

**FAIRFIELD COUNTY DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MARCH 21, 2023**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, March 21, 2023 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

**TRUSTEES PRESENT WERE:** Mark Bohach, Lisa Evangelista, Bryan Everitt, Nathan Hale, Margaret Quamme, and Matt Wideman.

**TRUSTEES EXCUSED WERE:** Mary Mesi.

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; and Leslie Yost, Administration Assistant.

The meeting was called to order at 10:15 a.m. by Matt Wideman, President.

**28-23 APPROVE AGENDA**

Be it resolved, upon motion by Bryan Everitt, seconded by Mark Bohach, that the Board of Trustees approves the agenda.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The President declared the motion adopted.

**FRIENDS OF THE LIBRARY REPORT – Becky Schaade**

- Author Rebecca Fannin will be giving a book talk at the Main Library on Wednesday, April 5 at 5:00 p.m. Fannin is a native of Lancaster and a graduate of Ohio University. She wrote *Silicon Heartland*, a book about the migration of Silicon Valley tech giants to Central Ohio. Mayor Dave Scheffler will host the talk. The Friends of the Library have purchased copies of Fannin's book and will sell them at the event for Fannin to sign.
- The Friends of the Library have purchased new blue tote bags for customers to purchase.

**PUBLIC PARTICIPATION**

There was no public participation.

**DIRECTOR'S REPORT – Becky Schaade**

- The Central Library Consortium (CLC) will be installing a patch to Polaris in April. Because of CLC's large consortium environment, the libraries occasionally test the limits of the Polaris circulation system. In the instance of the title *Spare* by Prince Harry, there was at one point more than 1,800 holds on the title. Holds are usually processed in real time; however because there were so many holds on this title, it caused an issue in Polaris where the catalog would time out before it placed the hold. In order to resolve this issue for other high demand hold items in the future, Innovative is developing a patch that would move the holds process for high demand items to a background task, instead of real time. CLC hopes to begin testing the patch in April. In the meantime, the hold list for *Spare* has gone down to about 500 holds (with 635 copies CLC wide), which has alleviated the issue with this title.
- CLC staff will be conducting LEAP training at Staff Development Day on April 24.
- The resource officer at Bremen Elementary has asked if the Bremen Branch Library could be used as part of their evacuation plan in the event of an active shooter situation. The school has used a church as part of their plan in the past, but are looking for alternate locations as a backup.

In order to do this, the resource officer would need a fob to access the building when staff are not there. The Library is able to configure the fobs to limit access and would do so in this case. After a brief discussion with the Board, the Board agreed that Schaade should work in partnership with the school and give them two fobs so that they have a backup if the resource officer is not on the premises at the time of the emergency.

- The Baltimore Branch Library renovation is complete and the branch reopened on time. The branch received new paint, furniture, and some small repair projects. A new cabinet for behind circulation desk is not yet installed, but that will not affect branch operations.
- The architect has reviewed shop drawings on the limestone repair and color samples have been matched to the existing limestone.
- There has been an ongoing issue with the Main Library's elevator with loss of oil. Otis replaced the sump pump and seals used to recycle excess oil in October. The sump pump is cracked again. Otis suspects that it might be a cracked cylinder and is doing a 'leak down' test. This involves placing weights in the elevator to simulate full capacity, checking the oil level, recording the difference, and determining where the oil is going. If the cylinder is leaking, the elevator will be shut down and tagged out of service until the cylinder is replaced. Otis is conducting the test Tuesday, March 21 and Wednesday, March 22. Schaade will advise the Board when she has more information.
- The current phone system was installed in 2012. It is beginning to have issues with the phone system such as waiting for an outside line and some strange redirections of calls. Average lifespan of a phone system today is approximately eight years. The Coordinator of Information Technology, Kevin Freeman, is working on getting three quotes for new systems. The current phone system is VOIP, with on premise equipment. Options for a new system includes on premise, cloud-based, or a hybrid of the two. Each have their own pros and cons. Schaade anticipates the new phone system to be between \$30,000 and \$45,000. Once a decision for a vendor is made, it will likely take about a month to get the new system up and running.
- The Library's chiller was originally installed in the mid to late 1990s. It was rebuilt in 2012. The average lifespan of a chiller is around 20 to 25 years. On March 29, Schaade, England and the Buildings Manager, Dave Clark, will be meeting with Trane to discuss replacing the unit. Estimated cost for just the chiller which does not include labor is approximately \$81,000. Lead-time on ordering a new chiller is approximately a year. Although the Library is not having issues currently with the chiller, Schaade wanted to start the process of replacement before there becomes any major issues.
- England and Schaade met with the Directors/Fiscal Officers of Pickerington and Wagnalls libraries to continue the discussion regarding Public Library Fund (PLF) distribution in Fairfield County. Schaade does not believe that the three libraries are close to an agreement at this point. Currently, they are looking at population, circulation, square footage of buildings, and geographic area served as the data points making up the formula; however, how these individual factors are weighted is still under discussion. Wagnalls has also indicated that they would like to receive population 'credit' for all of Bloom Township, instead of just the village of Lithopolis, which is what the State Library of Ohio has defined as their legal service population. Schaade indicated in their discussion that she was not willing to yield Bloom Township. The next meeting is set for April 20, 2023.
- The Governor's proposed budget, House Bill 33, keeps funding for the PLF at 1.7% of the general revenue fund for the next biennium, as well as updating the 1.7% to permanent law instead of the current percentage of 1.66%. House Bill 1, the 2.75% flat tax, is also a proposed budget being put forth by the House. Currently, it is estimated that this change would lower state revenues by approximately \$1.7 billion per year. As it is currently written, it is a fairly complicated bill, with elimination of the property and homestead rollbacks and the potential for levy collections to remain the same because of equalization factors passed in the 1970s. There remains a lot of questions surrounding HB 1.
- The Northwest Branch has been selected by Fairfield Board of Developmental Disabilities as a Celebration of Possibilities honoree.

