



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
Operations and Finance Committee
January 18, 2021 at 5pm
Via Zoom**

The Marysville Public Library Board of Trustees Operations and Finance Committee met on Monday, January 18, 2021 via Zoom.

Attending: David G. Speicher (Chair), Perry Parsons and Chad Seeberg.

Staff: Nieca Nowels, Michael Schmenk, and Ron McGlone

Guests: None

Public: None

CALL TO ORDER

Meeting called to order at 5:00 pm by Mr. Speicher.

APPROVAL OF MINUTES

Mr. Speicher asked for approval of the December 20, 2020 minutes as presented.

Motion 01-21

Perry Parsons moved approval of the minutes as presented, seconded by Chad Seeberg.

Mr. Speicher asked for approval of the agenda as presented.

Motion 02-21

Chad Seeberg moved approval of the agenda as presented, seconded by Perry Parsons.

OLD BUSINESS - None

NEW BUSINESS

Elevator Options – Facilities Manager, Ron McGlone discussed the options for the MPL elevator. The current Otis elevator was installed in 1996. The Library pays \$5,100 per year for a maintenance contract. Otis has informed the Library that they are running out of viable parts to fix the control panel in the elevator. Mr. McGlone recommends overhauling/updating the current elevator as well as upgrading the inside walls. The quotes Mr. McGlone referenced are from 2013 and 2017. There was discussion of putting out RFPs as well as hiring a mechanical engineer or architect to direct the bid process.

It was decided that Mr. McGlone would contact Otis and ask for an updated quote that includes all the costs for updating/overhauling the current elevator. Mr. McGlone stated that not everything would be done by Otis, he was asked to work with Otis and companies they recommended to obtain a quote that is all encompassing.

PUBLIC COMMENTS - None.

ADJOURNMENT:

Mr. Speicher adjourned the meeting at 5:45 pm.

David Speicher (Committee Chair)



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

January 20, 2021

The Marysville Public Library Board of Trustees met on January 20, 2021, via Zoom. The Public was also able to view via Zoom and this meeting was recorded.

Attending: Chad Seeberg, Perry Parsons, Rebecca Wever, Elizabeth Yendrek, David G. Speicher, Anita Tiller and Laura Zureich.

Absent:

Staff: Michael Schmenk, Nieca Nowels, Kate McCartney, and Cindy Crawford.

Guests: Dave Irish, Christiana C, Joni, Renee Martin, James Alexander, Lauren Lemmon, Suzanne’s iPad2.

CALL TO ORDER

President Wever called the meeting to order at 5:31 p.m.

HR Manager, Cindy Crawford administered the Oath of office for Elizabeth Yendrek:

**Oath of Office
Board Member**

”Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a Member of the Library Board of Trustees of the Marysville Public Library, Union County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is appointed and qualified?”

the answer: “I do”

_____ 1/20/2021 _____

Elizabeth Yendrek Date

Director Nowels administered the Oath of office for Fiscal Officer, Michael Schmenk:

**Oath of Office
Fiscal Officer**

”Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer of the Library Board of Trustees of the Marysville Public Library, Union County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is appointed and qualified?”

the answer: “I do”

_____ 1/20/2021 _____
Michael Schmenk Date

APPROVAL OF MINUTES

President Wever asked if there were any corrections regarding the minutes from the December 16, 2020 meeting.

Motion 03-21

Laura Zureich moved approval of the minutes for December 16, 2020 as amended, seconded by Elizabeth Yendrek. The spelling of Principals was corrected.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Seeberg	Aye	Yendrek	Aye

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, President Wever asked for approval of the agenda as amended.

Motion 04-21

Chad Seeberg moved to approve the agenda as amended, seconded by Laura Zureich. Changed the date for the next meeting, added resolution for advance distribution of the tax dollars and discussion of adding an ionization filter to the existing HVAC system.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Seeberg	Aye	Yendrek	Aye

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE - Dave Irish

Dave Irish reported that not much happened last year. The yearly membership meeting was not held due to the COVID-19 virus, the Friends did not feel it was appropriate to have an honoree this year also due to COVID-19. The last author of the Author Series was canceled as was the Book Sale. At this time, there are no plans for a Spring Author Series, perhaps in the Fall depending on the state of things. The Friends do plan to have a Membership Campaign in the Spring. Currently the Friends have 13 Board members, their by-laws allow for 17 Board members. The Friends were able to secure a \$1,000 donation for the Summer Reading Program from Honda of America. Kroger rewards and Amazon Smile continue to bring in funds. The new officers are as follows: President Dave Irish, Vice President Bob Whitman, Treasurer Janell Alexander, Secretary Rebecca Thomas. The Endowment Fund closed the year with its highest earnings to date at \$370,157. The Friends will be distributing a check to the Library in the amount of \$16,651.08. Once the Endowment reaches \$500,000, the intent is to turn the funds over to the Union County Foundation to manage.

ELECTION OF OFFICERS

President – Chad Seeberg
Vice-President – Laura Zureich
Secretary – Anita Tiller

Ms. Wever asked for a motion to approve the slate of officers for 2021.

Motion 05-21

Elizabeth Yendrek moved approval of slate of candidates as officers for 2021 as presented, seconded by Dave Speicher.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Seeberg	Aye	Yendrek	Aye

Slate of officers was approved as presented. The gavel was handed to President Chad Seeberg. President Seeberg thanked everyone for showing up and volunteering.

REGULAR MEETING DATE and SCHEDULE- Currently, the Board of Trustees meets on the Wednesday following the third Monday at 5:00 p.m., with exceptions made as needed. If required, committee meetings will take place on the Monday before the Board meeting, or as otherwise scheduled.

January 20	July 21
February 17	August 18
March 17	September 22
April 21	October 20
May 19	November 17
June 23	December 15 (should be 22 nd , but thought we'd want to move up)

Mr. Seeberg asked for a motion to approve the 2021 meeting dates and times as amended above.

Motion 06-21

Rebecca Wever moved approval of the 2021 meeting dates as amended, seconded by Perry Parsons.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Motion was approved as amended.

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 2021 will be increased by 2.5% of his 2020 salary, resulting in an increase to \$34,152. This is effective January 1, 2021.

Mr. Seeberg asked for a motion of the above resolution.

Motion 07-21

Laura Zureich moved approval of the resolution for the Fiscal Officer’s salary increase of 2.5% of his 2020 salary, to \$34,152 effective January 1, 2021, seconded by Anita Tiller.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Resolution was approved as presented.

Fiscal Officer Bond

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

After discussion, Mr. Seeberg asked for a motion to approve \$100,000 bond for the Fiscal Officer.

Motion 08-21

Laura Zureich moved to approve \$100,000 bond for the Fiscal Officer, seconded by Anita Tiller.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Motion was approved as presented.

FINANCIAL REPORT –Michael Schmenk

Michael Schmenk, Fiscal Officer, presented the December 2020 financial reports. The Board discussed the reports.

President Seeberg asked for a motion to approve the December 2020 Financial Report as presented.

Motion 09-21

Laura Zureich moved approval of the December 2020 Financial report as presented, seconded by Dave Speicher.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

The December 2020 Financial Reports were approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members.

Staffing report – HR Manager, Cindy Crawford reported that the Library began January with 16 full time employees and 21 part time employees. As of today, the number of part time employees has dropped to 20 as this was the last day for Circulation Clerk Cheryl Barthlow. A page has been promoted to Circulation Clerk. Assistant Director, Kate McCartney, Patron Services Manager, Renee Martin and Cindy Crawford had interviews via Zoom today and Ms. Crawford will be reaching out tomorrow to 2

candidates to make formal offers for the position of Circulation Clerk. The Library's vacancies remain, 1 page and 1 Youth Services Reference Assistant.

Director Nowels reported on her Expectations and Goals set by the Board. Ms. Nowels has registered for:

1/27/2021 Leadership Behaviors During Disruptive Times presented by the John Glenn School of Public Affairs.

2/25/2021 Leadership, Teambuilding and Coaching for Managers and Supervisors presented by Fred Prior Seminars.

The Board asked if the numbers for processed, curbside and laptop and camera usage be included in the Patron Services report. The Board found the numbers very interesting and liked that they were included. There are currently 4 laptops available for checkout, 2 cameras have been ordered after a Patron wanted to have a Zoom interview and one of the managers loaned their camera. The Board was pleased with the ingenuity and adaptability that was used to facilitate this service.

COMMITTEE REPORTS

Executive – Chad Seeberg (Chair), Anita Tiller, David Speicher – Met went over Goals and Expectations for the Director. Goals are consistent with what was shared. Chad needs to sign Evaluations and Raise letters.

Get Ms. Zureich on signature log and take Ms. Wever off. Currently, Mr. Seeberg, Ms. Tiller will remain.

Planning and External Relations – Anita Tiller (Chair), Elizabeth Yendrek, Laura Zureich – Did not meet.

Operations – David G. Speicher (Chair), Perry Parsons, Chad Seeberg – Met Monday, January 18, 2021. Discussed elevator, updating elevator, or replacing. We were waiting on some additional information. Should we try to make this update or replacement during our down time? Director Nowels confirmed that the project will need to put out to bid.

COMMITTEE APPOINTMENTS

Executive – Laura Zureich (Chair), Elizabeth Yendrek, Dave Speicher.

Planning and External Relations – Elizabeth Yendrek (Chair), Anita Tiller, Laura Zureich.

Operations – Dave Speicher (Chair), Perry Parsons, Rebecca Wever.

OLD BUSINESS

Should the Library remain at curbside. Nieca has a document, detailing this. Appointments beginning February 15th. Appointments would be browsing, computer use, fax/copier and notary (notary to set appointment depending upon availability). Director Nowels is looking into an automated/digital system to schedule. Appointments would be 45 minute timeslot with 15 minutes for cleaning. The Library would need a person to make certain masks are worn, check in patron, we would accept walk-ins if slots were open. 1 appointment a week per patron for browsing and 1 appointment for computer use. 10 browsing appointments and 5 computer appointment 1-2 copier/fax, notary by appointment with the notary. Walk-ups will be available if timeslots are available.

NEW BUSINESS

Updated mask policy – in the event the statewide mandate is lifted, the Library would like to continue to require Patrons to wear masks. Would like to have this not tied to the governor's color code map or the COVID vaccine. Original motion was 56-20. Mr. Seeberg would like to have a more formalized motion for next meeting.

Resolution – Fiscal Officer, Mike Schmenk spoke about the resolution.

Mr. Seeberg asked for a motion for the Resolution.

