Jessica Smith, Kara Gibson

### **CALL TO ORDER**

President Parsons called the meeting to order at 5:07 p.m.

### **MEET THE STAFF**

Director Nowels introduces Erica Heberling, Administrative Assistant.

Erica reiterates that she is the Administrative Assistant at MPL. She has been with the team just over a year. Prior to working at the library, she worked in a logistics office and has experience in manufacturing. She obtained a Bachelor of Science in Education degree from the University of Findlay in 2018.

She is originally from Kenton, Ohio. She moved to Marysville about two years ago. She has three children. Two boys, one girl. 9-12 years old. Her family is always on the go with involvement in sports and academics. They also like to go to sporting events and movies. She mentions that most weekends you can find her at her second job at a local winery and brewery.

She hopes to continue her education and obtain a master's so she can grow within the library.

Laura thanks her.

### **TAB INTRODUCTION**

Jazmine addresses the Board and states that she is on the library's TAB, which stands for Teen Advisory Board. She was part of the first group of students to join.

Elizabeth Yendrek enters at 5:10.

Jazmine says that many of the members joined for community service hours, to do good in the community, and because their moms brought them to get them out and doing something. She, personally, likes to meet new people, while another member, Dakota, likes to do something for the community. Noah joined to do something meaningful with his time. Jazmine mentions that TAB likes to bring "fresh air" into the library. They know what the current good books are and what teens are interested in. They lend their knowledge to Kara to help order materials for MPL. The board of teens enjoys helping with programs and coming up with ideas for new ones. They started a new homeschooling program with 30+ participants. A big focus of theirs is also

keeping the library current on certain social media platforms. They helped in creating a TikTok for the library and they record the videos for it and the reels for Instagram. One example of the content they create would be book reviews. She suggests that everyone follow the social media pages and enjoy as well, the mascot they created names Houdini, who happens to be a racoon. The next project the teens are working on is a craft with local seniors. Jazmine sums up that TAB has monthly meetings, is a great community of kids, and has accomplished a lot in a short time.

Bill asks what the craft is going to be with the seniors.

Jazmine replies that they will make cards.

Kara mentions that it will be next Saturday the 27<sup>th</sup> at Walnut Crossing.

Laura asks how many members are on TAB.

Kara responds 7, but 8 next month.

Director Nowels thanks Jazmine.

### **APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the March 20, 2024 meeting and the April 16, 2024 special meeting.

#### **Motion 24-24**

Laura Zureich moved approval of the minutes of March 20, 2024, as presented, seconded by Bill Forgette.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

Minutes were approved as presented.

Bill Forgette mentions that in the minutes from April 16<sup>th</sup>, the words “they do not” needs removed under the *EveryLibrary* section.

#### **Motion 25-24**

Josh Rice moved approval of the minutes of the April 16<sup>th</sup> meeting, as amended, seconded by Elizabeth Yendrek.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

Minutes were approved as amended.

### **APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the April 17, 2024 agenda as presented.

Bill suggests adding an item under New Business to discuss working with EveryLibrary on the levy.

**Motion 26-24**

Elizabeth Yendrek moved to approve the April 17<sup>th</sup>, 2024 agenda as amended, seconded by Bill Forgette.

McIntosh Absent      Zureich Aye                      Rice Aye                      Yendrek Aye  
Anderton Absent      Forgette Aye

Agenda approved as amended.

**PUBLIC COMMENTS**

None.

**FRIENDS OF THE LIBRARY UPDATE**

Director Nowels informs the Board that no one from the Friends is there to report and they did not email her notification so we will proceed to the next item on the agenda.

**FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM. He informs the room that we are still financially ahead, but not by as large of an amount as usual. We were not given the advance that we normally receive from the real estate taxes. All expenses are doing well across the board and are below budget. Materials are a little below usual.

Perry questions if the treasurer gave a reason for not fulfilling the advance like usual.

Mike responds that he is unsure, it is just taking longer than usual.

**Motion 27-24**

Laura Zureich moved to approve the March 2024 Financial Report as presented and seconded by Elizabeth Yendrek.

McIntosh Absent                      Zureich Aye                      Rice Aye                      Yendrek Aye  
Anderton Absent                      Forgette Aye

The March 2024 Financial Report was approved as presented.

**DIRECTOR’S REPORT**

Director Nowels invited anyone interested from the Board to join her at Legislative Day, next Wednesday in Columbus. The Board members are all unavailable though. While Nieca is there, she says that she will be meeting with Tracy’s aide and Senator Reineke.

Nowels provides an update about the Summer Lunch Program. She is working her way through the application process currently. We are planning to provide the program as there has been no indication that we would not qualify. The pavilion outside the library is now included in the approved region of the map.

Perry asks if the school is going to work with us and if the program redrew the map since last year.

Nowels responds yes to both.

Jazmine speaks up and asks if the library has looked at offering programs to go with the times that the meals are offered. She suggest that is would attract more kids to offer programs during those times.

Jessica, Youth Services Manager, informs her that there are programs offered that align with the timing of meal distribution. She provides the names of a couple that are offered.

Nieca moves on to inform that at last night's meeting, they discussed the Display Policy. She brings attention to the draft they were given. She mentions the paragraph that was moved.

Bill asks about the draft's mention of displays from outside being brought in. Questioning if the library will allow patrons to bring in displays.

Nieca responds that they had taken ideas from other libraries' policies and decided to bring that paragraph back.

An update that Westerville will be joining the CLC in November was the conclusion of the Director's Report.

Member Erin McIntosh enters the meeting at 5:28.

### **COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Met. Bill notes that they met with Nieca to discuss the progress of her goals.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Met.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Met. Laura says that the committee discussed going back on the ballot. They discussed whether to reduce/replace/change numbers. Laura asks Mike if the new numbers they received from the auditor leads him to suggest sticking with the replacement. Mike replies with a yes, that sticking with 1.5 mil will work for positive cashflow. Laura concludes that the committee landed on sticking with the same levy proposal from March.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### **First Levy Resolution (Replacement at 1.5 mils)**

There was discussion of why the levy didn't pass last time. Perry thinks the issue was it's a 5 year term on the levy and property values have increased since last time. He thinks we should stick with the replacement.

Nieca agrees, Library Board recommended replacement as well.

President Parsons asked for approval of the Resolution requesting the County Auditor to certify amounts under R.C. 5705.03(B)(2) of the Library District of the Marysville Public Library, Union County, Ohio, to replace the existing levy for current expenses of the Marysville Public Library, Marysville, Union County, Ohio.

**Motion 28-24**

Laura Zureich moved to approve the Resolution request as presented and seconded by Elizabeth Yendrek.

McIntosh	Aye	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

The Resolution request was approved as presented.

**Display Policy**

President Parsons asked for approval of the updated Display Policy draft.

Nieca recommends we take the last paragraph from the old one and put it back in at end.

**Motion 29-24**

Josh Rice moved to approve the updated Display Policy draft as amended and seconded by Erin McIntosh.

Some language changes were implemented at Laura Zureich’s suggestion.

McIntosh	Aye	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

The updated Display Policy draft was approved as amended.

**Intern Position Description**

Nieca- steps out to print Intern Description at 5:42.

Board allowed Jazmine to speak again. She asks what we’re going to do about the cancelled Tarot Card program. She was in favor of program and feels the situation is being swept under the rug.

Bill suggests waiting on Nieca to come back for a response.

Nieca enters at 5:46.

Jazmine: Explains tarot, card game, not satanic. Not a huge problem. She sees the community saying they don’t like it. The library decides to take it down. No explanation, nay sayers think they have won. Library is free space for teens. Teens are under their parents’ thumb and want opportunities like this to learn. Wants to represent teens of community and their voice.

Nieca- Thanks her for her words. She explains it was a rough week for the library staff. Had to look at everything, including the health and well-being of the staff and those attending program to make the call.

Jazmine- Acknowledges that her own mom told her it would be unsafe to come.

Laura mentions working with EveryLibrary to help with these types of issues. Erin and Laura thank Jazmine and explain about making safety a concern first. Board acknowledges that this is an issue in the County.

President Parsons asked for a motion to approve the intern position description. Now present. He sees no issues.

**Motion 30-24**

Elizabeth Yendrek moved to approve the intern position description as presented and seconded by Bill Forgette.

McIntosh Aye	Zureich Aye	Rice Aye	Yendrek Aye
Anderton Absent	Forgette Aye		

The intern position description was approved as presented.

**EveryLibrary**

Perry- Asks if we want to go forward with using them. He doesn't think that the Tarot program should have been cancelled. The cops should have been called for support. He is in favor of the library and staff doing programs and such they want to do. He feels that by cancelling, people see "roadmap" to how to get it cancelled. He thinks we shouldn't have to take it down. They will still vote no.

Bill- He sees benefit in toning down programming until the levy. Easier to sway 3 of 4 groups by doing so.

Perry- He sees more voters coming out in November. Thinks this will help. Believes we failed in March because people didn't come out, not because they're unhappy with the library. He isn't opposed to using EveryLibrary as it is free.

Bill- Agrees with all of Perry's points. Yes, it is free and allows fresh eyes on it.

Laura- Thinks it could be a good opportunity for just input. New ideas.

Bill knows two people who have worked with the gentleman from EveryLibrary. He comes highly recommended. Worked with over 130 other libraries.

Perry- States he is not opposed to using them and is open to hearing the gentleman's ideas.

Nieca spoke with Ida Rupp Library who used him to help with their campaign wording. They passed.

Beth- She agrees with everything. She was surprised how many people told her that they did not vote for us. They are people in group 2 and 3 that need more persuasion.

Erin- Informs that they talked in committee about getting knowledge out there about what will end if the levy doesn't pass.

General agreement that people do not understand the levy and that it's only about \$5 a month more. Knowledge needs to be shared out there. Perry says we need to check numbers on that, it's based on each individual property value.

Beth- States it would be worth it to get EveryLibrary's input.

Bill- He believes they will be helpful in getting advocates.

