

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MAY 20, 2025**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, May 20, 2025 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

TRUSTEES PRESENT WERE: Mark Bohach, Lisa Evangelista, Bryan Everitt, Margaret Quamme, Makaila Tussing, and Matt Wideman.

TRUSTEES EXCUSED WERE: Nathan Hale.

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

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

SWEARING IN

Board of Trustee, Bryan Everitt, was sworn in by Leslie Yost, Notary Public, as follows:

“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 Board of Trustees of the Fairfield County District Library, Fairfield County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?”

Everitt responded: “I do”. Term expires May 31, 2032.

31-25 APPROVE AGENDA

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

Roll call vote: Lisa Evangelista, “Aye”; Bryan Everitt, “Aye”; Margaret Quamme, “Aye”; Makaila Tussing, “Aye”; and Matt Wideman, “Aye”. The President declared the motion adopted.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- The Friends had another successful book sale. Although traffic was down by 1/3, they made approximately \$2,200 with over 7,000 items being sold.
- The Garret Players' production of Four Old Broads was also a success. Donations totaled \$1,760 with 260 in attendance over the course of the weekend.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

Personnel

TRANSFER, Jessica Mox, from Library Assistant III – Adult Services to Library Assistant III – Circulation Services, 20 hours per week, \$16.43 per hour, effective May 4, 2025.

REVOCAION OF APPOINTMENT, Jessica Mox has chosen to return to her position as a Library Assistant III – Adult Services, 20 hours per week, \$16.43 per hour, effective May 17, 2025.

APPOINTMENT, Josephine Burke, Library Assistant III – Youth Services, 20 hours per week, \$16.43 per hour, effective May 20, 2025.

APPOINTMENT, Ann Eidson, Library Assistant III – Adult Services, 20 hours per week, \$16.43 per hour, effective May 20, 2025.

- The Central Library Consortium (CLC) has informed libraries that they will be working with individual consortium systems over the course of the next year to get them to use the single sign on for Polaris Leap. This will improve security within the system.
- Schaade did not have any updates on the budget with the Senate. The tentative date for the Senate to vote on the budget is set for June 12. Senator Schaffer met with library directors from District 20 at the Northwest Branch on May 2. He listened to updates from libraries, but also took some time to offer some advice on how to help gain more members of the Republican caucus to the side of libraries. Schaade took that opportunity to give Schaffer a tour of the Northwest Early Literacy Center and to give him information on the role libraries play in this area. In all, Senator Schaffer spent two hours speaking with library directors. Amendments to the Senate budget were due last Friday. The Ohio Library Council (OLC) and several library directors from across the state testified at the Senate Education Committee, as well as Health, Government Oversight and Reform, and Higher Education Committee last week. The two amendments that libraries are asking for are:

- Amendment Number SC 1236: Restore Governor's proposal to increase the PLF to 1.75%, and
- Amendment Number SC 1542: Remove language pertaining to library materials.

Libraries continue to watch the constitutional amendment proposal for eliminating property tax.