Dave Speicher moved approval of the Resolution for authorization to have the County Auditor release advance distribution of tax dollars, seconded by Anita Tiller.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Motion for Resolution for Advance Distribution of Tax Dollars passed as presented.

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 2021.

Ionization Filter – Facilities Manager, Ron McGlone, would like the Board to approve not to exceed \$12,000 to purchase an Ionization filter.

President Seeberg asked for a motion to approve the purchase of an ionization filter not to exceed \$12,000.

Motion 10-21

Laura Zureich moved to approve the purchase of an ionization filter not to exceed \$12,000, seconded by Rebecca Wever.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Acknowledgment of Gifts-

Carol A. Stillings - \$31.99 – General Donation
Gypsy Stultz - \$25.00 – General Donation
Sandy McBride- Donation for materials (books)- \$500.00
Donations in donation box- \$5.00
Total Donations: \$556.79

Public Comments

6 public viewing as well as Dave Irish. Chad Seeberg would like a copy of the 2021 calendar. Director Nowels will send this as well as an updated Board list. HR Manager, Cindy Crawford mentioned that she has heard wonderful comments on the “Take and Make” crafts that Youth Services and Adult Services have created. Mr. Seeberg said he also liked the QR scavenger hunt.

Upcoming Events

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 6:49 pm.

Next board meeting date: Wednesday, February 17, 2021 at 5:00 pm at Main.

Chad Seeberg, President

Anita Tiller, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
Planning and External Relations Committee
February 16, 2021 @ 4:30 p.m.
Via Zoom**

The Marysville Public Library Board of Trustees Planning and External Relations Committee met on Tuesday, February 16, 2021 via Zoom.

Attending: Elizabeth Yendrek (Chair), Laura Zureich and Anita Tiller

Staff: Nieca Nowels until 5:00 p.m., Kate McCartney and Cindy Crawford

Guests: None

Public: None

CALL TO ORDER

Meeting called to order at 4:32 p.m. by Committee Chair, Ms. Yendrek.

APPROVAL OF AGENDA

Ms. Yendrek asked for approval of the agenda as presented.

Motion 11-21

Laura Zureich moved approval of the agenda as presented, seconded by Anita Tiller.

APPROVAL OF MINUTES

Ms. Yendrek asked if there were any corrections of the minutes from the November 11, 2020 minutes.

Motion 12-21

Laura Zureich moved approval of the agenda as presented, seconded by Anita Tiller.

OLD BUSINESS

Continued discussion of how to spend the Turner bequest and the Richardson donation.

The committee discussed the many options presented. The committee decided to recommend the Library use the Turner bequest to fund the lockers for both Main and the Raymond branch and the Story Walk, location to be determined. The committee also recommend that the Library explore the 1 book program for fall and to purchase the vinyl printer as a start to maker carts. The 1 book program should have buy-in/commitment from all the Union County Middle Schools and look for a partnership with Plain City Library. The Director and Assistant Director will have more solid numbers on cost for the 1 book program for the March meeting.

There was also discussion of purchasing a large format printer to be used for banners and backdrops. The patio on the Plum St was not pursued because of the Memorial Health Pavilion and the Reading Garden. The Book Mobile is still something the Library would like to have, however, there are many additional costs other than purchasing the vehicle. There would be continued cost to staff the Book Mobile, maintenance, and insurance.

NEW BUSINESS

None

PUBLIC COMMENTS:

None

ADJOURNMENT:

Ms. Yendrek adjourned the meeting at 5:24 p.m.

Elizabeth Yendrek Committee Chair



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

February 17, 2021

The Marysville Public Library Board of Trustees met February 17, 2021, via Zoom. The Public was also able to view via Zoom and this meeting was recorded.

Attending: Chad Seeberg, Perry Parsons, Rebecca Wever, Elizabeth Yendrek, David G. Speicher, Anita Tiller and Laura Zureich.

Absent:

Staff: Michael Schmenk, Nieca Nowels, Kate McCartney, and Cindy Crawford.

Guests: Dave Irish, Liz

CALL TO ORDER

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

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the January 20, 2021 meeting.

Motion 13-21

Laura Zureich moved approval of the minutes for January 20, 2021 as presented seconded by Rebecca Wever.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda as amended.

Motion 14-21

Anita Tiller moved to approve the agenda as amended, seconded by Elizabeth Yendrek. The change was to amend the date for the appropriations budget to 2021.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE - Dave Irish

Dave Irish shared that the friends met via Zoom and they are starting back up, with the membership committee etc. The Friends would like to begin their membership drive April 1, 2021. There will be a

newsletter out in March. The Friends will also update the board in the Library vestibule. They have decided not to update the membership cards, so some items may be different this year. The Friends are still trying to have the Author series in the Fall as it is a major fund raiser. Dave said he was going to discuss with Nieca if members of the Friends could perhaps sign up for Library programs earlier than other patrons. There are currently four Board of Director positions open, the Friends would like to recruit someone with School ties as they would like to revitalize their relationship with the schools. The Library will be receiving a check in the amount of \$16,667 from the Friends. The Endowment ended January with a total of \$370,157 which is a high. As of today, the Endowment is \$383,407 with indicates an 8.5% increase to date. The Endowment committee will meet next week with its new members.

FINANCIAL REPORT –Michael Schmenk

Michael Schmenk, Fiscal Officer, presented the January 2021 financial reports. The Board discussed the reports.

President Seeberg asked for a motion to approve the January 2021 Financial Report as presented.

Motion 15-21

Perry Parsons moved approval of the January 2021 Financial report as presented, seconded by Dave Speicher.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

The January 2021 Financial Reports were approved as presented.

DIRECTOR'S REPORT – Nieca Nowels

Director Nowels shared that the Library received a Census 2020 certificate of appreciation. She reported that Adult Services is helping get seniors registered for COVID-19 vaccines, so far, they have registered 30 seniors and have several on their list to be entered. Sue Kienbaum is digitizing Trinity Lutheran records. Ms. Nowels reported that she attended Leadership Behavior during Disruptive Times and reported that the speaker was excellent. Youth Services, Christiana Congelio is working on a program for teachers to ensure that they know what services we offer, currently only Trinity Lutheran is interested in the training, they will be a test case in early March. Director Nowels spoke about the first two days of appointments in the Library, they have been going well. There will be a press release tomorrow and there will be a push on the Library's social media. The Library hopes to begin walkthrough service April 5, 2021. There were questions about when the Library will be open Sundays, the Director reported that she wanted to be methodical and thoughtful about this reopening Sundays, but agreed that the Library would try to make this happen April 11, 2021, if staffing was in place by then.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Anita Tiller, David Speicher – Did not meet.

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, Anita Tiller – Met to discuss the Turner bequest and the Richardson donation. Chair Elizabeth Yendrek reported that they recommend that the Lockers and Story Walk be funded with the Turner Bequest. They also recommended the 1 Book program and a Vinyl printer/cutter be purchased with these funds and then use the Richardson donation secondly. Ms. Nowels is reaching out to Champaign County Library as they have purchased a vinyl printer/cutter to ask for a copy of the letter that their director sent to local print shops assuring them that our intent is not to take their business. Kate McCartney was asked to update the Board on the progress of the Raymond lockers. Ms. McCartney shared that the data cables are in the building, Mr. McGlone just needs to install them. The lockers will be trucked in and then, the company will come and install them.

Operations – David G. Speicher (Chair), Perry Parsons, Rebecca Wever – Did not meet. But Ron McGlone, Facilities Manager sent a quote late Friday from OTIS, their quote is \$78,000. Mr. McGlone recommended that the Library wait until the current elevator fails. The Board asked if updates are done in stages, with each stage under \$50,000, would it require bids? The Board also asked if the Library should bring in an Engineer to assess the situation.

OLD BUSINESS

This was covered by the Planning and External Relations Committee.

President Seeberg asked for a motion to approve the spending of the Turner bequest and the Richardson donation as presented.

Motion 16-21

Anita Tiller moved approval of the spending of the Turner bequest and the Richardson donation as presented, seconded by Rebecca Wever.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

The spending of the Turner bequest and the Richardson donation as presented.

NEW BUSINESS

Updated mask policy – in the event the statewide mandate is lifted, the Library would like to continue to require Patrons to wear masks. Would like to have this not tied to the governor’s color code map or the COVID vaccine. Original motion was 56-20. Mr. Seeberg would like to have a more formalized motion for next meeting.

The Board did not want to act on this at this time.

The Board discussed the Resolution to participate in the State of Ohio Cooperative Purchasing Program. (Language is on a separate document and will be attached to the minutes for this meeting.) This is needed to move forward with the phone update.

Mr. Seeberg asked for a motion to approve the resolution for participating in the State of Ohio Cooperative Purchase Program.

Motion 17-21

Elizabeth Yendrek moved to approve the resolution for participating in the State of Ohio Cooperative Purchasing Program, seconded by Laura Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Motion was approved as presented.

There was discussion of the Appropriations Budget for 2021.

President Seeberg asked for a motion to approve the Appropriations Budget for 2021

Motion 18-21

Anita Tiller moved to approve the Appropriations Budget for 2021, seconded by Laura Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Acknowledgment of Gifts-

Donations in donation box- \$1.00

Total Donations: \$1.00

Mr. Seeberg asked for a motion to go into executive session to discuss a staff member's 2021 increase.

Motion 19-21

Laura Zureich moved to go into executive session to discuss a staff member's 2021 increase, seconded by Rebecca Wever.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Roll Call was taken. The Board moved into executive session at 6:13 p.m.

The Board moved out of executive session at 6:42. Mr. Speicher exited the meeting at 6:36 p.m.

President Seeberg asked that HR Manger, Cindy Crawford, text him when the increase letter for the Director was ready to sign.

Public Comments

Legislative day will now be combined with Library week.

Director Nowels asked if the Board objected to having Once upon a Wine book club (live) back out at Dalton Union beginning in March, since the library building was open again. The Board agreed that that was a good idea.

Upcoming Events

April 5, 2021 Open for walkthrough browsing

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 6:42 pm.

Next board meeting date: Wednesday, March 17, 2021 at 5:00 pm at Main, via Zoom

Chad Seeberg, President

Anita Tiller, Secretary



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

March 17, 2021

The Marysville Public Library Board of Trustees met on March 17, 2021, via Zoom. The Public was also able to view via Zoom and this meeting was recorded.

Attending: Chad Seeberg, Perry Parsons, Rebecca Wever, Elizabeth Yendrek, David G. Speicher, Anita Tiller and Laura Zureich.

Absent:

Staff: Michael Schmenk, Nieca Nowels, Kate McCartney, and Cindy Crawford.