Motion to work with EveryLibrary

**Motion 31-24**

Erin McIntosh moved to approve working with EveryLibrary as presented and seconded by Elizabeth Yendrek.

McIntosh	Aye	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

The motion to approve working with EveryLibrary was approved as presented.

Beth- Kara Brown will be helping with developing the next Strategic Plan. Want to include all managers. Nieca mentions possibly doing something at Staff Day to have all staff input ideas.

Nieca mentions that Circulation Staff wrote and signed a thank you note to the Board for allowing them to attend PLA. The Board saw it and was glad the staff attended.

**RECOGNITION OF GIFTS**

\$500.00 – Friends of the Library- National Library Week donation for patron/staff giveaways

\$38.10 – Donation Box

\$300.00 – Union Co. Genealogy Society – Donation for Hayes Obituary Index

Total Donations- \$838.10

**Motion 32-24**

Bill Forgette made a motion to accept with appreciation the gifts presented. This was seconded by Laura Zureich.

McIntosh	Aye	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

April 23	Trivia at Boston's
April 24	OLC Library Legislative Day
April 24- 26	Tree Giveaway
April 25	Chamber annual event
May 17	Friday Night Uptown

**EXECUTIVE SESSION**

President Parsons asked for a motion to enter Executive Session for the purpose of discussing the employment of a library employee.

**Motion 33-24**

Laura Zureich moved for the Board to enter Executive Session, seconded by Josh Rice.

A roll call vote was taken as follows:

McIntosh	Aye	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

The motion to enter Executive Session was passed.

At 6:20 p.m. the Board entered Executive Session.

The Board exited Executive Session at 7:14 p.m.

**ADJOURNMENT**

The meeting was adjourned by President Perry Parsons at 7:14 p.m.

The next board meeting will be on Wednesday, May 15, 2024 at 5:00 pm at Main Library.

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Perry Parsons, President

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Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**May 15, 2024**

In Attendance: Perry Parsons, Abigail Anderton, Josh Rice, Elizabeth Yendrek, Laura Zureich  
Absent: Bill Forgette, Erin McIntosh  
Guests: Betty, Barb, Michael, Bob  
Staff: Nieca Nowels, Michael Schmenk (via ZOOM), Erica Heberling, Ed Liddle, Jessica Smith, Kara Gibson, Ace Nicols, Mark Berardi

**CALL TO ORDER**

President Parsons called the meeting to order at 5:04 p.m.

**MEET THE STAFF**

Director Nowels introduces Ed Liddle to the Board, "IT Guru."

Ed says he has lived in Marysville for around 13 years. He has two sons. His oldest takes classes at Columbus State and the other will be a senior next year.

He states that he has been with the library 20 years and is the person responsible for computer and IT related things. He has fun working at MPL and has seen a lot over the years technology-wise.

The Board thanks him for his work and for coming to introduce himself.

**APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the April 17, 2024 meeting and the April 16, 2024 special meeting.

**Motion 34-24**

Laura Zureich moved approval of the minutes of April 16, 2024 and April 17, 2024, as presented, seconded by Elizabeth Yendrek.

McIntosh Absent	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Absent		

Minutes were approved as presented.

**APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the May 15, 2024 agenda as presented.

**Motion 35-24**

Abigail Anderton moved to approve the May 15<sup>th</sup>, 2024 agenda as presented, seconded by Elizabeth Yendrek.

McIntosh Absent      Zureich Aye              Rice Absent              Yendrek Aye  
Anderton Aye              Forgette Absent

Agenda approved as presented.

### **PUBLIC COMMENTS**

Nieca- acknowledges that many were probably here to discuss displays. She had originally decided not to have a Pride display this year, but instead to focus on other items and events in June. Upon reflection, she decided it would cause more harm to not do anything, and we certainly don't want to do more harm. The library's value system does align with Pride month, and she had re-evaluated the decision, and was inviting members of the community to share some ideas about displays.

5:08 Josh joins meeting.

Perry asks Betty to speak first.

Betty Elswig- not a big public speaker, wants to speak on atmosphere, came to support the library in spite of the cancellation of tarot last month, did not because of TAB member. She is Romani and stereotypes are called out and discriminatory, saying they talk about a cult. Her family came to US to escape NAZI. Asking that institutions help buffer targeting from same people that target her for being Romani. Would like to see representation for Pride and those discriminated against. Speaks about her family being affected by targeting from laws and such. Doesn't mean they don't want other displays and things; have an open mind, represent those that don't have the place to be represented. Thank you.

Perry thanks her.

Mark- Thanks board and Nieca for reconsidering. Think about library's mission, to encourage and enrich the diversity. Bound by mission to make that real. Don't want to fail the mission. Thinks we should reconsider the displays and the Pride display. Where do we stop when considering the community's feedback? Talks about how we are or are not serving. 41% in 2023 considered suicide. Can relate to those thoughts. Feels responsible for signaling to those kids that they are welcome here in the library and doesn't feel like they know that. Will do his best by those kids in the LGBT community. Would like us to consider that voters aren't taken for granted but as whole human beings and not just a vote. Thank you.

Perry thanks him.

Bob is next- Hammond. Hands Nieca article. Claims there is a reason why people divide. Anytime a public entity, government or business wades into controversial stuff, there is a certain segment that is happy, certain segment that is not. Solution, library is supposed to be a place for people to come and feel safe and learn. But if the library is discriminating against people, race, religion, orientation, that's not what's happening. He thinks it's community standards that's pushing it out. But if it's taken passively, it's always going to happen. Someone's always upset. Make things visible and safe, understands that. But feels like at the library everyone should feel safe. We don't do that. We should focus on literacy. People will get behind the tutoring for instance. Understands we didn't pass the levy last time. Thank you

Thank you from Board.

Barb Phillips- She and Jermaine Ferguson would like meeting with Nieca. Would love to schedule a meeting privately to discuss levy. Feels we need a full blown campaign. Will leave Nieca a business card. Thank you.

Mark asks to add- Policy passed recently on displays. Asks board to take into consideration that the policy says they are diverse. Please keep with that spirit when evaluating a display

### **FRIENDS OF THE LIBRARY UPDATE**

Director Nowels reads from an email from Rebecca Thomas as she was unable to attend. The Endowment balance on April 30 was \$425,983.45. The account was down 4.55% for the month, but still up 4.43% for the year. The Friends are one of the organizations on the quarterly donations list at Richwood Coffee. Through the end of June, customers can show their support by selecting them when purchasing drink credits. Rebecca wishes to remind FOL members to renew their memberships if they have not yet. Please visit the Friends website to do so.

### **FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM. He informs the Board that if they look at page 1, it shows that for the first time the balance is lower than the previous year. He explains this is due to getting our money earlier last year, and there was an error last year. This year is what it usually would be. He moves on to report revenue and expenses are doing well and on track. Expenses are below budget at this point. He notes that the siding at Raymond is being replaced but insurance is covering most of that. Our deductible was \$1,000.

### **Motion 36-24**

Elizabeth Yendrek moved to approve the April 2024 Financial Report as presented and seconded by Abigail Anderton.

McIntosh Absent	Zureich Aye	Rice Aye	Yendrek Aye
Anderton Aye	Forgette Absent		

The April 2024 Financial Report was approved as presented.

### **DIRECTOR'S REPORT**

Director Nowels begins by mentioning, as she put in her written report, 4 staff members are in the process of obtaining their notary commission. They have passed the test and are working on filing all the documentation now.

She states that the Resolution is on the agenda for tomorrow's School Board meeting. She will get the required signatures after this evening's Board meeting and email Mike.

The Summer Lunch Program is looking good, and the application steps are nearly complete. She sees no reason as to why we would not be approved.

Nowels informs there is a small collection of library materials on display at the Avalon Theatre. She gives props to Ali, Community Engagement Manager, for the display signage.

Director Nowels took part in a meeting with EveryLibrary this afternoon. They apologized to her for sending her down the wrong path with their previous advice on the handling of our displays. She informs the room that she is going to work with people to get some display ideas.

**COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Did not meet.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Did not meet.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Did not meet.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Second Resolution**

President Parsons asked for approval of the Resolution requesting the Board of Education of the Marysville Exempted Village School District, Union County, Ohio, to proceed and submit the question of a replacement of the existing levy for current expenses of the Marysville Public Library, Marysville, Union County, Ohio.

Josh question about section 6. Questions April 17 date. Nieca says first resolution passed at last board meeting, held on that date.

**Motion 37-24**

Laura Zureich moved to approve the Resolution request as presented and seconded by Josh Rice.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Aye	Forgette	Absent				

The Resolution request was approved as presented.

Nowels takes a moment to inform the room that anyone interested in the next Levy Committee meeting is welcome to join on June 4<sup>th</sup> at 5:30 in the Community Room at the Marysville Police Station. Josh asks if an invite will be sent out to committee members. Laura replies that she believes Chad may do so. Jessica asks how long the meetings usually last. Nowels answers usually an hour.

**July Meeting Date**

President Parsons asked for a motion to approve cancelling the July Board meeting.

**Motion 38-24**

Josh Rice moved to approve the cancelling of the July Board meeting as presented and seconded by Elizabeth Yendrek.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Aye	Forgette	Absent				

The cancelling of the July Board meeting was approved as presented.

**Mural Project by Ace Nicol**

Ace stands to present.

Nieca reminds the Board that Ace was the staff member that completed the mural at the end of the downstairs hallway and informs them that Ace is here to present a proposal for another mural.

Ace passes around samples of their ideas. They state that there are two color options and it would be put on a wall in Meeting Room A. The quote in the samples is an example Ace informs, mentioning that they are open to changing it.

Nieca mentions that the placement of the mural on the wall may help with the wall not getting as distressed by tables being pushed against or into it. Ideally, people would be more careful with the mural on the wall.

Ace then passes around more quotation options.

President Parsons asks for a motion to approve Ace Nicol putting a mural up in a designated location of the library (Meeting Room A, North wall.)

**Motion 39-24**

Laura Zureich moved to approve Ace Nicol putting a mural up in a designated location of the library as presented and seconded by Abigail Anderton.