Personnel

APPOINTMENT, Samantha McCombs, Library Assistant III – Branch Location (Johns Memorial), 20 hours per week, \$15.34 per hour, effective February 27, 2023.

**SECRETARY’S REPORT**

**29-23 FEBRUARY REGULAR MEETING MINUTES**

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that the minutes of the February 21, 2023 regular meeting be approved as submitted.

Roll call vote: Mark Bohach, “Aye”; Lisa Evangelista, “Aye”; Bryan Everitt, “Aye”; Nathan Hale, “Aye”; and Margaret Quamme, “Aye”. The President declared the motion adopted.

**FINANCIAL REPORT – Alyssa England**

The PLF is up by .03% for the month of February. It’s the first time it has been increased and not decreased for the year.

**30-23 FINANCIAL REPORT & CHECK REGISTER**

Be it resolved, upon motion by Nathan Hale, seconded by Margaret Quamme, that the financial report and the check register as of February 28, 2023 be approved as submitted.

Roll call vote: Mark Bohach, “Aye”; Lisa Evangelista, “Aye”; Bryan Everitt, “Aye”; Nathan Hale, “Aye”; and Margaret Quamme, “Aye”. The President declared the motion adopted.

**DONATIONS**

There were no new donations.

**UNFINISHED BUSINESS**

There was no unfinished business.

***NEW BUSINESS***

**31-23 APPROVE CERTIFICATION OF CURRENT TAX VALUE**

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the Fairfield County District Library Board of Trustees requests the Fairfield County Auditor to certify the total current tax valuation of the Library District of the Fairfield County District Library, Fairfield County, Ohio and the amount to be generated during the first year of collection of a replacement of an existing tax for the current expenses of the Fairfield County District Library.

(R.C. Sections 5705.03, 5705.23, 5705.192)  
Replacement of an Existing Tax Levy

WHEREAS, the Library is currently levying a five-year, half mil (0.5) mill operating levy, \$11.19 for each one hundred thousand dollars of the county auditor’s appraised value and approved by the voters of the library district of the Library on November 6, 2018 and first placed on the tax list and duplicate in 2019 for collection in years 2020, 2021, 2022, 2023, and 2024; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the entirety of the library district of the Library, at the General Election to be held November 7, 2023, the question of a

replacement of an existing tax for current expenses of the Library, which tax shall be for a ten (10) years and shall be levied on the entirety of the territory of the library district of the Library located in Fairfield County; and

WHEREAS, such tax levy shall be placed upon the tax list and duplicate for the current tax year, beginning 2024, first due in calendar year 2025, if a majority of the electors voting thereon vote in favor thereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Fairfield County District Library, Fairfield County, Ohio, two-thirds of all of the members thereof concurring, that:

Section 1. It is necessary to replace all of the existing tax for current expenses of the Library.

Section 2. The Fairfield County Auditor is hereby requested, pursuant to Section 5705.03 of the Ohio Revised Code, to certify each of the following:

- (a) the total current tax valuation of the library district of the Library located in Fairfield County, as established under R.C. Chapter 3375;
- (b) the dollar amount to be generated during the first year of collection of a replacement of an existing tax to be levied under Section 5705.23 of the Ohio Revised Code for the benefit of the Library for current expenses at a rate not exceeding 0.5 mills for each one dollar of taxable value;
- (c) using the tax list for the current year or, if not yet determined, the estimate submitted to the county budget commission, the effective rate or estimated effective rate, as applicable, of the tax levy described in (b) above, expressed in dollars, for each one hundred thousand dollars of the county auditor's appraised value; and
- (d) the estimated annual collections of the tax levy described in (b) above, rounded to the nearest one thousand dollars, assuming that the tax list for the current year (or, if not yet determined, the estimate submitted to the county budget commission) remains unchanged throughout the duration of the levy.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Fairfield County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

After discussion, a roll call vote was taken and the results were:

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

There being no further business, the meeting adjourned at 10:54 a.m.