- The Covid test program is ending. Libraries began distributing at-home Covid tests in March of 2021. The Library has been notified from the Ohio Department of Health that the program that provided them with the test kits has ended and that we will be receiving no additional shipments of tests. The library will distribute the approximately 250 tests left and then will discontinue the program. Schaade guessed that the Library distributed around 75,000 test kits since the program began. The Ohio Department of Health estimates that they distributed 19 million tests across the state, through libraries, health departments, and other partners.
- The Main Library chiller was started up on April 17 and has been running as expected since the startup. There are still a few outstanding issues that need to be finished which the Library is working with the contractor and SHP to make sure these happen.
- Last year, interior security cameras at Main Library were upgraded to a new system (Verkada), with the plan to finish this project this year. The next step will be adding the exterior cameras at the Main Library and cameras at all branch locations. Once finished, all cameras will be on the same cloud-based system. The new system allows those with access to review footage and archive events much more easily.
- The first "New Mover" postcards were mailed to new Fairfield County residents at the end of April. Schaade asked staff to let her know if anyone mentions them or brings them in. The next day, a customer brought in the postcard as his proof of address for a new library card! Our next mailing will be in June.
- The State Library Board voted to approve our Guiding Ohio Online (GOO) grant application for the 2025-2026 cycle. The program will continue to work the same way with FCDL and Pickaway splitting the local match and the technology trainer. Andrew Hewetson plans to remain as our tech trainer. The State Library did address concerns regarding the uncertainty of federal funding. They said, "As of today, the State Library is confident that we will be able to fully fund this grant initiative for its full term. However, I want to draw your attention to contract language that has always been in any LSTA grant contract over the years: In the event that federal moneys included in this contract become unavailable to the State of Ohio, the State Library shall modify or cease the terms of this contract based upon financial restrictions imposed by the IMLS."
- The Library has contracted with MRA (HR consulting firm) to review the library's staff handbook. MRA will review it for compliance and best practice and give feedback to the Library so that Schaade can rewrite portions of the handbook. It was less expensive to do our own rewrites than having MRA do them. The first meeting on this project is set for June 17.
- Staff Development Day was held on Tuesday, April 29. Susan Willeke from the Ohio Ethics Commission presented on Ohio Ethics law. Andrew Hewetson presented on the basics of Artificial Intelligence and ways it could be used by library staff, as well as ethical concerns of AI. Teri Watson and Resa Tobin presented on the Community Heart Watch program, as well as providing AED and Hands Only CPR training. Adult Services Coordinator Lea Carrigan gave an overview on

collection development. Staff also had time for a brief department meeting and to participate in a tie dye shirt activity related to Summer Reading. The Friends provided the funds for lunch and snacks throughout the day.

- Samantha McCombs, Baltimore Branch Manager, along with her staff, have been working to increase awareness and use of the Millersport Kiosk. They will be holding "office hours" at the kiosk over the summer, where a staff person will be present every Tuesday to give one-on-one help, locker/kiosk demos, and promote the Library's summer reading program. In addition, Leslie Yost is working with a local company to replace the window decals on the plexiglass on the kiosk which were intended to be a temporary measure when originally installed in 2021. The new wrap will include library logo and library colors, as well as provide some shading from the sun which has been an issue with the display monitors.
- The Bottoms Up Midcentury Barware weekend is scheduled for June 26 through June 29, 2025. The Main Library is again participating by being a location for presentations throughout the weekend. FCDL will be hosting six different programs which will include "Polynesiacs: Tiki at Home, a panel discussion on Frank Lloyd Wright's Westcott House, and the artist Artomotan, and the history of the Kahiki Supper Club. In addition to these presentations, the Library will also have a display of Mid-Mod titles from the Library's collection, a photo backdrop, and will serve as a pick-up point for shuttles that will be running from downtown to the vendor trade show at Fisher Catholic High School on Saturday.
- The Library is partnering with New Horizons to have drop-in Mindfulness Hubs for school-age children at the Main Library and branches. In addition to these drop-in programs, New Horizons will be presenting two parenting programs for adults.

SECRETARY'S REPORT

32-25 APRIL REGULAR MEETING MINUTES

Be it resolved, upon motion by Bryan Everitt, seconded by Matt Wideman, that the minutes of the April 15, 2025 regular meeting be approved as submitted.

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

FINANCIAL REPORT – Alyssa England

- The Library has received approximately \$83,000 more this year in the Public Library Fund (PLF).
- The Library's audit has started and Perry & Associates will be onsite May 22 and May 23.
- Last week there was an issue with Vinton County National Bank processing the ACH file for employee paychecks. An error message came up on their end that was not addressed. Staff contacted England Friday morning as they did not see their paycheck direct deposits in their accounts. After England contacted the bank, they were able to correct the error and all staff received their direct deposits later on Friday. England again contacted the bank the following Monday to discuss not receiving any messages from them about the error and the bank not seeing the error which delayed payment. The bank and England have added some procedures to better watch for ACH file errors.

33-25 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Makaila Tussing, seconded by Lisa Evangelista, that the financial report and the check register as of April 30, 2025 be approved as submitted.