McIntosh Absent	Zureich Aye	Rice Aye	Yendrek Aye
Anderton Aye	Forgette Absent		

The putting up of a mural by Ace Nicol was approved as presented.

The Board clarifies for Ace that they approve of the quote on the main, original example. Director Nowels expresses that she prefers the sample with the cooler tones more. The Board agrees and expresses agreement on the wall to which the mural will be painted. They thank Ace.

**RECOGNITION OF GIFTS**

\$41.25 – Marysville Fortnightly Club- In memoriam: Ruthann Rausch  
\$17.51 – Donation Box

Total Donations- \$58.76

**Motion 40-24**

Josh Rice made a motion to accept with appreciation the gifts presented. This was seconded by Elizabeth Yendrek.

McIntosh Absent	Zureich Aye	Rice Aye	Yendrek Aye
Anderton Aye	Forgette Absent		

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

May 17	Friday Night Uptown (booth in usual place)
May 18	First Farmers' Market of the year

May 20  
May 27  
June 1  
June 3

Summer Reading Starts  
Memorial Day- Library Closed  
Summer Reading Program Kickoff Party  
Summer Lunch Program Starts (hopefully)

**ADJOURNMENT**

The meeting was adjourned by President Perry Parsons at 5:45 p.m.

The next board meeting will be on Tuesday, June 18, 2024 at 5:00 pm at Main Library.

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Perry Parsons, President

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Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**June 18, 2024**

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In Attendance: Perry Parsons, Bill Forgette, Erin McIntosh, Josh Rice, Laura Zureich  
Absent: Elizabeth Yendrek, Abigail Anderton  
Guests: Betty Elswick  
Staff: Nieca Nowels, Michael Schmenk (via ZOOM), Erica Heberling, Dalton Pertuset, Jessica Smith, Kara Gibson, Mark Berardi

**CALL TO ORDER**

President Parsons called the meeting to order at 5:01 p.m.

**MEET THE STAFF**

Director Nowels introduces Dalton Pertuset.

Dalton begins by thanking the Board for having him there and Nieca for inviting him. He shares that he was born and raised in Scioto County in Ohio but moved to Marysville to finish his bachelor's degree at Ohio State. A few months after the move, he graduated from Ohio State with a degree in psychology and has since begun to take classes to obtain his master's degree. Upon starting his master's program, he began working at the library as a Circulation Clerk. Since, he has successfully completed his master's degree.

Dalton says that his time at the library is a year and some change. During this time he has been involved with Staff Day Committee, the mini Comic-Con committee (2023 and 2024), and helps Kara with the Dungeons and Dragons program. He concludes by thanking everyone again.

Josh enters at 5:03.

Bill converses about Dalton's interests with him.

Nieca mentions that she aided in interviewing Dalton and offering him a position at MPL. She mentions that she believes Dalton has "found his people" at the library, to which he enthusiastically agrees, "That's true!"

The Board thanks Dalton for speaking to them.

**APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the May 15, 2024 meeting.

**Motion 41-24**

Laura Zureich moved approval of the minutes of May 15, 2024, as presented, seconded by Erin McIntosh.

McIntosh Aye

Zureich Aye

Rice Aye

Yendrek Absent

Anderton Absent Forgetting Aye

Minutes were approved as presented.

### **APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the June 18, 2024 agenda as presented.

There was discussion about adding the July Board Meeting. Bill thinks the Board should meet in July due to the upcoming levy. Perry agrees to add the item under "New Business."

### **Motion 42-24**

Bill Forgetting moved to approve the June 18, 2024 agenda as amended, seconded by Josh Rice.

McIntosh Aye Zureich Aye Rice Aye Yendrek Absent  
Anderton Absent Forgetting Aye

Agenda approved as amended.

### **PUBLIC COMMENTS**

None.

### **FRIENDS OF THE LIBRARY UPDATE**

An update was not received from the Friends.

### **FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM. He informs the Board that revenue is still above budget. The report shows numbers comparable to our norm from 3-4 years ago rather than what they had been during COVID. Our expenses are under budget and the staff is doing good at keeping them under control. Mike brings attention to the new elevator expense charge and explains that it is up due to a new company providing the service.

Bill asks where in the report are the expenses for our youth programs and other programs accounted for. Mike informs that they are in Professional Services and gives the example that paying a presenter would be counted under this expense category. Nieca mentions that some programming costs go under Supplies as well. Mike agrees and provides an example of materials for a craft going under Supplies. The Board is interested in specifically how much is being spent on programs, including staff time. When asked, Mike says we could probably go a year before we would absolutely need to make cuts, that he would have to look at what we want to cut. Bill addresses the staff attending the meeting, making sure they know we are just preparing in case it is necessary.

### **Motion 43-24**

Laura Zureich moved to approve the May 2024 Financial Report as presented and seconded by Erin McIntosh.

McIntosh Aye Zureich Aye Rice Aye Yendrek Absent  
Anderton Absent Forgetting Aye

The May 2024 Financial Report was approved as presented.

### **DIRECTOR'S REPORT**

Director Nowels shares that things have been busy with Summer Reading Programs and the Summer Lunch Program. She is going to recalculate the total lunches served so far. Both Summer Reading Programs in Youth and Adult are doing well.

Nowels reports that she has been meeting with Ashley Stewart from EveryLibrary regularly and reading the information provided on her own time.

She states that the Levy Committee met in early June. They discussed mailers Laura is looking into it for the committee. She shared that Chad brought an old mailer from the 2013 campaign to the meeting for reference. The committee is interested in distributing a mailer shortly before voting starts in the fall. They hope to target the more populated areas to conserve costs. The Friends have already approved another \$2,000 donation should the funds in the levy account fall below \$600, which may be necessary if the committee does a mailer.

### **COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Did not meet.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Did not meet. Will meet next week.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Did not meet.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### **July Meeting Date**

President Parsons begins by mentioning that he cannot attend the third week of July. Nieca concurs that she can not either. The Board discusses their availability, and it is agreed that July 17<sup>th</sup> is still most suitable.

President Parsons asks for a motion to approve the Board Meeting on the date of Wednesday, July 17<sup>th</sup>, 2024.

#### **Motion 44-24**

Bill Forgette moved to approve the July Board Meeting on Wednesday, July 17<sup>th</sup>, 2024, as presented and seconded by Laura Zureich.

McIntosh Aye	Zureich Aye	Rice Aye	Yendrek Absent
Anderton Absent	Forgette Aye		

The date of the July Board Meeting was approved as presented.

There was discussion of possible cuts in the event the levy does not pass. Nieca will start to gather numbers. She wanted all to be aware and start thinking. Perry asks us to find Sunday costs. Bill would like to know the cost of operating Raymond. The Board would consider the closing of Raymond should the levy not pass as part of its contingency planning. Perry mentions

insurance costs for Raymond, employee cost, use of patrons. Mike points out that we pay two employees to be out there. Bill mentions bookmobile and wonders if it can service Raymond (once operational.)

Board agrees staffing will be last thing to cut expenses. Do not fill jobs before we know we can afford them. Erin- ask department heads for hypotheticals on how they'd cut their costs. What costs do they have are and how would they be affected.

**RECOGNITION OF GIFTS**

\$6,115.20 – Friends of the Library- Donation for AEDs  
\$36.61 – Donation Box

Total Donations- \$6,151.81

The room discusses that staff and youth services will go through training of the use of the AEDs and a brief training on CPR on June 20<sup>th</sup> and 25<sup>th</sup>.

President Parsons suggests that Narcan needs to be available in the library and the Board agrees. He suggests that the health department will provide it for free and train on how to use it. Nieca responds that she will need to look into policies about it and will reach out to OLC for the guidelines as well.

President Parsons asks for a motion to accept with appreciation the gifts presented.

**Motion 45-24**

Erin McIntosh made a motion to accept with appreciation the gifts presented. This was seconded by Josh Rice.

McIntosh	Aye	Zureich	Aye	Rice	Aye	Yendrek	Absent
Anderton	Absent	Forgette	Aye				

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

June 19	Library Closed for Juneteenth
June 22	Mini Comic-Con
August 1	Architectural Scavenger Hunt Begins

**ADJOURNMENT**

The meeting was adjourned by President Perry Parsons at 5:40 p.m.  
The next board meeting will be on Wednesday, July 17, 2024 at 5:00 pm at Main Library.

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Perry Parsons, President

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Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**July 17, 2024**

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In Attendance: Bill Forgette, Josh Rice, Laura Zureich, Elizabeth Yendrek, Abigail Anderton  
Absent: Perry Parsons, Erin McIntosh, Nieca Nowels (Director)  
Guests: Rebecca Thomas, Ashley Stewart, Dr. Greg (via ZOOM)  
Staff: Michael Schmenk (via ZOOM), Erica Heberling, Lauren Lemmon, Jessica Smith, Mark Berardi

**CALL TO ORDER**

Vice President Forgette called the meeting to order at 5:05 p.m.

**MEET THE STAFF**

Forgette introduces Mark Berardi to the Board.

Mark informs he is a Youth Services team member. He typically works with the younger children, toddlers/preschoolers. Providing storytimes and tending to the reference desk are just a couple of the many tasks he assists with in the YS department. He is an advocate for PRIDE and appreciates the support the library offers the community. Mark has been with MPL 2, going on 2 ½ years.

Outside of the library, Mark has a partner at home and many pets. They have a turtle, a dog, and 2 jumping spiders. They reside in Grandview Heights. Mark notes the commute to work is worth it and he enjoys his incredible team of coworkers and manager Jessica. He loves working with kids. Lastly, he thanks the Board for allowing him to come speak to them.

The Board thank Mark for speaking to them.

Abigail enters at 5:08.

Bill and Laura chat with Mark. Mark states that his favorite program he provides is the Teddy Bear Jamboree. He describes the event to the room. It includes singing songs about bears and a “sleepover.”

**APPROVAL OF MINUTES**

Vice President Forgette asked if there were any corrections regarding the minutes from the June 18, 2024 meeting.