Guests: Liz

CALL TO ORDER

President Seeberg called the meeting to order at 5:01 p.m. Mr. Parsons joined the meeting at 5:03 and Ms. Wever left the meeting at 5:54.

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the February 17, 2021 meeting.

Motion 20-21

Laura Zureich moved approval of the minutes for February 17, 2021 as amended seconded by Rebecca Wever. The changes were rewording the second to last sentence of the Operations report, and under new business change the second paragraph to "Motion 56-20 was not changed".

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the March agenda as amended.

Motion 21-21

Rebecca Wever moved to approve the March agenda as amended, seconded by Anita Tiller. The Change was to change Nest to "Next".

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE – Dave Irish was not able to attend.

FINANCIAL REPORT –Michael Schmenk

Michael Schmenk, Fiscal Officer, presented the February 2021 financial reports. The Board discussed the reports.

President Seeberg asked for a motion to approve the February 2021 Financial Report as presented.

Motion 22-21

Dave Speicher moved approval of the February 2021 Financial report as presented, seconded by Anita Tiller.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

The February 2021 Financial Reports were approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels shared that the Library began walkthrough service 3/15/2021. Only a few hiccups, two patrons came in wearing only mesh face masks, were asked to put on the MPL provided masked, the patrons then left. The Library will continue with grab and go, no chairs, restrooms upstairs will be open, no meeting rooms are available at this time as meeting room A has quarantined material and meeting room B has withdrawn materials. ORW and West Central may take some of the withdrawn items. The Friends may have an outdoor book sale.

COVID-19 at home kits. Staff will be putting these curbsides at the request of a Patron. The staff have been asked to use their judgement on what is a fair number of kits to give to Patrons. Patrons will need to have some access to technology to use the test kits. Staff will not be able to help Patrons with how to use kits, nor will Patrons be allowed to use test kits in the Library.

Ms. Nowels reported on special projects. She met with the City for the Storybook Walk, they are looking into restrictions and will regroup. One Book, the committee would like to use a book that ties into the Olympics. It was suggested that the book chosen should have a youth adaptation. Ms. Nowels showed a mockup of the wrap for the lockers, the verbiage for the bequest will be, “provided by the generosity of Richard Turner.”

Board members asked about meeting in person again. Director Nowels mentioned that meeting room A was currently housing quarantine material, meeting room B currently has withdrawn material, no meeting in person for April, perhaps May.

Ms. Nowels stated that the tree giveaway will take place. This year’s tree is the Colorado Blue Spruce. Some City staff, Library staff, and Dutch Mill staff will pot the plants with soil generously donated by Scotts.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Anita Tiller, David Speicher – Did not meet.

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, Anita Tiller – Did not meet.

Operations – David G. Speicher (Chair), Perry Parsons, Rebecca Wever – Did not meet.

Ms. Nowels let the committees know that Operations and Planning and External Operations will likely meet in April.

OLD BUSINESS None at this time.

NEW BUSINESS None at this time.

Acknowledgment of Gifts-

Donations in donation box- \$0.20

Total Donations: \$0.20

Public Comments

Assistant Director, Kate McCartney mentioned that per USDA the Summer Lunch Program will be drive through again this year.

Upcoming Events

April 13 Once Upon a Wine book club at Dalton Union Winery
April 28-30 Tree giveaway in connection with Arbor Day

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 5:56 p.m..

Next board meeting date: Wednesday, April 21, 2021 at 5:00 pm via Zoom.

Chad Seeberg, President

Anita Tiller, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
Planning and External Relations Committee
April 19, 2021 @ 5:30 p.m.
Via Zoom**

The Marysville Public Library Board of Trustees Planning and External Relations Committee met on Monday, April 19, 2021 via Zoom.

Attending: Elizabeth Yendrek (Chair), Laura Zureich and Anita Tiller

Staff: Nieca Nowels, Kate McCartney and Cindy Crawford

Guests: None

Public: None

CALL TO ORDER

Meeting called to order at 5:33 p.m. by Committee Chair, Ms. Yendrek.

APPROVAL OF AGENDA

Ms. Yendrek asked for approval of the agenda as amended.

Motion 23-21

Laura Zureich moved approval of the agenda as amended, seconded by Anita Tiller. Added Strategic Plan update to New Business and change the date of the February meeting to 16th not 15th.

APPROVAL OF MINUTES

Ms. Yendrek asked if there were any corrections of the minutes from the February 19, 2021 minutes.

Motion 24-21

Laura Zureich moved approval of the agenda as presented, seconded by Anita Tiller.

OLD BUSINESS

Director Nowels gave updates on opening the Library. Last week, the doors on the alley side were unlocked. Today, the Plum Street doors were unlocked, the downstairs restrooms were opened, more staff are comfortable notarizing documents, proctoring has begun, some seating will return mid-May. Sunday service will return May 2nd. CLC has said quarantining materials will end mid-May and we are in the process of dropping the limits back to before the Pandemic.

The Vinyl printer arrived today. It is the anteroom of admin suite; it was placed there so Patrons could use this service and be away from the rest of admin. The printer is using Library Wi-Fi.

The City has given permission for the Story Walk. Posts and Books have been ordered. Posts will be stored in the City garage and they will be installed by the City once the decision is made

of where to place the Story Walk. Story Walk will be updated every 2 months. We would like to add an additional Story Walk.

Assistant Director Kate McCartney updated the committee on the lockers. Currently the situation is Metal Works is behind schedule due to limitations from the pandemic. Kate continues to follow up with the company, but no real idea when production will happen. Community Engagement Manager, Ali Parthemore continues to work on the wrap.

NEW BUSINESS

Director Nowels asked the committee what their thoughts were on opening the Raymond branch with limited hours. There are many unknowns about the Raymond branch, such as the water situation with the fire department. Director Nowels talked about a plan to re-open the branch. However, the committee was not comfortable with the plan to re-open the branch because of the unknowns and they did not want to open and then close again because there was not a more robust plan. The Committee's recommendation was to add planning for the Raymond Branch to the Strategic Plan and take more time to make a more robust plan. They also wanted to think about services not just brick and mortar.

Director Nowels updated the Committee on the Strategic Plan. She has emailed the State Library to ask about their availability as well and a consultant who was used by another Library. She also noted that the Library would most likely want to obtain several quotes from consultants.

PUBLIC COMMENTS:

None

ADJOURNMENT:

Ms. Yendrek adjourned the meeting at 6:12 p.m.

Elizabeth Yendrek Committee Chair



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

April 21, 2021

The Marysville Public Library Board of Trustees met on April 21, 2021, via Zoom. The Public was also able to view via Zoom and this meeting was recorded.

Attending: Chad Seeberg, Perry Parsons, Rebecca Wever, Elizabeth Yendrek, David G. Speicher, Anita Tiller and Laura Zureich.

Absent:

Staff: Michael Schmenk, Nieca Nowels, Kate McCartney and Cindy Crawford.

Guests: Dave Irish and Liz

CALL TO ORDER

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

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the March 17, 2021 meeting.

Motion 25-21

Anita Tiller moved approval of the minutes for March 17, 2021 as amended seconded by Elizabeth Yendrek. The change was correcting of the word mask in the Director’s report.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the April agenda as presented.

Motion 26-21

Rebecca Wever moved to approve the April agenda as presented, seconded by Laura Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE – Dave Irish shared that the Friends’ membership drive kicked off April 1st. The Friends are a beneficiary of the Richwood Bank coffee program. The Friends contributed \$300 to Library week as well as \$1,000 for the Summer Reading Program. Dave reported that the Friends are looking at a way to have a Book Sale. Director Nowels interjected that she has some ideas about how to make this happen, they will talk offline. The Author Series may continue in the fall. The endowment has a balance of \$379,920 as if 3/31/2021, that represents an increase of 7.4% YTD.

FINANCIAL REPORT –Michael Schmenk

Michael Schmenk, Fiscal Officer, presented the March 2021 financial reports. The Board discussed the reports.

President Seeberg asked for a motion to approve the March 2021 Financial Report as presented.

Motion 27-21

Dave Speicher moved approval of the March 2021 Financial report as presented, seconded by Perry Parsons.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Wever	Aye	Yendrek	Aye

The March 2021 Financial Reports were approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels spoke on the next steps in re-opening. The plan is progressing, tables have been added to the Youth Service and Adult Services. Adult Services will begin proctoring exams. Plum Street doors are unlocked (this will help with ventilation), more staff members are beginning to notarize documents. The Library will be open on Sundays beginning on May 2nd. More seating will return when quarantine ends. The CLC has discussed ending quarantining of material for May 23rd. Would like to push the May meeting to May 26th so the Board may meet in person in meeting room A, committee meeting would continue to be May 17th as needed. Working from home will become the exception rather than the rule effective June 1st. Ms. Nowels will reach out to Boston’s to ask about availability for Trivia for May. All programming will return September 1st, but there will be “pop-up” programming through the summer. At this point Trinity is the only school that responded to the “training for educators training”. Christiana will reach out to the schools in the fall, in the meantime, if you know educators who are interested in the training, please ask them to reach out to Christiana Congelio. Ms. Nowels gave an update on the Story Walk, boxes and books have been ordered, the boxes will be stored in the City garage and installed by the City. Books will be changed out every 2 months. The City was investigating Eljier Park as a site for the story walk. The Vinyl printer arrived this morning and there has been a bit of training. The Library’s “one Book Read” will be “The Boys in the Boat”, it is a great tie-in to the upcoming Olympics. The Library has arranged to have a Historian from OSU with a focus on sports to speak about the Olympics. The author is currently not having discussions about this book as he is promoting his new book. All the August book clubs will read and discuss the book. Additionally, a staff member from Youth Services will lead a book club with the youth version of this book.

Ms. Nowels shared that air purifiers are at all public service desks. Ron McGlone is working to obtain another quote for the HVAC work that needs to be done.

Kate McCartney gave an update on the lockers. The manufacturer is waiting on the metal work, but the wrap is getting closer. The Board liked “Provided by the generosity of the Richard A. Turner Bequest”.

Cindy Crawford gave a staffing update. The Library will be fully staffed as of May 3rd.

Ms. Nowels shared that the Library is number 4 on the State Library of Ohio’s list for the strategic plan. She has also reached out to a consultant that was recommended. She would like to reach out to another consultant before the final decision is made.

Ms. Nowels shared the Annual Report, stating that there were still some spacing issues that need to be corrected.

