

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 19, 2025**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, August 19, 2025 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

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

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

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

48-25 APPROVE AGENDA

Be it resolved, upon motion by Makaila Tussing, seconded by Matt Wideman, that the Board of Trustees approves the agenda.

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

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- Thrift Books is an online bookseller who works with libraries to receive their excess discarded and donated materials. The Friends have worked with them since 2019 since materials cannot be recycled locally. The Library usually ships 3 to 4 pallets to them yearly. Approximately 1/3 of the materials are accepted for sale; other items are donated to Thrift literacy partners such as Title 1 schools, prison libraries, and international literacy programs; and anything remaining is recycled. Thrift Books is changing some of their policies. Thrift and the Friends shared equally in the cost of freight. Then for each item sold, Thrift calculates a cost of sale which they take off the top of the sale and subtracts the cost of the Friends' portion of the freight. The Friends have never paid any money out. In 2024, the Friends made about \$2,250 from these sales minus Thrift's costs. So far in 2025, the Friends were on track to increase this amount. Thrift's new financial policy will be that they pay 100% of the freight costs and give the Friends only 20% of the sales instead of the previous 50%. The Friends decided that they would resign this contract. It is a 3-year contract with either side being able to terminate without penalty with a 30-day notice. The Friends still believe that Thrift remains the best option for the discarding of excess materials in a proper manner.
- The cast and crew of the Garret Players' performance of *Still Alice* was well done for such a hard topic being early onset of Alzheimer's. Approximately 180 guests attended the performances over the weekend with approximately \$1,000 being raised in donations.
- The Friends continue to prepare for their Deck the Halls fundraiser to run in November.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- The Central Library Consortium (CLC) updated their disaster recovery plan as required by policy. To the best of their ability, they have included HB96 cyber security updates.
- CLC made sure that all member libraries are aware that the State Library will no longer be providing access to WhoFi which is how many consortium libraries get their usage statistics

required for the State Library Report. However, FCDL gets its statistics through Meraki. The State Library had to discontinue WhoFi due to state cuts.

- As anticipated, the Fairfield County Budget Commission approved the Public Library Fund (PLF) split for Fairfield County Libraries at their August 4 meeting. What was approved was exactly as discussed at the last board meeting.
- The Ohio House voted on July 21 to consider overriding several of Governor DeWine's line-item vetoes. The House was only able to secure enough votes to override the veto related to tax levies, which included the elimination of replacement levies. For any override to be effective, a vote in the Ohio Senate will also be required. Currently, a voting session in the Senate has not been scheduled. The library materials line-item veto was not voted upon.
- As part of the state budget bill, there are several new requirements for political subdivisions to follow in relation to cybersecurity. Political subdivisions, including libraries, will be required to develop a written cybersecurity program that includes implementing incident detection and response procedures, provide staff training, and require a board resolution in a ransomware event where the organization plans to pay the ransom. The Library has been informed that the Auditor of State will begin checking for compliance by July 1, 2026. The Library already has an Information Security policy, but will be updating it to add all of the required pieces from this new legislation. OPLIN has begun to provide guidance for libraries and is looking for additional ways they can help ensure library compliance and provide staff training.
- All Library locations will have a September food drive in partnership with Fairfield Hunger Coalition and Fairfield 2-1-1. All donations will be used at local food pantries within our community.
- Northwest Branch Manager Robin Gibson applied and was granted the opportunity to get free educational materials through Flight Path, the Spark of Science @ My Library initiative, which is focusing on the science of birds and bird migration. In addition to educational materials, bird bookmarks, regional bird ID cards, and a bird watching kit, being chosen for the program includes a \$500 honorarium to help cover the cost of events and program outreach. The Library was selected to participate, and staff members are working on programs that go along with this theme.
- Schaade was contacted by the Amanda-Clearcreek School Superintendent asking if the Johns Memorial Branch in Amanda could be used as a rally point in the case of an emergency evacuation. Schaade granted permission and has given school officials a key fob with access to the building so that in the event that they had an emergency on a Monday while the building was closed, their administration would have access to the facility. The Library began this with Bremen Elementary a few years ago. The Main Library serves as the rally point for Stanbury campus.

Personnel

APPOINTMENT, Kathleen Anderson, Library Assistant III – Branch Location (Northwest), 20 hours per week, \$16.43 per hour, effective August 4, 2025.

RETIREMENT, Phiteka Johns, Library Assistant III – Youth Services, 37.5 hours per week, \$17.59 per hour, hire date May 29, 2001, resignation effective August 30, 2025.

SECRETARY'S REPORT

49-25 JULY REGULAR MEETING MINUTES

Be it resolved, upon motion by Lisa Evangelista, seconded by Matt Wideman, that the minutes of the July 15, 2025 regular meeting be approved as submitted.

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

FINANCIAL REPORT – Alyssa England

- The Library received the second half of the property tax distribution for both regular and manufactured homes. England was able to transfer \$840,000 into the Star Ohio account to

finance the rest of this year. Star Ohio receives more interest than other accounts and England can transfer money as needed.

- England received the appropriations approved for 2026 by the Budget Commission in the amount of \$2,783,000 which is about \$200,000 less than the Library received for this year. Schaade and England are working on budgeting for the decrease. In the past few years, England was able to transfer a decent amount into Capital fund and the Library will hold off on planning anything for those funds at this time.
- England has set up a Money Market Smart Rate account with Stifel for \$250,000 of the \$700,000 donation received from the estate of Ursula Faber. The interest rate is at 3.85%. England is looking at putting the additional money in CDs with the help of financial advisor Jamie Culver. She will be taking out three different CDs at \$150,000 each staggering their maturity dates. There would be little risk if the money would need to be pulled before maturity. These funds are strictly for the Baltimore Branch.

50-25 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the financial report and the check register as of July 31, 2025 be approved as submitted.

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

DONATION

51-25 DONATION - UNRESTRICTED

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

\$100.00 from the Karma Thegsum Choling aka Athens KTC

Roll call vote: Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "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

Schaade referred back to her Director's report to advise the Board that the Facilities Manager Tammy Smith has reported a roof leak with an open space between the building and the roof of the Main Library. The materials used to close up this gap is compressed into the open space. Smith received a quote of \$33,000 to add Z panels to make it water tight. However, the company did not quote a portion of the repair. Since the Board would need to approve this amount, Schaade has decided to wait until next month to bring a resolution to the Board.

There being no further business, the meeting adjourned at 10:55 a.m.