**Motion 46-24**

Laura Zureich moved approval of the minutes of June 18, 2024, as presented, seconded by Elizabeth Yendrek.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Aye						

Minutes were approved as presented.

**APPROVAL OF AGENDA**

After a review of the agenda, Vice President Forgette asked for approval of the July 17, 2024 agenda as presented.

Bill mentions that we will discuss consequences if the levy does not pass in Executive Session as it will impact employee positions.

**Motion 47-24**

Abigail Anderton moved to approve the July 17, 2024 agenda as presented, seconded by Josh Rice.

McIntosh Absent                      Zureich Aye                      Rice Aye                      Yendrek Aye  
Anderton Aye

Agenda approved as presented.

**PUBLIC COMMENTS**

None.

**FRIENDS OF THE LIBRARY UPDATE**

Rebecca Thomas is present and apologizes for missing previous meetings. She informs that the annual Friends meeting will be held in September. It will be similar to before and the honoree this year will be Brian Ravenscraft. The meeting will not be at the URE this year though. Invites will be going out in the mail soon and members should watch for those.

She says that Richwood Coffee is holding a banquet in September as well. The FOL are invited as an honoree. Rebecca expresses how happy she is to be a member of that program.

Rebecca reports that she does not have a financial update as the Friends did not meet in July.

**FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM.

No dramatic changes over last couple months. Only looking behind due to advancement error last year. But we are doing well. Looking at revenues and expenses, looking good. PLF trending down a little, but not significant. Revenues are up and good, expenses under budget.

Bill asks if there has been any problem with the County getting disbursement to us. Mike responds that Andy holds on to the disbursement as long as legally allowable. Other treasurers don't necessarily do it this way, but it is not an issue for us. Bill asks Mike to please keep Ops and Finance Committee informed and if it becomes an issue, maybe the committee can pressure them to get the library their money. Mike replies that it's in Andy's hands, might do like last time and get it to them at end of month.

**Motion 48-24**

Josh Rice moved to approve the June 2024 Financial Report as presented and seconded by Laura Zureich.

McIntosh Absent                      Zureich Aye                      Rice Aye                      Yendrek Aye

Anderton Aye

The June 2024 Financial Report was approved as presented.

### **DIRECTOR'S REPORT**

Adult Services Manager, Lauren Lemmon, gave the Director's Report on behalf of Nieca Nowels.

She begins with sharing that June was a busy month with the Summer Lunch Program and Summer Reading Programs. We are beginning to switch into fall, including preparing the budget. She notes that the budget timeline is included in the printed packet.

Lauren states that in the previous meeting, Nowels had mentioned the Architectural Scavenger Hunt that begins after the Summer Reading Programs end. This will be the 6<sup>th</sup> year for the hunt. Adult Services member, Sue Kienbaum, takes the pictures around town and puts the hunt together. The hopes of the activity are to get people out and supporting local businesses as well. Those that complete the scavenger hunt are entered into a drawing for various gift cards to local businesses. They often see many families take on the activity. The Board thinks this program is excellent.

Nieca asked Lauren to share that we are on the list for the compensation study. We are waiting for the State Library to come out with their data/statistics.

She shares that Nieca has been working with Kara Brown on the upcoming Strategic Plan. Kara is going to attend the MPL Staff Day in October to guide staff input for the plan.

Lauren mentions the handouts included in the packets that are for the upcoming levy. They were provided by Ashley Stewart of EveryLibrary.

Vice President Forgette addresses the MPL managers present, asking if Nieca mentioned budget cuts to them. He wondered if they had come up with lists of items that could be cut or impacted by the result of the levy. Lauren responds that they had received an email and are working on it, but it is not ready for this evening meeting. Bill looks to Jessica for a response. Jessica indicated that her and a few other managers have some very informal ideas and she hands out some printed out copies stating the ideas and their budgeting. Bill states that he needs a list of cuts for each department by the August Board Meeting in order to begin working on the levy and provide to Ashley from EveryLibrary.

He then thanks Lauren for presenting to the Board.

### **COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Met. Laura will report on the meeting in Executive Session.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Met. Beth states that they looked at the policies- Grievance and Staff Conduct. The committee liked the general conduct one. The grievance one seemed incomplete though, there were pieces from the old policy missing from the new.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Did not meet.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Policy Update- General Staff Conduct**

Vice President Forgette asks for a motion to approve the updated General Staff Conduct Policy.

**Motion 49-24**

Laura Zureich moved to approve the updated General Staff Conduct Policy, as presented and seconded by Elizabeth Yendrek.

McIntosh Absent                      Zureich Aye                      Rice Aye                      Yendrek Aye  
Anderton Aye

**RECOGNITION OF GIFTS**

\$26.95 – Materials Donation through Amazon  
\$12.76 – Donation Box

Total Donations- \$39.71

Vice President Forgette asks for a motion to accept with appreciation the gifts presented.

**Motion 50-24**

Elizabeth Yendrek made a motion to accept with appreciation the gifts presented. This was seconded by Josh Rice.

McIntosh Absent                      Zureich Aye                      Rice Aye                      Yendrek Aye  
Anderton Aye

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

August 1                      Architectural Scavenger Hunt Begins  
August 16                      Friday Night Uptown  
August 24                      Friends of the Library Book Sale Begins

**EXECUTIVE SESSION**

Vice President Forgette asked for a motion to enter Executive Session for the purpose of discussing the employment of a library employee.

**Motion 51-24**

Elizabeth Yendrek moved for the Board to enter Executive Session, seconded by Laura Zureich. A roll call vote was taken as follows:

McIntosh Absent      Zureich Aye                      Rice Aye                      Yendrek Aye  
Anderton Aye              Forgette Aye

The motion to enter Executive Session was passed.

At 5:35 p.m. the Board entered Executive Session.

The Board exited Executive Session at 6:49 p.m. Josh Rice had exited during the session.

**ADJOURNMENT**

The meeting was adjourned by Vice President Bill Forgette at 6:50 p.m.

The next board meeting will be on Wednesday, August 21, 2024 at 5:00 pm at Main Library.

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Bill Forgette, Vice President

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Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**August 21, 2024**

In Attendance: Perry Parsons, Bill Forgette, Elizabeth Yendrek, Abigail Anderton  
Absent: Laura Zureich, Josh Rice, Erin McIntosh  
Guests: Rebecca Thomas  
Staff: Nieca Nowels (Director), Michael Schmenk (via ZOOM), Erica Heberling, Jessica Smith, Christine Paradis

**CALL TO ORDER**

President Parsons called the meeting to order at 5:04 p.m.

**MEET THE STAFF**

Nieca introduces Christine Paradis to the Board.

Christine informs that she is part of the Adult Reference staff. She has been with the library for almost 17 years. She started out in Circulation part time and transitioned to full time in Adult Services. Christine develops and teaches some of the programming offered by the library.

Abigail mentions that she has attended classes hosted by Christine. Nieca mentions her appreciation for Christine’s help with her book clubs. Christine informs the Board about her Dish and Dine Program. She is getting this program back up and going as it had discontinued during the pandemic. This program offers the sharing of food prepared by patrons and the sharing of the recipes for the dishes.

Bill asks Christine if she helps with the adult displays. She responds that she does.

Nieca mentions the cupcake decorating class that Christine teaches. Christine confirms she conducts this program and the upcoming one is Halloween themed.

Nieca and the Board thank Christine for sharing and she thanks them in return.

**APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the July 17, 2024 meeting.

**Motion 52-24**

Abigail Anderton moved approval of the minutes of July 17, 2024, as presented, seconded by Elizabeth Yendrek.

McIntosh	Absent	Zureich	Absent	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Aye				

Minutes were approved as presented.

**APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the August 21, 2024 agenda as presented.

Bill mentions that 13. Executive Session will no longer need to be on the agenda.

**Motion 53-24**

Bill Forgette moved to approve the August 21, 2024 agenda as amended, seconded by Abigail Anderton.

McIntosh Absent	Zureich Absent	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Aye		

Agenda approved as amended.

**PUBLIC COMMENTS**

None.

**FRIENDS OF THE LIBRARY UPDATE**

Rebecca Thomas informs that the FOL Book Sale is this weekend. The Friends have volunteers coming in to help with it.

She mentions that the Friends are looking for new members as well.

Rebecca mentions the upcoming Cheers to Books and Beers event. This year the event will be on October 7<sup>th</sup> from 6-8pm at Walking Distance Brewery. Becky Wever will be organizing the event. Tickets are \$25 and include: 3 books, 3 raffle tickets, and a drink.

The annual meeting for the Friends is coming up. Brian Ravencraft is the honoree. The invitations are being mailed out soon.

**FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM.

He reports that everything is still looking pretty good. Looking at page two of the report, we are trending above where we were a year ago. The PLF is trending down. We were able to request an advance in July toward the second half of real estate taxes. This should be finalized soon. As far as expenses are concerned, those are under control as well.

**Motion 54-24**

Elizabeth Yendrek moved to approve the July 2024 Financial Report as presented and seconded by Abigail Anderton.

McIntosh Absent	Zureich Absent	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Aye		

The July 2024 Financial Report was approved as presented.

## **DIRECTOR'S REPORT**

Director Nowels gives a brief staffing update about where we are currently and the plan moving forward. Youth Services lost a full-time staff member to another job. We will be temporarily covering the shifts with help from the Patron Services Staff. The PS team was interested and willing to help. We will continue the coverage for the winter and then reevaluate. We are also down a Patron Services member, but the team is working together and covering the shifts. Adult Services has been able to send one person to help at the Raymond Branch too.

She mentions attending Friday Night Uptown. She felt it went well and the response from the community was in support of the library. Members of the community requested yard signs for the upcoming levy. Parsons mentions that he and former Board President Chad also had good feedback from the event. Bill chimes in that he saw a good response on social media as well. All agree that MPL has many supporters.