Becky Wever asked about lifting the limit of patrons in each area as she and other teachers would like to bring their students to the Library. Director Nowels agreed that if teachers let the Library staff know in advance, the Library could make accommodations.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Elizabeth Yendrek, David Speicher – Did not meet.

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, Anita Tiller – Chairman Yendrek spoke about some of the agenda items that the committee discussed, most of which were in the Director’s report. Ms. Yendrek did mention that there was discussion of re-opening the Raymond branch. There are many unknowns about the Raymond branch, such as the water situation with the fire department. Director Nowels talked about a plan to re-open the branch. However, the committee was not comfortable with the plan to re-open the branch because of the unknowns and they did not want to open and then close again because there was not a more robust plan. The Committee’s recommendation was to add planning for the Raymond Branch to the Strategic Plan and take more time to make a more robust plan.

Operations – David G. Speicher (Chair), Perry Parsons, Rebecca Wever – Did not meet.

OLD BUSINESS None at this time.

NEW BUSINESS None at this time.

Acknowledgment of Gifts-

Donations in donation box- \$3.40

Total Donations: \$3.40

President Seeberg asked for a motion to go into Executive Session for the purpose of discussing an employee’s job performance for compensation reasons.

Motion 28-21

Ms. Wever moved to go into Executive Session for the purpose of discussing an employee’s job performance for compensation reasons, seconded by Ms. Yendrek.

Roll Call was taken. The Board went into Executive Session at 6:02 p.m.

Mr. Seeberg left the meeting at 6:16 p.m. and Ms. Wever left at 6:23 p.m. The Board came out of Executive Session at 6:33 p.m.

Public Comments

None

Upcoming Events

April 28-30 Tree giveaway in connection with Arbor Day (in person)

May 11 Once Upon a Wine book club at Dalton Union Winery (in person)

ADJOURNMENT:

The meeting was adjourned by Vice President Zureich at 6:36 p.m.

Next board meeting date: Wednesday, May 26, 2021 at 5:00 p.m. in meeting room A.

Chad Seeberg, President

Anita Tiller Secretary



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

May 26, 2021

The Marysville Public Library Board of Trustees met on May 26, 2021, in meeting room A. The Public was also able to view via YouTube and this meeting was recorded.

Attending: Chad Seeberg, Perry Parsons, Elizabeth Yendrek, David G. Speicher, Anita Tiller and Laura Zureich.

Absent:

Staff: Michael Schmenk, Nieca Nowels, and Cindy Crawford.

Guests: 2 viewers and Kate McCartney watched and monitored YouTube.

CALL TO ORDER

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

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the April 21, 2021 meeting.

Motion 29-21

Dave Speicher moved approval of the minutes for April 21, 2021 as amended seconded by Perry Parsons. The changes Changing Anita Tiller to Elizabeth Yendrek as a committee chair of the Planning and External Relations Committee and there was change to the verbiage of the Director's report to encompass the discussion of opening the Raymond branch more accurately.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye		

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the May 2021 agenda as presented.

Motion 30-21

Laura Zureich moved to approve the April agenda as amended, seconded by Elizabeth Yendrick. Dave Irish was not able to attend, so the Friends of the Library update was deleted. The only update Director Nowels had for the Friends was the Book Sale will be the first weekend in June.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye		

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE – No update.

FINANCIAL REPORT –Michael Schmenk

Michael Schmenk, Fiscal Officer, presented the April 2021 financial reports. The Board discussed the reports.

President Seeberg asked for a motion to approve the April 2021 Financial Report as presented.

Motion 31-21

Anita Tiller moved approval of the April 2021 Financial report as presented, seconded by Perry Parsons.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye		

The April 2021 Financial Reports were approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels reported that we were no longer quarantining materials effective Sunday, May 23, 2021. She also reported that seating has been added back and some signage will be taken down. The Friend’s Booksale will be held June 4th and 5th from 10 to 4 and June 6th from 1 to 4 in meeting room A. Ms. Nowels gave an update on the training Youth Services put together for Educators. Christiana Congelio has reached out to the schools twice and has not heard anything back. She will reach out again in late July or early August. Ms. Nowels stated that Ali Parthemore and Kate McCartney have been busy using the new large format vinyl printer for summer reading. The Story walk/path/trail is coming along, the posts are in and the City is storing them until they are installed mid-July. The first book will be “Hooray for Birds”, the publisher is allowing us to copy the book, so we don’t have to destroy the book for this project. Books will be rotated every two months. Director Nowels shared that the One Book read, “The Boys in the Boat,” will be read by all the book clubs and will serve as the kick-off to bring all of our book clubs back. There will also be a discussion for the Youth version of the book. Plans are to have a speaker on the history of the Olympics, and the Library is currently looking for an expert on rowing. Ms. Nowels reported that staff are being trained on how to use the Lockers. She also reported that all notaries are back and the Library is taking appointments for notary service.

Cindy Crawford reported that the Library is fully staffed, we are expecting 1 or 2 staff to resign later this summer for school and other opportunities. Ms. Crawford believes that even with the resignations, our staffing levels will remain good.

Ms. Nowels reported that Ron McGlone asked a local company to quote the ventilation upgrade, AC&R came in cheaper and will be installing in the next week or so. Director Nowels shared that we’ve hit a glitch with the summer lunch program, the schools say they don’t have enough staff to deliver lunches and has arranged to have the drive through lunch pick up at the high school. The Library was provided with this information the day after the application to have our own site was due. Further, the schools first reported that they could provide the Library with 50 to 100 lunches, however, upon further conversation the schools would only be able to provide 15-20 lunches. The lunches that will be provided will be served in the Partner’s Park Pavilion. Ms. Nowels shared that the although the Health Department has offered to have a round table discussion regarding COVID-19 and returning to “normal”. The staff weren’t interested in this at this time. Ms. Nowels has reached out to some other Directors regarding a consultant for the strategic plan, there were no additional names given at this time.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Elizabeth Yendrek, David Speicher – Did not meet. However, Ms. Seeberg said he would send Ms. Zureich the updated evaluation form. The Executive Committee will meet June 15, 2021 at 6 p.m..

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, Anita Tiller – Did not meet. Planning and External Relations will meet June 15, 2021 at 5 p.m..

Operations – David G. Speicher (Chair), and Perry Parsons (currently down a member)– Did not meet.

OLD BUSINESS None at this time.

NEW BUSINESS

There was discussion of the changes made to the Employee Handbook, but it was decided that this would be pushed to the July Board meeting.

Director Nowels asked that the Board vacate the mask policy (**Motion 56-20**) effective June 2, 2021.

Mr. Seeberg asked for a motion to vacate the mask polity (**Motion 56-20**) effective June 2, 2021.

Motion 32-21

Perry Parsons moved to vacate the mask policy (**Motion 56-20**) effective June 2, 2021, seconded by Dave Speicher.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye		

The mask policy (**Motion 56-20**) was vacated as presented.

The Board acknowledged Ms. Rebecca Wever’s letter resigning from the Board effective April 27, 2021.

There was discussion of desired qualifications for a new Board member. Ms. Nowels to email prospective dates for interviews as well as reserve a meeting room.

The Board discussed going into Executive Session to discuss a staff members performance and compensation. Ms. Seeberg asked for a motion to go into Executive Session to discuss a staff members performance and compensation.

Motion 33-21

Perry Parsons moved to go into Executive Session to discuss a staff members performance and compensation, seconded by Dave Speicher.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye		

Roll Call was taken. The Board moved into executive session at 6:21 p.m.

The Board moved out of executive session at 6:53.

Acknowledgment of Gifts-

Donations in donation box- \$24.00
Gypsy Stultz – General Donation - \$25.00
Total Donations: \$49.00

Public Comments

The Library received a request from the Liquor Commission for Mosier's Market to have Sunday Beer and Wine sales. Currently Mosier's Market does not have a Sunday license. The Board would like to revisit this at the June meeting.

Upcoming Events

May 31	Library Closed
June 1	Summer Reading Program begins
June 2	Summer lunches begin at Marysville High School
June 8	Once Upon a Wine
June 22	Trivia Night at Boston's
July 4	Library Closed

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 6:59 p.m.

Next board meeting date: Wednesday, June 23, 2021 at 5:00 p.m. in meeting room A.

Chad Seeberg, President

Anita Tiller Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
Planning and External Relations Committee
June 15, 2021 @ 5:00 p.m.
Meeting room B**

The Marysville Public Library Board of Trustees Planning and External Relations Committee met on Monday, June 15, 2021.

Attending: Elizabeth Yendrek (Chair), Laura Zureich and Anita Tiller

Staff: Nieca Nowels, Kate McCartney and Cindy Crawford

Guests: None

Public: None

CALL TO ORDER

Meeting called to order at 5:05 p.m. by Committee Chair, Ms. Yendrek.

APPROVAL OF AGENDA

Ms. Yendrek asked for approval of the agenda as presented.

Motion 34-21

Laura Zureich moved approval of the agenda as presented, seconded by Anita Tiller.

APPROVAL OF MINUTES

Ms. Yendrek asked if there were any corrections of the minutes from the April 19, 2021 minutes.

Motion 35-21

Laura Zureich moved approval of the agenda as presented, seconded by Anita Tiller.

OLD BUSINESS

Director Nowels gave updates on the Story Walk. Posts and Books have arrived. Posts will be stored in the City garage and they will be installed by the City once the decision is made of where to place the Story Walk. The City thinks Eljer Park would work well for the Story Walk, but there remain questions to be answered. Story Walk book will be updated every 2 months. We would like to add an additional Story Walk. ODNR has a grant that may pay for an additional Story Walk.

Assistant Director Kate McCartney updated the committee on the lockers. Currently the situation is Metal Works is behind schedule due to limitations from the pandemic. Kate continues to follow up with the company, but no real idea when production will happen. Community Engagement Manager, Ali Parthemore continues to work on the wrap. Staff continue to train for the lockers.

The new phones should go live next week. Ali has been using the vinyl printer and loves it. Summer lunches have been going well with a few hiccups.

Ms. Zureich asked if there were plans to spend the rest of the bequests? Director Nowels would like to wait a bit to decide where we want to spend the funds.

NEW BUSINESS

Director Nowels reported that she will be having lunch with the Director of the Westerville Library to discuss the consultant they used for their strategic plan. The Staff seemed to like the consultant however, the Board didn't seem to like the consultant. If the Library used the State Library we would most likely begin in August. The last time MPL used the State Library, the focus groups were Raymond Patrons, Main Patrons, Managers, Staff, and Board Members.