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

DONATIONS

This past month, the Library received a check from the bequest of Ursula Faber in the amount of \$700,000, with a restriction that the funds be used for the Baltimore Branch. England and Schaade met with Jamie Culver of Stifel to discuss the best course of action for these funds. The Library was able to keep these funds segregated from other accounts held by Stifel. This will better allow the Library to track the restriction of these funds. Given the goal for these funds, as well as the Library's investment policy, Culver would recommend investing in CDs or money market accounts, which would allow the library to gain some interest income without undue risk. The Library expects a second distribution made by Ameriprise once Ms. Faber's assets have been sold. Culver is willing to attend a future board meeting to explain options.

34-25 DONATION - RESTRICTED

Be it resolved, upon motion by Lisa Evangelista, seconded by Makaila Tussing, that the following restricted donation be accepted:

\$700,000.00 from the Estate of Ursula Faber to used for the Baltimore Branch

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

35-25 DONATION - UNRESTRICTED

Be it resolved, upon motion by Bryan Everitt, seconded by Matt Wideman, that the following unrestricted donation be accepted:

\$50.00 from Ms. Jeanne Secoy in memory of Walter Frank Zeigler

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

36-25 APPROVE REVISED WIRELESS ACCESS POLICY

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, that the Board of Trustees approves the attached revised Wireless Access Policy as presented to the Board by the Library Director.

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

There being no further business, the meeting adjourned at 11:09 a.m.

FAIRFIELD COUNTY DISTRICT LIBRARY

BOARD OF TRUSTEES POLICY: WIRELESS ACCESS

PASSED BY RESOLUTION NUMBER: 36-25

DATE: MAY 20, 2025

The Fairfield County District Library will provide free wireless Internet access at all Library locations. Wireless access will enable users to connect to the Internet from laptop computers and other wireless devices when within range of the access points.

Acceptable Use

All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. The Library's wireless network offers one filtering level for all users.

While using this wireless access, users should not violate federal, State of Ohio, local laws or Fairfield County District Library policy, including:

- Access to or display of obscene language and sexually explicit graphics.
- Fraud – Users are prohibited from misrepresenting themselves as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system, or damaging or altering software components of any network or database
- Downloading copyrighted material. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials without the explicit permission of the copyright holder

By using the wireless access network of the Fairfield County District Library, the customer acknowledges that they are subject to, and agrees to abide by all laws, and all rules and regulations of the State of Ohio, and the federal government that is applicable to Internet use.

Terms and Conditions of Use

To access the wireless network the user needs a laptop computer or other device equipped with wireless capability. The Library assumes no responsibility for the safety of equipment. Users must keep their equipment with them at all times and may only use electrical outlets in public areas as directed by Library staff. Within a Library facility, use of headphones/earbuds is required unless all sound is muted.

Library staff are able to provide limited technical assistance to support connection to our wireless network. While we strive to offer a reliable and user-friendly service, the Library cannot guarantee compatibility with all devices and systems. Users are responsible for their own laptop configurations and data security.

The Library has tried to ensure wireless access is available throughout its public areas. However, users may encounter areas with limited reception or experience slower connections when many individuals are connected to the same access point. If you have trouble accessing the Internet or staying online, please move to a different location within the library.

Security Considerations

Wireless access is, by nature, an insecure medium. As with most public wireless networks, any information being sent or received over the Library's wireless network could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using any public wireless network. As a safeguard, the Library provides encryption for wireless traffic, but as with any electronic security safeguards, the potential against hacking cannot be guaranteed 100% of the time.

Anyone using the wireless network provided by the Library is forewarned that there can be no expectation of privacy when using the wireless network, whether accessed from an external or internal site. Users assume all associated risks and agree to hold harmless the Fairfield County District Library and its employees for any personal information (e.g. credit card) that is compromised, or for any damage caused to users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

Disclaimer

The Fairfield County District Library provides wireless connectivity in its facilities as a public service and offers no guarantees or representations that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of this wireless connection is entirely at the risk of the user, and the Library is not responsible for any loss of any information that may arise from the use of the wireless connection, nor is the Library responsible for any loss, injury, or damages resulting from the use of the wireless connection.