Bill draws attention to a graph in Community Engagement Manager- Ali Parthemore's Board Report. He mentions a potential error in the graphics. He thinks it may have to do with a recent transfer in technology providers. He requests that Nieca look into the issue.

## **COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Met. Beth tells the room that they met about the Conflict Resolution Policy. She states that they recommend the proposed policy with updates and the stipulation that it is to include the policies.

Beth also provides an update about the Board email. She is having issues with the account, where the emails are not coming through. She is working with IT staff member, Ed Liddle, to get this fixed. As of today, it is not working. She wanted to keep everyone informed in case there happens to be a complaint about communication via email.

She concludes that the Conflict Resolution Policy and Procedure should be put on the agenda for approval in the September meeting.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Did not meet.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Did not meet.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **Policy Update- Grievance/Conflict Resolution Policy**

Grievance policy was moved to the September meeting.

## **RECOGNITION OF GIFTS**

\$30.15 – Donation Box

Total Donations- \$30.15

President Parsons asks for a motion to accept with appreciation the gifts presented.

**Motion 55-24**

Elizabeth Yendrek made a motion to accept with appreciation the gifts presented. This was seconded by Bill Forgette.

McIntosh	Absent	Zureich	Absent	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Aye				

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

August 24	Friends of the Library Book Sale Begins
August 27	Trivia Night at Boston's
September 2	Labor Day- Library Closed
September 10	Once Upon a Wine book club at Dalton Union
September 12	Books on Tap book club at Walking Distance

**EXECUTIVE SESSION**

Executive Session for the purpose of discussing the employment of a library employee was moved to the September meeting.

**ADJOURNMENT**

The meeting was adjourned by President Perry Parsons at 5:27 p.m.  
The next board meeting will be on Wednesday, September 18, 2024 at 5:00 pm at Main Library.

\_\_\_\_\_  
Perry Parsons, President

\_\_\_\_\_  
Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**September 18, 2024**

In Attendance: Perry Parsons, Bill Forgette, Laura Zureich, Elizabeth Yendrek, Abigail Anderton, Erin McIntosh

Absent: Josh Rice

Guests:

Staff: Nieca Nowels (Director), Michael Schmenk (via ZOOM), Erica Heberling, Jessica Smith, Chelsey Moore

**CALL TO ORDER**

President Parsons called the meeting to order at 5:02 p.m.

**MEET THE STAFF**

Director Nowels introduces Chelsey Moore to the Board.

Chelsey says she has been with the library for 8 ½ years. She began in 2016 with Patron Services as a Circulation Clerk. Last January, she moved to Youth Services and loves it there. She helps with a variety of programs- Pages & Paws, book club, and storytimes.

Chelsey passes around a picture she brought with her. She tells the audience the picture is of her dog, Ruby.

Laura asks her about the book club she is leading. Chelsey explains that the book club is “Genre Quest” and next month the theme is comedy. During the club, they usually do a craft and for this genre she is thinking of having the kids tell jokes (like stand-up). The club is held on the 2<sup>nd</sup> Tuesday each month. Usually there is a handful of kids who come to participate. Perry then asks what the age range for the club is. Chelsey responds with grades 1-5, but most are in grades 3 and 4.

The Board and Nieca thank her for coming and sharing with them. She thanks them in return and then exits.

**APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the August 18, 2024 meeting.

**Motion 56-24**

Bill Forgette moved approval of the minutes of August 21, 2024, as presented, seconded by Elizabeth Yendrek.

McIntosh Absent	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Aye		

Minutes were approved as presented.

**APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the September 18, 2024 agenda as presented.

Director Nowels mentions she wished to add the following under "New Business"-  
"Compensation study **Action Needed:** Consider a motion to hire Organizational Architecture to conduct another compensation study for the Marysville Public Library. Total cost should not exceed \$8500."

**Motion 57-24**

Laura Zureich moved to approve the September 18, 2024 agenda as amended, seconded by Abigail Anderton.

McIntosh Absent                      Zureich Aye                      Rice Absent                      Yendrek Aye  
Anderton Aye                              Forgette Aye

Agenda approved as amended.

**PUBLIC COMMENTS**

None.

**FRIENDS OF THE LIBRARY UPDATE**

None.

**FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM.

He reports that finances are looking good. We are up compared to last year. Assets and revenue are good. Small amounts from taxes have been coming in and it is close to the final. PLF is trending down. Interest is high so it is doing okay.

Erin McIntosh enters at 5:09.

Mike shares that a majority of grant money has been received and one check for the Summer Lunch Program is yet to go out.

Reflecting on the budget, he explains that the Learning Grant is the explanation for expenditure in the Grant category. The money for that should be coming in soon though. Overall, we are still above budget.

**Motion 58-24**

Abigail Anderton moved to approve the August 2024 Financial Report as presented and seconded by Erin McIntosh.

McIntosh Aye                              Zureich Aye                              Rice Absent                              Yendrek Aye  
Anderton Aye                              Forgette Aye

The August 2024 Financial Report was approved as presented.

## **DIRECTOR'S REPORT**

Director Nowels starts off by sharing that she had the opportunity to attend the Midwest US-Japan Association conference. There was an open spot and the county invited her to attend. She thought it was a fascinating experience. There were many workshops and sessions she took part in. One highlight was the OSU Center for Automotive Research and the solar car. Another was the Gala at the State House, which she enjoyed seeing all decked out for a party (usually she is there for OLC's Library Legislative Day.)

She reminds everyone of the Friends of the Library dinner tomorrow. She will be attending as a member of FOL and distributing signs and shirts to fellow supporters.

Nieca informs that there was a patron who fell/tripped in the parking lot a couple weeks ago. She had notified Perry after meeting with the patron, her husband, and Ron. She also reached out to Mike for assistance with our insurance and she was able to meet with them yesterday. The woman that fell hurt her wrist and got a CT scan done that showed her head was okay. The process to issue her funds for her medical expenses is being worked on and Perry mentions that the couple is simply asking for a recoupment of their \$1000 deductible. Our insurance company is inspecting the claim to see if it is understandable.

The next item to address was the Raymond Branch. She notes that Bill had requested cost of operating information. She hands out papers with costs. While discussing Raymond, she informs them that the water heater under the building there had a leak and they had to shut the water off to the building. They are unable to operate with no water. The branch was closed today as a result. She reads Ron's emailed report of the water heater issue to the Board. They are hoping to have the water on by next Wednesday in order to open. The Board begins discussing the costs for staffing and overall annual costs. Erin inquires about the circulation of books at that location. Bill mentions that 0.6% of total circulation is from Raymond. Bringing about the idea that the Bookmobile might be a better utilization of funds and service to that area. Nieca concludes that Ron is getting with Weeks Plumbing on costs and she will report back.

Nieca brings up another inquiry from last month. Bill had asked about an issue with analytics in the monthly manager reports. Nieca spoke with Ali, who reached out to our representative John. He indicates the error may be due to the switch in providers and to reach back out if we have further questions. Bill chimes in that a better solution might be a new website as ours is dated. Nieca shares that Ali had reached out to potential website providers previously, but we are waiting on the results of the levy.

Laura asks Nieca about incident reports. Nieca shares with the Board that there is a long time patron that has recently caused some problems. She believes the patron may be going through some medical issues, but their behavior has resulted in several incident reports. They have been asked to leave for the day and the next step will be to ban the patron for two weeks. This patron is known in the community. Parsons asks about a policy in respect to the issue. Nieca says we do have a procedure on how to handle this situation. Perry asks her to look more into it and how appeals to the consequences work. She believes it is that they appeal to the Board. We do need a policy.

## **COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Did not meet.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Did not meet.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Did not meet.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Policy Update- Grievance/Conflict Resolution Policy**

Presidents Parsons mentions that they had pushed this item from last month, he then asks for a motion to approve.

**Motion 59-24**

Laura Zureich moved to approve the updated P5.3 Conflict Resolution/Grievances Policy in the Employee Handbook as presented and seconded by Abigail Anderton.

McIntosh	Aye	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Aye				

The P5.3 Policy was approved as presented.

**Resolution for Certification**

Director Nowels reminds the Board that this is the Resolution we pass every year, and we're doing hoping to pass the levy.

Parsons requests a motion to approve the Resolution for Certification as follows:

“Resolution: RESOLVED, By the Board of Trustees of Marysville Public Library, Union County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2025, and

WHEREAS, The Budget Commission of Union County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Board of Trustees of Marysville Public Library, Union County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said District the rate of each tax necessary to be levied within and without the ten mill limitation; and be it further

RESOLVED, That the Fiscal Officer of this Board is hereby directed to certify a copy of this Resolution to the County Auditor of said County.”

**Motion 60-24**

Elizabeth Yendrek moved to approve the Resolution for Certification as presented and seconded by Erin McIntosh.

McIntosh Aye                      Zureich Aye                      Rice Absent                      Yendrek Aye  
Anderton Aye                      Forgette Aye

The Resolution for Certification was approved as presented.

**Informational Postcard**

Nowels states that Bill and Laura have been attending the Levy Committee meetings. The Levy Committee had discussed sending out postcards to voters in the district. The committee was hoping that the library would send out an informational postcard, which is allowed. The postcard would contain information from the library’s annual report, which the Board will consider sending out to the community each year. The mailing would need to take place at the end of September or early October. She mentions that the library has invested about \$800 in the graphics so far. There is discussion of payment via card or check and discussion of the timeline of payment to print mailing. All members agree that the payment via check and timeline of distribution are doable.

Parsons asks for a motion to approve the authorization to print and send information only postcards to every household in the school district, not to exceed \$8,000.

**Motion 61-24**

Abigail Anderton moved to approve the authorization to print and send information only postcards as presented and seconded by Laura Zureich.

McIntosh Aye                      Zureich Aye                      Rice Absent                      Yendrek Aye  
Anderton Aye                      Forgette Aye

The authorization to print and send information only postcards was approved as presented.