The Director asked for thoughts on closing the Raymond branch. Once the Library is fully staffed again, they might try staffing with two staff members one day a week, most likely Wednesdays from 9 a.m. to 5 p.m. Ultimately the Director said she would like to close the Raymond branch and keep lockers for Patrons to collect holds. Ms. Nowels stated that she thought a Book Mobile could serve Raymond as well as Jerome Village.

Director Nowels reported that she is in discussion with the Friends to put together another week long book sale.

PUBLIC COMMENTS:

None

ADJOURNMENT:

Ms. Yendrek adjourned the meeting at 6:01 p.m.

Elizabeth Yendrek Committee Chair



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

June 23, 2021

The Marysville Public Library Board of Trustees met on June 23, 2021, in meeting room A.

Attending: Chad Seeberg, Perry Parsons, Elizabeth Yendrek, and Anita Tiller.

Absent: David G. Speicher and Laura Zureich.

Staff: Nieca Nowels, Kate McCartney and Cindy Crawford.

CALL TO ORDER

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

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the May 26, 2021 meeting.

Motion 36-21

Perry Parsons moved approval of the minutes for May 26, 2021 as presented seconded by Elizabeth Yendrek.

Parsons	Aye	Speicher	Absent	Zureich	Absent
Tiller	Aye	Yendrek	Aye		

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the June 2021 agenda as amended.

Motion 37-21

Elizabeth Yendrek moved to approve the April agenda as amended, seconded by Anita Tiller. Dave Irish was not able to attend, so the Friends of the Library update was deleted as was the Employee Handbook update.

Parsons	Aye	Speicher	Absent	Zureich	Absent
Tiller	Aye	Yendrek	Aye		

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE – No update.

FINANCIAL REPORT –Michael Schmenk

Ms. Nowels presented the May 2021 financial reports. The Board discussed the reports.

President Seeberg asked for a motion to approve the May 2021 Financial Report as presented.

Motion 38-21

Perry Parsons moved approval of the May 2021 Financial report as presented, seconded by Anita Tiller.

Parsons	Aye	Speicher	Absent	Zureich	Absent
Tiller	Aye	Yendrek	Aye		

The May 2021 Financial Reports were approved as presented.

DIRECTOR'S REPORT – Nieca Nowels

Director Nowels reported that the meeting rooms will be open to the public (for reservation) August 1st. There will be another weeklong book sale. Educators will be allowed at the presale and the material they take will be free. The Director hopes that after this sale we will be able to take donations again as it provides goodwill to our community.

Ms. Nowels reported that the Youth Services team has reached out to educators to let them know about the training that was designed for them. The team will reach out again in July.

Director Nowels gave an update on the Story Walk, the City anticipates that the Walk will be in Eljer Park and it is anticipated that the Walk will be installed in July. The City representative wanted to run this by the Parks and Recreation committee.

Ms. Nowels reported that the Lockers for both Main and Raymond branch should be delivered mid-July, they will both be delivered on the same day. The Lockers installed at the Raymond branch will be the priority. Kate, Ali and Nieca will meet with a wrap company from Urbana to discuss the wraps for the lockers and the van.

Ms. Nowels reported that one of the consultant company's name she was given for the strategic plan would likely cost \$25,000 and that we are on the State Library's calendar for August.

Cindy Crawford reported on the staffing update. There is a vacancy in Youth Services for a Librarian position. Circulation will be losing three clerks in July and August as well as they will have a clerk out on maternity leave September and October. The positions have been posted. It was suggested that we recruit from the High School. Unfortunately, that does not work as the clerk positions require High School diploma or GED.

Director Nowels reported that the ventilation update is taking longer than anticipated. The reason given was that AC&R are having staffing issues, as well as a honeymoon (further impacting staffing.) The turnaround should be one to two days, once they get started.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Elizabeth Yendrek, David Speicher – The committee met and reviewed some evaluation forms. Ms. Zurich will pull the pieces together for the Committee.

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, Anita Tiller – Chairman Yendrek reported that most of the updates were in Director Nowels' report. Ms. Yendrek stated that she would like to go to the next Levy training.

Operations – David G. Speicher (Chair), and Perry Parsons – Did not meet.

OLD BUSINESS None at this time.

NEW BUSINESS

Director Nowels reported that Abigail Anderton is interested in moving forward with her appointment.

President Seeberg ask for a motion to recommend Abigail Anderton to the Marysville Exempted Village School District Board for appointment to the Marysville Public Library Board of Trustees, to fill a vacancy set to expire December 31, 2024.

Motion 39-21

Ms. Yendrek moved to approve recommending Abigail Anderton to the Marysville Exempted Village School District Board for appointment in the Marysville Public Library Board of Trustees, to fill a vacancy set to expire December 31, 2024.

Parsons	Aye	Speicher	Absent	Zureich	Absent
Tiller	Aye	Yendrek	Aye		

The motion to recommend Abigail Anderton to the Marysville Exempted Village School District Board for appointment to the Marysville Public Library Board of Trustees, to fill a vacancy set to expire December 31, 2024.

Director Nowels will take this recommendation to the next school board meeting scheduled for July 15, 2021. Ms. Anderton could then be sworn in at the next Board meeting.

Acknowledgment of Gifts-

Cash in Donation Box- \$5.05
Total Donations: \$5.05

Public Comments

Director Nowels received an email from a Raymond Patron asking when the branch will re-open. Director Nowels told the Patron that we are still working on bringing Main back to normal, but do plan to include Raymond in our strategic planning, due to start later this year.

Upcoming Events

July 4	Library closed
July 16	Friday Night Uptown
July 27	Trivia Night at Bostons
July 30-August 1	Friends of the Library book sale (extended until August 5 th unmanned)
August 6	Friday Night Uptown

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 5:36 p.m.

Next board meeting date: Wednesday, July 21, 2021 at 5:00 p.m. in meeting room A.

Chad Seeberg, President

Anita Tiller Secretary



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

July 21, 2021

The Marysville Public Library Board of Trustees met on July 21, 2021, in meeting room A.

Attending: Chad Seeberg, Perry Parsons, Elizabeth Yendrek, Anita Tiller, David G. Speicher and Laura Zureich

Absent:.

Guests: Abigail Anderton and Robert Anderton

Staff: Nieca Nowels, Michael Schmenk, Kate McCartney and Cindy Crawford.

CALL TO ORDER

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

Ms. Abigail Anderton took the Oath of Office, given by Director Nowels. Ms. Anderton’s term will expire December 31, 2024

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the June 23, 2021 meeting. Ms. Yendrek asked for an amendment to Planning and External Relations Committee report.

Motion 40-21

Ms. Zureich moved approval of the minutes for June 23, 2021 as amended seconded by Perry Parsons.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the July 2021 agenda as presented.

Motion 41-21

Anita Tiller moved to approve the April agenda as presented, seconded by Elizabeth Yendrek.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE – No update.

FINANCIAL REPORT –Michael Schmenk
The Board discussed the report.

President Seeberg asked for a motion to approve the June 2021 Financial Report as presented.

Motion 42-21

Mr. Speicher moved approval of the June 2021 Financial report as presented, seconded by Ms. Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The June 2021 Financial Reports were approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels reported that the meeting rooms will be open to the public (for reservation) August 1st. There will be another weeklong book sale. Educators will be allowed at the presale and the material they take will be free. The Director hopes that after this sale we will be able to take donations again as it provides goodwill within our community.

Ms. Nowels reported that the Youth Services team has reached out to educators to let them know about the training that was designed for them. The team will reach out again in August.

Ms. Nowels reported that the One Book One Community is going well and MPL has secured a Youth Rowing team for a demonstration. Ms. Nowels reported that MPL is still hoping to receive the lockers by the end of July but will probably be August. The Large Vinyl Printer is working great. Still working on the prices and process for the Public.

Director Nowels gave an update on the Story Walk, the City will install the Story Walk in Mill Valley South in August.

Ms. Nowels reported that she has not been very successful with getting consultants to return her calls. MPL is up next on the on the State Library’s calendar. Director Nowels is going to ask if MPL could have someone other than the staff that worked with MPL last time, just to get a new perspective.

Director Nowels shared that there is a State Library grant opportunity that MPL could possibly use to purchase a sprinter van bookmobile. The grant is for up to \$100,000. The funds the State Library is using are from the American recovery plan. Obtaining a bookmobile fits into the current strategic plan. The grant would be administered through the State Library.

President Seeberg asked for a motion to approve writing the grant and approving the purchase of the Book Mobile should the grant be awarded.

Motion 43-21

Mr. Parsons moved to approve writing the grant and approving the purchase of the bookmobile should the grant be awarded to MPL, seconded by Ms. Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Writing the grant and approving the purchase of the bookmobile should the grant be awarded to MPL approved as presented.

There was discussion of writing a grant for EV charging stations, possibly in partnership with the City. Perhaps this could fit into the new strategic plan.

There was also discussion of curbside signs and what those should look like.

Cindy Crawford reported on the staffing update. There is a vacancy in Youth Services for a Librarian position. Circulation will be losing three clerks in July and August as well as they will have a clerk out on maternity leave September and October. Ms. Martin, Ms. McCartney and Ms. Crawford conducted interviews earlier today and have another interview tomorrow, they feel comfortable that they have at least one viable candidate.

Director Nowels reported that the ventilation update is taking longer than anticipated. The reason given was that AC&R are having staffing issues, as well as a honeymoon (further impacting staffing.) The turnaround should be one to two days once they get started.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Elizabeth Yendrek, David Speicher – Did not meet.

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, and Anita Tiller - Did not meet.

Operations – David G. Speicher (Chair), and Perry Parsons – Did not meet.

OLD BUSINESS

The updated Employee Handbook was discussed. There were some minor changes.

President Seeberg asked for a motion to approve the Employee Handbook as amended.

Motion 44-21

Mr. Parsons moved to approve the Employee Handbook as amended, seconded by Ms. Yendrek.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Employee Handbook was approved as amended.

NEW BUSINESS

The Board discussed the committees and Ms. Anderton was appointed to the Operations committee.

Acknowledgment of Gifts-

Cash in Donation Box- \$37.00

Total Donations: \$37.00

Public Comments

Upcoming Events

July 27	Trivia Night at Bostons
July 30-August 1	Friends of the Library book sale (extended until August 5 th unmanned with planned Educator days on July 28-29)
August 6	Friday Night Uptown

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 6:26 p.m.

Next board meeting date: Wednesday, September 22, 2021 at 5:00 p.m. in meeting room A.

Chad Seeberg, President

Anita Tiller Secretary

**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
Planning and External Relations Committee
August 16, 2021 @ 5:00 p.m.
Meeting room B**

The Marysville Public Library Board of Trustees Planning and External Relations Committee met on Monday, August 16, 2021.