**Compensation Study**

Director Nowels begins by informing the Board that a couple of years ago the library worked with Organizational Architecture to do a compensation study. The cost since then has gone up \$1000. Bill asks if it has been two years. Nowels confirms, yes. Perry mentions he thinks we should wait until the levy is over to see what our budget will be for the next year in respect to salaries. The Board agrees. Nieca says she will reach out to Organizational Architecture with

the decision to either postpone the study to next year or later in November once the results of the levy are known.

**RECOGNITION OF GIFTS**

\$6.98 – Donation Box

\$17.60 – Anita Tiller- Materials Donation for Friends of the Library Honoree Gift

Total Donations- \$24.58

President Parsons asks for a motion to accept with appreciation the gifts presented.

**Motion 62-24**

Bill Forgette made a motion to accept with appreciation the gifts presented. This was seconded by Elizabeth Yendrek.

McIntosh Aye	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Aye		

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

September 24	Trivia Night at Boston's
October 7	Friends of the Library fundraiser at Walking Distance Brewery
October 14	MPL Staff Development Day- Library Closed

Nowels mentions an event in the community: October 17<sup>th</sup>, Bourbon and Books. This is being hosted by the United Way in support of Dolly Parton's Imagination Library. It will be held at Retreat 21. This is a ticketed event.

**EXECUTIVE SESSION**

President Parsons asked for a motion to enter Executive Session for the purpose of discussing the employment of a library employee.

**Motion 63-24**

Laura Zureich moved for the Board to enter Executive Session, seconded by Abigail Anderton. A roll call vote was taken as follows:

McIntosh Aye	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Aye	Parsons Aye	

The motion to enter Executive Session was passed.

At 5:56 p.m. the Board entered Executive Session.

The Board exited Executive Session at 6:41 p.m.

**ADJOURNMENT**

The meeting was adjourned by President Perry Parsons at 6:41 p.m.

The next board meeting will be on Wednesday, October 16, 2024 at 5:00 pm at Main Library.

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Perry Parsons, President

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Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



## MINUTES OF THE MARYSVILLE PUBLIC LIBRARY BOARD OF TRUSTEES

October 16, 2024

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In Attendance: Perry Parsons, Laura Zureich, Elizabeth Yendrek, Abigail Anderton

Absent: Bill Forgette, Josh Rice, Erin McIntosh

Guests:

Staff: Nieca Nowels (Director), Michael Schmenk (via ZOOM), Erica Heberling, Jessica Smith, Jen Young, Casey Rhine, Dalton Pertuset

### CALL TO ORDER

President Parsons called the meeting to order at 5:02 p.m.

### MEET THE STAFF

Director Nowels introduces Jen Young to the Board.

Jen shares that she is an Adult Reference Assistant. She has been in this role for 2 years and at the library a total of 5 years. She started as a circulation clerk.

Jen says she enjoys working with the public and has been working on expanding our outreach. Each month she goes to 3 nursing homes to do crafts with the residents.

She informs the Board that she received a grant this year from the Ohio Council of Arts that allows a teaching artist to come and do acting and improv classes with people 55 and over. It is an 8 class series and being hosted at Heritage Senior Living. Jen says she was unsure what to expect, but they are all having a lot of fun. The artist teaching the class is Jodie Engle. The residents are really coming out of their shells and letting their personalities shine. Everyone really enjoys interacting with each other and leave with smiles and full hearts.

Resident "Butterfly Lady" is what Jen says she is known as. She raises and releases monarch butterflies. She has been able to take her eggs, caterpillars, and butterflies out to ORW, St. John's, Monarch Nursing Home, Bluebird, Heritage, and Gables for outreach programming. She loves sharing the message of transformation with everyone.

Another project of Jen's is every fall she makes seed packets and in spring Zinnia seed packets for our patrons to plant in effort to support our pollinators.

She discusses that last week we finished up a re-usable pad project that supports impoverished girls around the world. Jen created kits for some of our sewing patrons to take home and sew bases for the pads. 30 kits and 30+ pairs of underwear were sent to TooLittleChildren.org. In addition, 12 kits were sent to Operation Christmas Child to be put in shoeboxes. They are washable and reusable for many years and allow the girls to be able to continue their education without interruptions.

She thanks the Board for their time and they thank her in return. Jen then exits to help at the Adult Services desk.

## **APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the September 18, 2024 meeting.

### **Motion 64-24**

Abigail Anderton moved approval of the minutes of September 18, 2024, as presented, seconded by Elizabeth Yendrek.

McIntosh	Absent	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Absent				

Minutes were approved as presented.

## **APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the October 16, 2024 agenda as presented.

### **Motion 65-24**

Laura Zureich moved to approve the October 16, 2024 agenda as presented, seconded by Abigail Anderton.

McIntosh	Absent	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Absent				

Agenda approved as presented.

## **PUBLIC COMMENTS**

None.

## **FRIENDS OF THE LIBRARY UPDATE**

Nieca states that Friends President, Rebecca Thomas, apologizes for her absence and then proceeds to read the following update provided via email from Rebecca:

“Here are some updates from the Friends:

- Endowment fund was sitting at \$462,521 at October's report. It is up 12.07% YTD and \$6500 just in September
- We had our Annual Meeting on Sept 19th and honored Brian Ravencraft - good attendance, donations were a little low this year to cover costs so we will be trying to address that next year & we'd love any ideas/suggestions
- We had Cheers to Beers & Books - Don't have a total yet for how much we have raised but we are very happy with how it went & thank everyone who came out
- Shannon is signed up to work Halloween Hoopla book sale for the friends, We plan to give her some candy to pass out with membership applications to try and sign up new members
- We elected new officers at the October meeting:
  - Rebecca Thomas - remains president
  - Anita Tiller - new VP replacing Janell
  - Shannon Freshour - remains secretary
  - Martin Herrmann - remains treasurer”

President Parsons agrees that the Beers & Books event had a nice turn out. Nieca and Laura think so as well, as they attended the event too.

### **FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM.

He reports that finances are still looking pretty good. He points out that looking at page 2, total funds are up over last year. Revenue and expenses are both doing well. Mike notes that looking into November, PLF is going to increase (due to increase in State revenues), which will allow us to catch up. He also mentions the increase in Printing and Publicity under Expenses for the cost of the informational postcards that were sent out. We had not budgeted for those. Grants fell a little short as we try our best to predict this amount but we are still okay.

### **Motion 66-24**

Elizabeth Yendrek moved to approve the September 2024 Financial Report as presented and seconded by Laura Zureich.

McIntosh Absent	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Absent		

The September 2024 Financial Report was approved as presented.

### **DIRECTOR'S REPORT**

Director Nowels begins by addressing the two temporary appropriations budgets each member has printed in front of them. One is if the library's levy passes in November and one is if it does not. If the levy passes, 2.8 mil is estimated. If the levy does not pass, 1.2 mil is estimated, which will not even cover staff costs. In the temporary budget that is aligned with the levy not passing, she did not include any new staff positions or any raises. Any cuts that could be made were, but we must keep some expenses, such as CLC dues. Hoopla was taken out of the budget and the bare minimum was allotted to digital downloads. This budget does not have any staff reductions. Even after the cuts, the budget is nowhere near balanced.

Laura asks what falls under the "Professional Services" category. Nieca responds that it is a broad category. It covers our programming (people that get called in programming), attorneys, consultants, a number of different things. Mike chimes in that he thinks we put a good estimate in there as we want there to be a cushion in there for legal aspects.

Perry speaks to clarify the totals of each temporary budget. He notes that on the budget for if the levy does not pass, we are still over by almost a million even with drastic cuts. We will just have to wait and see the results of voting in November, he says.

The Board then thanks Nieca for the presentation of both budgets.

Nieca moves to her next topic. She states that she wanted to make everyone aware that Dalton and Casey were present to bring them the updated FML Policy. This update is to incorporate parental leave. They referenced county policy for the update. They are looking to adopt this update sooner rather than later as it affects a couple of our current staff. Laura inquires if staff has the ability to select a disability on their insurance policy when they start and does that cover parental leave. Casey replies that he is unsure, but it does not sound familiar. He was personally interested in paternal leave so he had looked through our policy for that and upon

finding nothing, he began work on the proposed update. The room decides to move on for now until later in the agenda when the update is motioned for approval.

**COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Did not meet.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Did not meet.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Did not meet.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Board Re-Appointment**

President Parsons asks for a motion to approve the recommendation of Abigail Anderton for re-appointment to the Marysville Public Library Board of Trustees. This would be to the full 7-year term that would expire December 31, 2031.

**Motion 67-24**

Laura Zureich moved to approve the recommendation of Abigail Anderton for re-appointment to the Marysville Public Library Board of Trustees as presented and seconded by Elizabeth Yendrek.

McIntosh	Absent	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Absent				

The recommendation was approved as presented.

**Policy Update- Family and Medical Leave Policy**

President Parsons asks for a motion to approve the updated Family and Medical Leave Policy (P4.3o).

**Motion 68-24**

Laura Zureich moved to approve the updated P4.3o Family and Medical Leave Policy in the Employee Handbook as presented and seconded by Abigail Anderton.

McIntosh	Absent	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Absent				

The P4.3o Policy was approved as presented.

**RECOGNITION OF GIFTS**

\$17.60 - Donations in Donation Box

\$23.00 – Anonymous – Materials Donation through Amazon

\$25.00 – PEO Sisterhood Chapter EA – Donation for Nieca’s Speaking Engagement

Total Donations: \$65.60

President Parsons asks for a motion to accept with appreciation the gifts presented.

**Motion 69-24**

Elizabeth Yendrek made a motion to accept with appreciation the gifts presented. This was seconded by Abigail Anderton.

McIntosh	Absent	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Absent				

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

October 19	Diwali Celebration
October 22	Trivia Night at Boston's
October 26	Halloween Hoopla
October 26-30	Friends of the Library Book Sale- Meeting Room B, smaller room
November 5	Election Day

**EXECUTIVE SESSION**

President Parsons asked for a motion to enter Executive Session for the purpose of discussing the employment of a library employee.