Attending: Elizabeth Yendrek (Chair), Laura Zureich and Anita Tiller

Staff: Nieca Nowels

Guests: None

Public: None

CALL TO ORDER

Meeting called to order at 5:02 p.m. by Committee Chair, Ms. Yendrek.

APPROVAL OF AGENDA

Ms. Yendrek asked for approval of the agenda as presented.

Motion 44-21

Laura Zureich moved approval of the agenda as presented, seconded by Anita Tiller.

APPROVAL OF MINUTES

Ms. Yendrek asked if there were any corrections of the minutes from the June 15, 2021 minutes.

Motion 45-21

Anita Tiller moved approval of the agenda as presented, seconded by Laura Zureich.

OLD BUSINESS

- The Story Walk is ready to go at Mill Valley South with the first post installed. It was installed too high for little ones and will be lowered with Nieca confirming that it is the correct height. A press release is ready and hopefully the JT will take photos.
- Lockers are in and should be installed within a couple of weeks. The Raymond Branch will be first.
- Covid Test Kits have been flying out the door. 300 have been distributed at the rate of sometimes 20 per day. 300 more were ordered and received. Richwood is also distributing. Plain City is not.
- Staff are currently wearing masks. It is not a requirement for browsing patrons, although they are certainly welcome to wear them. Masks will be required for indoor events (enclosed spaces) starting in September.
- Ventilation system - Ron is frustrated with the lack of responsiveness from the current vendor and is looking at other vendors for the installation.
- Bookmobile - The grant was not an option because the purchase would have to be made immediately before it is known whether or not the grant was received. The

resolution stated that we would proceed if the funding was received. There would also likely be challenges with spending grant funds within the grant timelines due to difficulties with the vehicle supply chain. Talked about the idea of approaching the school district to see if one of their smaller vehicles could be revamped for use as a bookmobile, with students at the STEM school completing the work. This could be a very positive partnership. Nieca has talked with Nan Savage (school board member) and will be contacting Sue Devine (school board President) as well.

- Nieca has been asked to speak with Commissioners regarding her experience with a gentleman who contacted the library with a concern about Senior Services (through Job and Family Services). In going through that organization's budget he noted that the library had received \$1500 in grant funds. Those funds were used to purchase large print books specifically for outreach services, which primarily benefits seniors. He was upset that the books are not designated only for seniors. This gentleman had already met with Chris Schmenk.

NEW BUSINESS

- Strategic Planning: Mandy Simon will again be the consultant through the State Library and an initial meeting occurred with her last week.
 - Community Surveys: Nieca and Kate are narrowing a list of 40 provided questions down to 30 and will have that completed by the end of this week. The survey has been rewritten and therefore will not be the same questions as our last Strategic Planning process. Four to six weeks will be allotted for the survey. It will go to the email list, will be posted on social media, will be printed and available at the library, and will be distributed to those who are homebound.
 - Following survey collection, focus groups will occur via email, phone calls, or in writing. Groups will be patrons from Marysville and Raymond, staff, managers, and board members.
 - The library will provide a staff person to transcribe written responses - probably someone at a reference desk.
 - The State Library provided a list of Strategic Planning Service responses and the Committee was asked to identify three to four primary areas of focus. This will be compared and incorporated with the survey responses. We discussed the following as possibilities:
 - Know your community: community resources and services
 - Non-traditional collections and services
 - Visit a comfortable place: physical and virtual spaces
 - The bulk of the planning process will be completed by December.
- Calls about the Raymond Branch: Nieca has received one call. A few drift questions have come in (the online chat box). A couple of emails have also been received. With the exception of the one caller who wanted the Raymond Branch reopened immediately, others were inquiring and seemed satisfied with the response that the Marysville Branch needs to be fully operational (back to normal) before services at Raymond are considered again.

PUBLIC COMMENTS:

None

ADJOURNMENT:

Ms. Yendrek adjourned the meeting at 5:45 p.m.

Elizabeth Yendrek Committee Chair



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

September 22, 2021

The Marysville Public Library Board of Trustees met on September 22, 2021, in meeting room A.

Attending: Chad Seeberg, Perry Parsons, Elizabeth Yendrek, Anita Tiller, David G. Speicher, Laura Zureich, and Abigail Anderton

Absent:.

Guests:

Staff: Nieca Nowels, Kate McCartney, Michael Schmenk, and Cindy Crawford.

CALL TO ORDER

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

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the July 21, 2021 meeting. Ms. Zureich asked for Ms. Tiller's name be added to the Planning and External Relations Committee.

Motion 46-21

Perry Parsons moved approval of the minutes for July 23, 2021 as amended seconded by David Speicher.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the September 2021 agenda as presented.

Motion 47-21

Laura Zureich moved to approve the September 2021 agenda as presented, seconded by Elizabeth Yendrek.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Agenda approved as presented.

FRIENDS OF THE LIBRARY UPDATE – No update.

FINANCIAL REPORT –Michael Schmenk

The Board discussed the reports.

President Seeberg asked for a motion to approve the July 2021 and August 2021 Financial Report as presented.

Motion 48-21

Perry Parsons moved approval of the July 2021 and August 2021 Financial report as presented, seconded by Anita Tiller.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The July 2021 and August 2021 Financial Reports were approved as presented.

DIRECTOR’S REPORT – Nieca Nowels reported that Youth Services has begun reaching out to educators regarding the training letting educators know what the library offers. The Director also reported that she has reached out to the school food program regarding the Summer Lunch Program for 2022.

Assistant Director Kate McCartney reported on the One Book program from August. She reported that there were a total of 7 programs, 4 were book clubs with a total of 46 participants. There were 70 books given away, everyone was happy to have a copy. It was reported that the rowing speaker was very engaging.

Director Nowels reported on the Strategic Plan. The StoryWalk has been installed in Mill Valley South. Pictures are attached. The StoryWalk will be updated every two to three months. The Locker installation will happen September 30th and October 1st and they will go live October 4th. Kate and Nieca are working with Mandy Simon from the State Library to make some changes to the survey. The State Library has had some IT issues of late and that has caused some issues with the survey. They are also looking at how best to get the survey out to the community.

Cindy Crawford, HR Manager, gave the staffing update. The library continues to have some staff out, 1 Circ staff out on maternity leave through October, 1 Circ staff left for school, but will work their 1 weekend a month. There were also Circ staff that left July 30th and August 22nd and 1 Youth Services staff moved to Circulation. Newest Circ clerk will start on October 4th. There remains a vacancy in Youth, we are looking at some different ways to staff this position. The Board asked why we have had an issue with hiring, to which Cindy reported that exit interviews revealed that pay and benefits are reasons staff members are leaving. It was suggested that the library ask STEM or National Honor Society students be contacted.

Ms. Nowels reported that the ionization unit was installed in August.

Nieca reported that Staff Day has been postponed, and managers are assigning on-line professional development for their staff members. The library will be open October 11th. Ms. Nowels reported that there have been no applications for the soon to be open Board position, she would like to push out the closing date until October 11th.

Director Nowels reported to the Board that the Library is requiring staff members to wear masks, the library is also requiring patrons 10 years and older to wear masks during programs.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Elizabeth Yendrek, and David Speicher – Chairman Zureich reported that she had sent the committee the updated evaluation for Director Nowels. She sent the evaluation to Ms. Nowels for her review and when the evaluation is formalized, the committee will send to Director Nowels for her self-evaluation, the first part of the process. The Fiscal Officer evaluation will remain the same.

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, and Anita Tiller – Chairman Yendrek reported that the Director’s report covered most of what was discussed in the committee meeting. She also reported that they talked about the strategic plan process.

Operations – David G. Speicher (Chair), and Perry Parsons – Did not meet.

OLD BUSINESS

NEW BUSINESS

The Board discussed the Resolution to obtain levy dollars. The Board would like to see the entire Resolution for next year.

President Seeberg asked for a motion to pass a Resolution for certification with a change in the date to January 1, 2022.

Motion 49-21

Elizabeth Yendrek moved to pass a Resolution for certification with a change in the date to January 1, 2022, seconded by Laura Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The motion to pass a Resolution for certification with a change in the date to January 1, 2022 was approved as presented.

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, 2022, 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 as follows:

Director Nowels asked the Board to support closing the Library Sunday, December 26th and January 2, 2022.

After discussion, President Seeberg asked for a motion to close the Library December 26, 2021 and January 2, 2022

Motion 50-21

Perry Parsons moved to close the Library Sunday, December 26, 2021 and January 2, 2022, seconded by Abigail Anderton.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The motion to close the Library Sunday, December 26, 2021 and January 2, 2022 was approved as presented.

Director Nowels presented the community survey to the Board. There were some editing suggestions. The Director reported that the State Library of Ohio will be putting together focus groups and they will also tabulate the survey results.

Acknowledgment of Gifts-

Marysville Fortnightly Club- Materials Donation in memory of Betty Shipp- \$33.16
Ruth S. Giles- Materials Donation- \$28.99
Avanelle Oberlin- General Donation-\$ 20.00
General Donation for Reference Services-\$50.00
Cash in Donation Box- \$20.66
Total Donations: \$152.81

Public Comments

Ms. Zureich mentioned that there were Emergency connectivity grants available, the time frame is September 28th through October 13th . Mr. Speicher has been getting questions on when the Raymond branch will be open. At this point we just don't know as staffing will be an issue. The lockers will be installed September 30th and October 1st. We will evaluate the number of hours that the branch will need to be open as it is used mostly to pick up holds. The Board thought that perhaps an instructional video and signage for the lockers would be appropriate. They also suggested that the library send the news about the lockers to the Broadway news person. Mr. Speicher asked for an update on the purchase of a bookmobile. Ms. Nowels reported that the library did not apply for the grant because of supply chain issues with the vehicle vendor and timing, she was concerned that the vehicle would not arrive in time to use the grant.

Ms. Nowels stated that Operations and Finance would meet in October. Planning and External Relations would meet in November.

Upcoming Events

September 28	Trivia Night at Boston's
October 1	Friday Night Uptown
October 11	Library will be open

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 6:38 p.m.

Next board meeting date: Wednesday, October 20, 2021 at 5:00 p.m. in meeting room A.

Chad Seeberg, President

Anita Tiller Secretary



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

October 20, 2021

The Marysville Public Library Board of Trustees met on October 20, 2021, in meeting room A.

Attending: Chad Seeberg, Perry Parsons, Elizabeth Yendrek, Anita Tiller, David G. Speicher, Laura Zureich, and Abigail Anderton

Absent: Michael Schmenk and Nieca Nowels

Guests: Dave Irish

Staff: Kate McCartney and Cindy Crawford.

CALL TO ORDER

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

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the September 22, 2021 meeting. Ms. Zureich asked to add “was approved” in Motion 50-21

Motion 51-21

Laura Zureich moved approval of the minutes for September 22, 2021 as amended seconded by David Speicher.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the October 2021 agenda as presented.

Motion 52-21

Perry Parsons moved to approve the October 2021 agenda as presented, seconded by Elizabeth Yendrek.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Agenda approved as presented.

FRIENDS OF THE LIBRARY UPDATE – Dave Irish reported that there is not a lot going on with the Friends right now, there was no annual meeting. He also reported that the plaque in the lobby needs to be updated. There will most likely be a book sale in spring and the membership drive will begin April 1st. The Endowment fund as of October 19, 2021 was \$416,962. The Friends are replacing their membership software. There will be no Author Series in 2022, they will maybe look at doing something different.

FINANCIAL REPORT –

The Board discussed the reports.

President Seeberg asked for a motion to approve the September 2021 Financial Report as presented.

Motion 53-21

Dave Speicher moved approval of the September 2021 Financial report as presented, seconded by Perry Parsons.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The September 2021 Financial Report was approved as presented.

DIRECTOR’S REPORT –

Assistant Director Kate McCartney reported that the training for educators has been rolled out to the Educators and the Library is waiting for the educators to use the training. She also reported that the lockers are up and running. There were a few hiccups with the rollout, but they are all fixed now. Raymond has used the lockers once so far. The lockers will hold materials for three days versus the five days inside the Library. The van was wrapped, and it looks great. The wrapper vendor will be in the Library on October 21st to measure for the locker wrap. The strategic plan survey is still underway and will be out until mid-November.

Human Resources Manager, Cindy Crawford gave the staffing update. MPL is actively recruiting for a Youth Services Manager. There is a plan to hire another staff member in Youth, but would like to wait until the department Manager is hired.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Elizabeth Yendrek, and David Speicher – Did not meet, but Chairman Zureich reported that she had sent the committee the updated evaluation for Director Nowels. She also sent the evaluation to Ms. Nowels and asked for a two week turnaround.

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, and Anita Tiller – Did not meet

Operations – David G. Speicher (Chair), and Perry Parsons – Did not meet.

OLD BUSINESS

NEW BUSINESS

Kate McCartney and Cindy Crawford asked the Board to consider awarding two personal days to all Staff as a thank you for their efforts during the COVID-10 pandemic. These personal days would be a onetime ask, would only be given to staff who were employed with MPL during the Pandemic and would need to be used in 2022. It was determined that these personal days would cost the Library less than \$6,000. President Seeberg asked for a motion to approve two personal days for all staff with the above conditions.

Motion 54-21

Perry Parsons moved to approve awarding two personal days to all staff who were employed with the Library, to be used in 2022, seconded by Laura Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The motion to approve awarding two personal days to all staff who were employed with the Library, to be used in 2022 was approved as presented.

Ms. McCartney and Ms. Crawford asked that the Board consider approving Juneteenth (June 19th) as a paid holiday for the Library. Juneteenth is a new Federal Holiday, and Union County has adopted Juneteenth as a paid holiday. After discussion, President Seeberg asked for a motion to approve Juneteenth (June 19th) as a paid holiday.

Motion 55-21

Laura Zureich moved to add Juneteenth (June 19th) as a paid holiday for the Library, seconded by Elizabeth Yendrek.

Parsons	Aye	Speicher	Nay	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The motion to add Juneteenth (June 19th) as a paid holiday for the Library was approved as presented.

Ms. McCartney and Ms. Crawford asked the Board to consider changing the current parttime holiday pay to reflect the actual shift (5.75 hrs M-R, 8 hrs F and Sa, and 4.5 hrs for Sun) instead of the four hours that parttime staff are currently paid. The Board asked that this be tabled and revisited at the next meeting. The Board would like to know the cost of changing the Holiday Pay.

Acknowledgment of Gifts-

General Donation for Notary Services-\$20.00

Cash in Donation Box- \$31.00

Total Donations: \$51.00

Ms. McCartney asked about availability for Board interviews for the open position. The Board asked that they be sent a doodle pool.

Public Comments

Upcoming Events

October 26	Trivia Night at Boston's
November 2	Election Day
November 9	Once Upon a Wine
November 24	Library closes at 5:00 (night before Thanksgiving)
November 25	Library closed for Thanksgiving

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 6:26 p.m.

Next board meeting date: Wednesday, November 17, 2021 at 5:00 p.m. in meeting room A.

Chad Seeberg, President

Anita Tiller Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
Operations and Finance Committee
November 15, 2021 at 5:30 pm
In meeting room B**

The Marysville Public Library Board of Trustees Operations and Finance Committee met on Monday, November 15, 2021 in meeting room B.

Attending: David G. Speicher (Chair), Perry Parsons and Abigale Anderton.

Staff: Nieca Nowels, Michael Schmenk, and Ron McGlone

Guests: None

CALL TO ORDER

Meeting called to order at 5:32 pm by Mr. Speicher.

APPROVAL OF MINUTES

Chairperson Speicher asked for approval of the January 18, 2021 minutes as presented.

Motion 58-21

Perry Parsons moved approval of the minutes as presented, seconded by Abigale Anderton.

Mr. Speicher asked for approval of the agenda as presented.

Motion 59-21

Perry Parsons moved approval of the agenda as presented, seconded by Abigale Anderton.

OLD BUSINESS - None

NEW BUSINESS

Update from Fiscal Officer regarding 2022 insurance for eligible staff. Mr. Schmenk expect a 7.5% or lower renewal rate and expects this will result in about a \$5k increase for the Library. The committee agree to recommend that 2022 insurance coverage be paid 15% EE and 30% ES and reduce the MPL contribution to the staff HSA to \$100/month.

Updates from HR regarding cost of proposed holiday pay. Ms. Crawford reported that it would cost the library and additional \$3,234.40 to fund increasing Holiday pay to the actual shift hours.

Updates from Ms. Nowels on the Temporary Appropriations Budget. Director Nowels is putting in a 5-6% increase for staff for 2022 wages and salary. She will have this Budget finished before her vacation in December.

Mr. McGlone reported that there continues to be a humidity issue in the lower level of the Library. He hopes to put a drop ceil in the storage room and put the admin area back on the lower level A/C. He believes that their will be permits that need to be pulled, but not a general contractor. Mr. McGlone reported that carpet needs to be replaced. He believes with the OLC vendor agreement that this should remain under the bid limit. Some ceiling tiles in the stacks also need to be replaced.

PUBLIC COMMENTS - None.

ADJOURNMENT:

Mr. Speicher adjourned the meeting at 6:28 pm.

David Speicher (Committee Chair)



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

November 17, 2021

The Marysville Public Library Board of Trustees met on November 17, 2021, in meeting room A.

Attending: Chad Seeberg, Perry Parsons, Elizabeth Yendrek, Anita Tiller, David G. Speicher, Laura Zureich, and Abigail Anderton

Absent:

Guests: Bill Forgette

Staff: Nieca Nowels, Michael Schmenk, Kate McCartney, and Cindy Crawford.

CALL TO ORDER

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

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the October 20, 2021 meeting. Ms. Zureich asked that the minutes reflect that Nieca was absent; also correct in New Business motion 54-21, motion 5 should be motion 55, motion 56-21 ad to and sentence about the Federal govt and Union County have adopted Juneteenth as holiday and change the tense of “give” to “given” under new business. Moving forward the term “chairman” will be changed to “chairperson.”

Motion 62-21

Laura Zureich moved approval of the minutes for October 20, 2021 as amended seconded by Elizabeth Yendrek.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the November 17, 2021 agenda as amended. Dave Irish will not be attending or making a report.

Motion 63-21

Anita Tiller moved to approve the November 17, 2021 agenda as amended, seconded by Abigail Anderton.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Agenda approved as amended.

**FRIENDS OF THE LIBRARY UPDATE – No report
FINANCIAL REPORT –**

The Board discussed the October Financial Report.

President Seeberg asked for a motion to approve the October 2021 Financial Report as presented.

Motion 64-21

Perry Parsons moved approval of the October 2021 Financial report as presented, seconded by Dave Speicher.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The October 2021 Financial Report was approved as presented.

DIRECTOR'S REPORT –

Update on special projects – Director Nowels reported that the lockers have been installed and the wrap company believes that they will be able to install the wrap before the end of the month. Ms. McCartney has concerns about the weather being an issue.

Ms. Nowels reported that the Friends of the Library will have a book sale in March. The Friends are taking December and January off.

Strategic Plan – Ms. Nowels reported that the surveys were collected through Monday November 15th. There were about 100 on-line responses and a couple dozen hard copies that Ms. McCartney has entered. The State Library of Ohio will be setting up focus groups and should have compiled all the information and returned to the Library by mid-January. Focus groups will be contacted via email except for the Board focus group, they will meet in person before or after the December 2021 board meeting.

Ohio Association of Public School Employees request – Ms. Nowels reported that she received a letter from OAPSE asking for information on staff, specifically, staff names, titles/classification, home addresses, home phone numbers and personal email, MPL organizational chart and who is currently on the Board. We will give them all they have asked for with the exception of home/personal contact information.

Staffing update – Ms. Crawford gave the staffing report. MPL currently has 14 fulltime staff and 25 parttime staff, including HR manager and Fiscal Officer. Circulation clerk that was hired in October 2021 has given their notice, stating this job was not what they expected, more interaction with the public than they had anticipated. We interviewed a candidate for the Youth Services Manager position last week and will have them back for a second interview with managers and staff.

Liberty Township – Director Nowels reported that she was contacted by a Liberty Township Trustee and was asked to come to their next meeting 1/3/2022 at 7p.m. and update them regarding plans in the Raymond community. President Seeberg agreed to attend the meeting with Ms. Nowels.

A Board member asked about staff meeting with Dublin City Schools in Plain City. MPL is trying to build a relationship with Dublin City Schools that are not currently being served.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Elizabeth Yendrek, and David Speicher – Did not meet

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, and Anita Tiller – Chairperson Yendrek reported that Ms. Nowels spoke to the committee about the Strategic Plan, the balance of the bequest money, and the city removing Story Walk posts. Ms. Yendrek reported that the committee would like to see what is in the Strategic Plan before deciding how to use the remaining gift

dollars. The Board would like to ask if the Story Walk posts could be moved somewhere that would not require removing them for snow removal.