**Motion 70-24**

Laura Zureich moved for the Board to enter Executive Session, seconded by Abigail Anderton. A roll call vote was taken as follows:

McIntosh	Absent	Zureich	Aye	Rice	Absent	Yendrek	Aye
Anderton	Aye	Forgette	Absent	Parsons	Aye		

The motion to enter Executive Session was passed.

At 5:24 p.m. the Board entered Executive Session.

The Board exited Executive Session at 5:39 p.m.

**ADJOURNMENT**

The meeting was adjourned by President Perry Parsons at 5:40 p.m. The next board meeting will be on Wednesday, November 20, 2024 around 5:00 pm at Main Library, immediately following the Records Commission meeting which will meet at 5:00 pm.

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Perry Parsons, President

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Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**November 20, 2024**

---

In Attendance: Perry Parsons, Laura Zureich, Elizabeth Yendrek, Abigail Anderton, Erin McIntosh

Absent: Bill Forgette (via ZOOM), Josh Rice

Guests:

Staff: Nieca Nowels (Director), Michael Schmenk (via ZOOM), Erica Heberling, Jessica Smith, Sue Kienbaum

**CALL TO ORDER**

President Parsons called the meeting to order at 5:03 p.m.

**MEET THE STAFF**

President Parsons introduces Sue Kienbaum to the room. Sue says hello to the members and notes that she knows some of them for being with the library so long. She has been at MPL 22, going on 23 years. Sue started as a circulation assistant and in 2004 she started creating digital collections. She learned it all from the ground up and was essentially a department of 1. With her determination she printed manuals and learned all that she could about compiling a digital collection. She has created 16 separate collections, and it continues to grow. She mentions that she is also the face behind Historic Photo Fridays on the MPL Facebook page. It is a popular series and followers are active in participating. Sue does life histories, where she interviews patrons too. Another activity Sue created is the Architectural Scavenger Hunt. For 6 years now, the community has enjoyed participating in the quest to locate the landmarks around Marysville with their families. Sue plans to continue to grow the collections in the coming years.

Erin expresses her thanks for the Historic Photo Fridays. She is a fan.

Abigail enters at 5:08

Laura expresses that Sue clearly has a following and Sue agrees that she feels the love of the community.

Sue says she appreciates getting to meet them and talk about herself. She thanks everyone and exits.

**APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the October 16, 2024 meeting.

**Motion 71-24**

Erin McIntosh moved approval of the minutes of October 16, 2024, as presented, seconded by Laura Zureich.

McIntosh Aye

Zureich Aye

Rice Absent

Yendrek Aye

Anderton Aye                      Forgette Absent

Minutes were approved as presented.

**APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the November 20, 2024 agenda as presented.

**Motion 72-24**

Elizabeth Yendrek moved to approve the November 20, 2024 agenda as presented, seconded by Erin McIntosh.

McIntosh Aye                      Zureich Aye                      Rice Absent                      Yendrek Aye  
Anderton Aye                      Forgette Absent

Agenda approved as presented.

**PUBLIC COMMENTS**

None.

**FRIENDS OF THE LIBRARY UPDATE**

None.

**FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM.

He reports that finances are ordinary, no big changes. He notes page 2, we are above last year. Revenue and Expenses look good in comparison. The only thing in budget that is different is materials, up because CLC dues are quarterly, will prorate over next couple months. Printing and publicity are up due to mailers.

**Motion 73-24**

Laura Zureich moved to approve the October 2024 Financial Report as presented and seconded by Abigail Anderton.

McIntosh Aye                      Zureich Aye                      Rice Absent                      Yendrek Aye  
Anderton Aye                      Forgette Absent

The October 2024 Financial Report was approved as presented.

**DIRECTOR'S REPORT**

Director Nowels begins by sharing that last Wednesday Ron, Ed, Lauren, and herself went to look at the progress of the bookmobile. The company is waiting on the backordered doors at the moment. Once they are in, the rest of the build will come together quickly. They are not sure when the doors will arrive though. She has photos she will share with them via email.

Nowels then shares an update about the strategic plan. The process was started on Staff Day. Kara Brown provided an interactive activity with post-its, where staff members got up and down writing things and posting them on walls. Together these points on post-its were sorted into categories. Kara will be coming to the managers' meeting tomorrow to work more on the plan and assign managers to certain topics to develop more in depth and come up with actions. Erin

asks when the strategic plan will be done. Nieca responds ideally in January. Erin says that sounds good. Perry inserts that he is glad Kara could come do it. Laura is in agreement.

## **COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Did not meet.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Elizabeth shares that they met yesterday. They talked about the strategic planning process.

Nieca informed the Board of a meeting room request. The booking is for the H.A.I.L. program that is an alternate to the Lifewise program. Meets meeting room requirements, organization does not charge for their program, instructor unpaid, not sure how many will even attend. Jan 15<sup>th</sup> is scheduled. Wanted to give a heads up. Bill- thanks, understands meet criteria, asks if opposite agenda meets here. Nieca- yes. Bill- then it is equitable. Discussion of groups goal. Erin thanks Nieca for the heads up.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Laura informs that the committee met yesterday evening. In attendance were Josh, Ron, Casey, Mike, Nieca, Erica, and herself. Please let her know if anyone would like more information. They reviewed the 2025 Appropriations Budget and discussed insurance options and needed more information that Mike and Casey are working on. They plan to meet again in December. Also discussed the budget, raises, and resolution. Laura mentions that they conversed about the past year and the levy results, they are glad to have passed. When thinking about future planning, Laura suggests to really think about open positions and whether they truly need to be filled. Such as the bookmobile/outreach manager position. Think critically about whether it should be filled right away or can other staff cover the duties, at least for now. Erin chimes in to ask if we have a “rainy day fund?” Laura and Perry replied- yes. Erin thinks looking at B Budget and redistributing and thinking more critically should be done regularly. Laura goes on to say that Ron presented information about the facility updates project. The numbers are the same as before. She brings attention to the printed out spreadsheet she handed out and explains it is itemized with the costs of the carpet, painting, bathrooms, etc. There is discussion of these costs and explanations of the updates given. Funds for the project are included in the Building Fund. This will be included in Old Business.

## **OLD BUSINESS**

### **Carpeting/Painting Project**

President Parsons asks for a motion to approve the recommendation to hire Library Design Associates to do the carpeting project and coordinate with the painters.

Parsons speaks to confirm that the painters are Five Star Painting. Director Nowels confirms. After a little discussion, it is agreed that the wordage should include an update of the bathrooms, not to exceed \$260,000.

President Parsons asks for a motion to approve the recommendation to hire Library Design Associates to do the carpeting project and coordinate with the painters. Also, the updating of the bathrooms, total project not to exceed \$260,000.

### **Motion 74-24**

Abigail Anderton moved to approve the recommendation of the project not to exceed \$260,000 as amended and seconded by Erin McIntosh.

McIntosh Aye	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Absent		

The recommendation was approved as amended.

## **NEW BUSINESS**

### **Resolution for Appreciation**

President Parsons asks for a motion to approve a resolution of commendation and appreciation to staff member Ali Parthemore and Board Member Bill Forgette for outstanding dedication to the library during the levy campaign. The Board further commends the members of the Levy Committee and Every Library for their dedication and hard work; as well as everyone who contributed to this positive outcome for the library and community.

### **Motion 75-24**

Laura Zureich moved to approve the resolution of commendation and appreciation as presented and seconded by Elizabeth Yendrek.

McIntosh Aye	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Absent		

The resolution was approved as presented.

### **Staff Raises**

President Parsons asks for a motion to authorize the director to give raises of up to 4% over current salaries, effective January 2025

### **Motion 76-24**

Elizabeth Yendrek moved to authorize the director to give raises of up to 4% over current salaries, effective January 2025, as presented and seconded by Erin McIntosh.

McIntosh Aye	Zureich Aye	Rice Absent	Yendrek Aye
Anderton Aye	Forgette Absent		

The authorization to give raises was approved as presented.

## **RECOGNITION OF GIFTS**

\$16.85 - Donations in Donation Box

\$16.50 – Marysville Fortnightly Club- Materials Donation in Memoriam of Marjeanna Taulbee

\$20.00 – Pam Reynolds- Donation for Halloween Hoopla Candy

Total Donations: \$53.35

President Parsons asks for a motion to accept with appreciation the gifts presented.

### **Motion 77-24**

Abigail Anderton made a motion to accept with appreciation the gifts presented. This was seconded by Laura Zureich.

McIntosh Aye                      Zureich Aye                      Rice Absent                      Yendrek Aye  
Anderton Aye                      Forgette Absent

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

November 26	Trivia Night at Boston's
November 27	Library Closes at 5pm
November 28	Library Closed- Thanksgiving Day
December 10	Once Upon a Wine- Dalton Union Winery
December 12	Books on Tap- Walking Distance Brewing Co.
December 12	Merry on Main Iceless Skating starts (runs through Jan. 5)
December 14	Merrysville
December 14-17	Friends of the Library Book Sale

**EXECUTIVE SESSION**

President Parsons asked for a motion to enter Executive Session for the purpose of discussing the employment of a library employee.

**Motion 78-24**

Erin McIntosh moved for the Board to enter Executive Session, seconded by Abigail Anderton. A roll call vote was taken as follows:

McIntosh Aye                      Zureich Aye                      Rice Absent                      Yendrek Aye  
Anderton Aye                      Forgette Absent                      Parsons Aye

The motion to enter Executive Session was passed.

At 5:43 p.m. the Board entered Executive Session.

The Board exited Executive Session at 6:06 p.m.

**ADJOURNMENT**

The meeting was adjourned by President Perry Parsons at 6:06 p.m.  
The next board meeting will be on Wednesday, December 18, 2024 around 5:00 pm at Main Library.

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Perry Parsons, President

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Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling



**MINUTES OF THE  
MARYSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**December 18, 2024**

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In Attendance: Perry Parsons, Laura Zureich, Elizabeth Yendrek, Bill Forgette, Josh Rice

Absent: Abigail Anderton, Erin McIntosh

Guests: Elizabeth Elswick

Staff: Nieca Nowels (Director), Michael Schmenk (via ZOOM), Erica Heberling, Kara Gibson, Jordan Kirian

**CALL TO ORDER**

President Parsons called the meeting to order at 5:01 p.m.

**MEET THE STAFF**

President Parsons introduces Jordan Kirian to the Board.

Jordan says he has been at the library for 9 years. He started in Youth Services and is now in Circulation. He helps in Youth Services when needed, co-hosts Trivia at Boston's, and contributes to the Dungeons & Dragons youth program.

Bill Forgette enters at 5:02

He is a published author. He brought his three books to share with the room. He passed them around. They are as follows:

Gordy (Comic Book)

Detective Dandy: Bump in the Night (Collection of short mystery/horror/sci-fi stories)

Normal, Ohio: Night of the Slug (Goosebumps-like)

Laura inquires how he publishes his books. Jordan responds that he does it directly through Amazon and he explains the process.

The members thank him for sharing with them and he thanked them in return. Jordan then exits.

**APPROVAL OF MINUTES**

President Parsons asked if there were any corrections regarding the minutes from the November 20, 2024 meeting.

**Motion 78-24**

Laura Zureich moved approval of the minutes of November 20, 2024, as presented, seconded by Josh Rice.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

Minutes were approved as presented.

### **APPROVAL OF AGENDA**

After a review of the agenda, President Parsons asked for approval of the November 20, 2024 agenda as presented.

### **Motion 79-24**

Bill Forgette moved to approve the December 18, 2024 agenda as presented, seconded by Beth Yendrek.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

Agenda approved as presented.

### **PUBLIC COMMENTS**

None.

### **FRIENDS OF THE LIBRARY UPDATE**

Director Nowels reported that Rebecca Thomas reached out via email that she is ill and provided the following update- Nowels read aloud:

- “Endowment fund was sitting at \$475,279 at our December meeting. That is +3.85% MTD and +15% YTD so we are very happy with the performance
- We had our elections and have a change in VP - Janell stepped down and Anita Tiller was elected VP
- We have a new committee specifically focused on fundraising - if anyone has any ideas for income streams/events/donations I would love to connect them with Ann (head of this committee)”

### **FINANCIAL REPORT**

Mr. Schmenk gave the financial report remotely via ZOOM.

He reports that MPL currently has 4 million in assets and is looking good. There is a good amount for the renovations needed. He mentions page 3 of the report, everything is as expected. Printing costs were up due to the informational mailers. Some money will need moved to address costs associated with the tutor grant.

Patron Elizabeth Elswick enters at 5:12

Mike then says he wants to run by an insurance change with the Board. We will be changing from UHC to Aetna. Aetna will give us business credit for health and dental- different amounts for each. Thinks maybe with extra credits, we could cover dental coverage for singles. Laura asks if we would be able to continue it yearly. Mike says rebates would cover it this year but probably not in future. There is discussion of how much we would be credited and it being enough to cover now but need to revisit in future, not knowing those numbers now. Aetna appears to be a better policy and better quote. Lower copay and deductible. Laura asks if we need a motion? Mike says yes, since we're changing how much the library would be covering. They would like clarification of when we would get credit. Second quarter per Mike. Bill asks if it is certain we will get it. Mike relays that our representative says yes. Mike says paying the dental would be contingent upon getting it. It would only cover single, not spouse. Laura asks if there is anything in writing. Mike says he has a brochure about it. Perry thinks we need an Ops committee meeting first. Then move forward with motion if the number looks good at committee meeting. May need to wait until February. Agreement to wait on motion until more solid information is presented and confirmed.

**Motion 80-24**

Appropriations Budget adjustment

Beth Yendrek moves to approve moving \$12,000 from line item 50000 to line item 88000. Seconded by Josh Rice.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

**Motion 81-24**

Laura Zureich moved to approve the November 2024 Financial Report as presented and seconded by Bill Forgette.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

The November 2024 Financial Report was approved as presented.

**DIRECTOR'S REPORT**

Director Nowels begins by notifying the Board of an upcoming event. Travel author, Rick Steves, will be in Columbus (Mershon Auditorium) on February 20<sup>th</sup>. The Library is part of the consortium events group that is coordinating this program. Ticket sales would be starting on Friday (Dec. 20).

Nowels then updates the Board on the progress of the Strategic Planning. Managers have been assigned roles tied to the 4 topics that rose to the top. Leah McCoy will be chairing the Programming group, Ali Parthemore will be chairing the Community Engagement group, Lauren Lemmon will be chairing the Efficient Building group, and Casey Rhine will be chairing the Stable Workforce group. Staff from various departments are helping out on each of the work groups.

Nowels then informs the Board that Staff have asked about opening on Saturdays out at Raymond. She says there have been patrons asking. Board asks for more data (including how many are asking, how would it impact budget, would it be better to adjust hours on Wednesday to be open later?)

Nowels tells Board that another group of Managers went out to see the progress on the Bookmobile. At the time, doors had not yet arrived, but vendor says they have been ordered, and once they arrive it shouldn't take long.

Nowels reports that she was asked to serve on the City's Charter Review committee. She did not give them an answer as she wanted to run it by the Board first. She was told it would probably be once a month through April. Board is receptive to the idea.

### **COMMITTEE REPORTS**

**Executive** – Bill Forgette (Chair), Laura Zureich, and Beth Yendrek – Did not meet.

**Planning and External Relations** - Elizabeth Yendrek (Chair), Abigail Anderton, and Bill Forgette --- Did not meet.

**Operations and Finance** – Laura Zureich (Chair), Erin McIntosh, and Josh Rice – Did not meet.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### **Temporary Appropriations Budget**

President Parsons asks for a motion to approve the temporary appropriations budget for 2025.

#### **Motion 82-24**

Laura Zureich moved to approve the temporary appropriations budget for 2025 as presented and seconded by Elizabeth Yendrek.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

The temporary appropriations budget for 2025 was approved as presented.

#### **Compensation Study**

Nieca informs that a couple of years ago, the Board showed interest in the compensation study being done every couple of years to prevent falling behind again. Bill asks if this is the same company that preformed the study last time. Nieca responds that it is. Josh asks when the last study was done. Nieca says 2022.

President Parsons asks for a motion to use the services of Organizational Architecture to do another compensation study, not to exceed \$8,500.

#### **Motion 83-24**

Elizabeth Yendrek moved to use the services of Organizational Architecture to do another compensation study with the amount not to exceed \$8,500, as presented and seconded by Laura Zureich.

McIntosh Absent                      Zureich Aye                      Rice Aye                      Yendrek Aye  
Anderton Absent                      Forgette Aye

The motion to use the services of Organizational Architecture to do another compensation study was approved as presented.

**Bond for Fiscal Officer**

The Fiscal Officer is requesting approval of a bond for his position in the amount of \$100,000 for the 2025 calendar year.

President Parsons asks if the item should include the bonding of Casey, Deputy Fiscal Officer, as well.

Mike- last he knew, insurance was in touch with Casey. He hadn't heard an update. Bill questions if we should look at his role and reevaluate.

President Parsons asks for a motion to approve the bonding of both the Fiscal Officer and Deputy Fiscal Officer.

**Motion 84-24**

Bill Forgette moved to approve the bonding of the Fiscal Officer and Deputy Fiscal Officer for the 2025 calendar year as amended and seconded by Josh Rice.

McIntosh Absent                      Zureich Aye                      Rice Aye                      Yendrek Aye  
Anderton Absent                      Forgette Aye

The motion to approve the bonding of the Fiscal Officer and Deputy Fiscal Officer was approved.

Betty exits the meeting.

**RECOGNITION OF GIFTS**

\$31.26 - Donations in Donation Box

\$276.00 – St. John's Lutheran School 4<sup>th</sup> Grade Class Fundraiser

Total Donations: \$307.26

President Parsons asks for a motion to accept with appreciation the gifts presented.

**Motion 85-24**

Laura Zureich made a motion to accept with appreciation the gifts presented. This was seconded by Josh Rice.

McIntosh Absent                      Zureich Aye                      Rice Aye                      Yendrek Aye  
Anderton Absent                      Forgette Aye

The motion to accept the gifts was passed.

**UPCOMING EVENTS**

December 24-25    Library Closed- Christmas Eve and Christmas Day  
December 31        Library Closing at 5:00 pm- New Year's Eve  
January 1            Library Closed- New Year's Day

**EXECUTIVE SESSION**

President Parsons asked for a motion to enter Executive Session for the purpose of discussing the employment of library employees.

**Motion 86-24**

Laura Zureich moved for the Board to enter Executive Session, seconded by Bill Forgette.

A roll call vote was taken as follows:

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye	Parsons	Aye		

The motion to enter Executive Session was passed.

At 5:43 p.m. the Board entered Executive Session.

The Board exited Executive Session at 6:35 p.m.

President Parsons asks for a motion to approve the Cost of Living Adjustments (COLA) for the Director of a 2.5% increase effective January 1, 2025.

**Motion 87-24**

Bill Forgette made a motion to approve the COLA increase for the Director as presented. This was seconded by Josh Rice.

McIntosh	Absent	Zureich	Nay	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Nay	Parsons	Aye		(tie-breaker)

The motion to approve the COLA by 2.5% was passed.

President Parsons asks for a motion to approve the Cost of Living Adjustments (COLA) for the Fiscal Officer of a 4% increase effective January 1, 2025.

**Motion 88-24**

Josh Rice made a motion to approve the COLA increase for the Fiscal Officer as presented. This was seconded by Laura Zureich.

McIntosh	Absent	Zureich	Aye	Rice	Aye	Yendrek	Aye
Anderton	Absent	Forgette	Aye				

The motion to approve the COLA increase by 4% was passed.

**ADJOURNMENT**

The meeting was adjourned by President Perry Parsons at 6:42 p.m.

The next board meeting will be on Wednesday, January 15, 2024 around 5:00 pm at Main Library.

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Perry Parsons, President

Elizabeth Yendrek, Secretary

Minutes taken by:  
Erica Heberling