Operations – David G. Speicher (Chair), and Perry Parsons – Chairperson Speicher reported that the committee spoke about insurance for staff. Michael Schmenk presented several scenarios. He relayed that SEBO would give MPL a 2% decrease to insurance premium if the Library did not shop for a new policy. He further relayed that Structured Employee Benefits of Ohio, Inc (SEBO) will give MPL an additional 2% decrease if MPL were to decide to go with Universal Health Cares Vision and Dental. Ms. Nowels and Mr. Schmenk are leaning toward the 3rd scenario that gives staff and the Library the maximum savings. Chairperson Speicher said the committee discussed the Holiday pay increase in hours. Mr. Speicher further relayed that Director Nowels let the committee know that she was looking at 5 to 6 % increase for staff for the Temporary Appropriations Budget. The reason for a larger raise is largely because inflation has driven prices up so much, and the consumer price index (CPI) was up 6.2% over the past year. The hope is that this will help us retain more of our staff. The first version of the Temporary Appropriations Budget will be completed before Director Nowels leaves for her planned vacation.

Facilities updates – Chairperson Speicher reported that Facilities Manager, Ron McGlone shared that there is a humidity issue in the lower level of the Library. To correct this, Mr. McGlone suggests that the Admin area be put back on the Lower Level HVAC unit. It was also reported that Mr. McGlone would like to replace carpet throughout the building, adding a drop ceiling to the storage room and replacing some ceiling tiles in the stacks area.

OLD BUSINESS

Holiday Pay for parttime staff – Ms. Crawford reported to the Board that currently parttime staff who are eligible cost \$6,468.80 for Holiday pay, if the parttime staff are paid for the actual shift worked, it would increase the cost by \$3,234.for next year.

Mr. Seeberg asked for a motion to pay eligible parttime staff for their holiday shift 5.75 hours M-Th, 8 hours F-Sa and 4.5 hours Su, beginning January 1, 2022.

Motion 65-21

Perry Parsons moved approval to pay eligible parttime staff for their holiday shift 5.75 hours M-Th, 8 hours F-Sa and 4.5 hours Su, beginning January 1, 2022 as presented, seconded by Laura Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The motion to pay eligible parttime staff for their holiday shift 5.75 hours M-Th, 8 hours F-Sa and 4.5 hours Su, beginning January 1, 2022 was approved as presented.

NEW BUSINESS

After discussion, President Seeberg asked for a motion to approve recommending Bill Forgette to the Marysville Exempted Village School District Board for appointment to the Marysville Public Library Board of Trustees, to fill a vacancy, his term will expire December 31, 2028.

Motion 66-21

Elizabeth Yendrek moved to approve a motion to recommend Bill Forgette to the Marysville Exempted Village School District Board for appointment to the Marysville Public Library Board of Trustees, to fill a vacancy, his term will expire December 31, 2028, seconded by Anita Tiller.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Motion to recommend Bill Forgette to the Marysville Exempted Village School District Board for appointment to the Marysville Public Library Board of Trustees, to fill a vacancy, his term will expire December 31, 2028 was approved as presented.

Acknowledgment of Gifts-

Linda M. Scoles- Donation of 3 lightbulbs for projector-\$36.00
Alice A. Louy- Donation for Obituaries-\$20.00
Cash in Donation Box- \$18.00
Total Donations: \$74.00

President Seeberg asked for a motion to move into Executive Session for the purpose of discussing two employees' job performance.

Motion 67-21

Perry Parsons moved that the Board move into Executive Session for the purpose of discussing two employees' job performance, seconded by Elizabeth Yendrek.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Anderton	Aye	Yendrek	Aye

Roll Call was taken. Motion passed as presented.

The Board moved into Executive Session at 6:28 p.m.

Motion 68-21

Laura Zureich moved that the Board move out of Executive Session for the purpose of discussing two employees' job performance, seconded by Elizabeth Yendrek.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Anderton	Aye	Yendrek	Aye

Motion passed as presented. Roll Call was taken.

The Board Moved out of Executive session at 7:56 p.m.

The Board approved a 5% increase for Mr. Schmenk, the Fiscal Officer and 5% increase for Director Nowels. Mr. Seeberg will send the final reviews to both employees and Ms. Crawford.

Public Comments

No public comments.

Upcoming Events

November 29	Christmas Walk in Uptown Marysville (and tree lighting)
November 30	Trivia Night at Boston's
December 11	Care Train auction, Iceless Ice Rink opening
December 14	Once Upon a Wine
December 24	Library closed for Christmas Eve
December 25	Library closed for Christmas Day
December 26	Library closed (Sunday after Christmas)
January 1	Library closed for New Years Day
January 2	Library closed (Sunday after Christmas)

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 8:08 p.m.

Next board meeting date: Wednesday, December 15, 2021 at 5:00 p.m. in meeting room A.

Chad Seeberg, President

Anita Tiller Secretary



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

December 15, 2021

The Marysville Public Library Board of Trustees met on December 15, 2021, in meeting room A.

Attending: Chad Seeberg, Perry Parsons, Elizabeth Yendrek, Anita Tiller, David G. Speicher, Laura Zureich, and Abigail Anderton

Absent:

Guests: Bill Forgette, Mandy Simon, and Erin Kelsey

Staff: Nieca Nowels, Michael Schmenk, Kate McCartney, and Cindy Crawford

CALL TO ORDER

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

APPROVAL OF MINUTES

President Seeberg asked if there were any corrections regarding the minutes from the November 17, 2021 meeting. Mr. Speicher asked that acronyms not be used, correct Ms. to Mr. and, hop to hope.

Motion 71-21

Laura Zureich moved approval of the minutes for November 17, 2021 as amended seconded by Elizabeth Yendrek.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the December 15, 2021 agenda as amended. Dave Irish was moved up before the strategic Planning Board Focus Group..

Motion 72-21

Laura Zureich moved to approve the December 15, 2021 agenda as amended, seconded by Abigale Anderton.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE – The Friends have canceled some meeting due to COVID. They will meet in February. Their membership drive begins April 1st. The Friends have some open positions. The Endowment is doing well. It's \$427,174. The book sale will be held March 28th through April 3rd.

STRATEGIC PLANNING BOARD FOCUS GROUP- Many Simon led the group and Erin Kelsey scribed. Mike Schmenk, Nieca Nowels, Kate McCartney and Cindy Crawford stepped out of the meeting.

President Seeberg asked for a motion to move into Executive Session for the purpose of discussing employees' benefits and compensation.

Motion 73-21

Perry Parsons moved that the Board move into Executive Session for the purpose of discussing two employees' job performance, seconded by Laura Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Anderton	Aye	Yendrek	Aye

Motion passed as presented. Roll Call was taken.

The Board moved into Executive Session at 6:02 p.m.

Roll Call was taken.

The Board moved out of Executive session at 7:04 p.m.

FINANCIAL REPORT –

The Board discussed the November Financial Report.

President Seeberg asked for a motion to approve the November 2021 Financial Report as presented.

Motion 74-21

Dave Speicher moved approval of the November 2021 Financial report as presented, seconded by Abigale Anderton.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

The November 2021 Financial Report was approved as presented.

DIRECTOR'S REPORT –

Update on special projects – Director Nowels reported that the lockers are wrapped and they look fabulous. The City has said that they will not be removing posts on the Book Walk.

Strategic Plan – The Board met with Mandy Simon today to talk about the strategic plan. Staff and community members are filling out the survey.

Staffing update – Ms. Crawford reported that an offer was made to our candidate for Youth Services Manager. Unfortunately, Ms. Parker said that while the staff here at the Library were very welcoming, not all the establishment in Marysville were as welcoming. Currently we have 3 Circulation Clerk positions open, interviews have gone well. The Youth Services Manager remains open as does a Youth Services Reference Assistant.

Hot Spots – The Library is merging our T-Mobile and Sprint hotspots. There have been some hotspots that the battery had expanded and need to be replaced. The company is sending new batteries.

COMMITTEE REPORTS

Executive – Laura Zureich (Chair), Elizabeth Yendrek, and David Speicher – Did not meet Chairperson Zureich reported that while the committee did not meet, they have Mike Schmenk and Nieca Nowels evaluations completed and are giving both a 5% increase to their salaries.

Planning and External Relations – Elizabeth Yendrek (Chair), Laura Zureich, and Anita Tiller – Did not meet.

Operations – David G. Speicher (Chair), Abigale Anderton and Perry Parsons – Chairperson Speicher reported that the committee did discuss increases for staff, and will discuss in the Temporary Appropriations Budget part of the meeting. They did not have recommendations at this time.

OLD BUSINESS

NEW BUSINESS

After discussion, President Seeberg asked for a motion to approve the Temporary Appropriations Budget with the changes indicated, Salary line should remain \$1,074,200, any additional dollars should be move into contingency 19400.

Motion 75-21

Perry Parsons moved to approve a motion to the Temporary Appropriations Budget with the changes indicated, Salary line should remain \$1,074,200, any additional dollars should be moved into contingency 19400, seconded by Laura Zureich.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Yendrek	Aye	Anderton	Aye

Motion to the Temporary Appropriations Budget with the changes indicated, Salary line should remain \$1,074,200, any additional dollars should be moved into contingency 19400 was approved.

President Seeberg asked for a motion to move the regular board meeting to the third Wednesday of the month, with the Committee meetings the Monday prior.

Motion 76-21

Elizabeth Yendrek moved to move the regular board meeting to the third Wednesday of the month, with the Committee meetings the Monday prior, seconded by Abigale Anderton.

Parsons	Aye	Speicher	Aye	Zureich	Aye
Tiller	Aye	Anderton	Aye	Yendrek	Aye

Motion was approved as presented.

Acknowledgment of Gifts-

\$740.00—Union County Genealogical Society—Journal Tribune Microfilm Reimbursement
\$11.90—Cash in Donation Box

Total: \$751.90

Public Comments

Nieca shared that there were cupcakes to celebrate Anita’s departure from the Board. Chad asked that a narrative be added to the Budget Appropriations.

Upcoming Events

December 24	Library closed for Christmas Eve
December 25	Library closed for Christmas Day
December 26	Library closed (Sunday after Christmas)

December 28
January 1
January 2

Trivia Night at Boston's
Library closed for New Year's Day
Library closed (Sunday after Christmas)

ADJOURNMENT:

The meeting was adjourned by President Seeberg at 7:42 p.m.

Next board meeting date: Wednesday, January 19, 2022, at 5:00 p.m. in meeting room A.

Chad Seeberg, President

Anita Tiller Secretary