

**FAIRFIELD COUNTY DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 19, 2023**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, September 19, 2023 at the Fairfield Community Health Center, 220 E. Walnut Street, Lancaster, Ohio.

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

**TRUSTEES EXCUSED WERE:** Nathan Hale and Makaila Tussing.

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

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

**64-23 AMEND AGENDA**

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the Board of Trustees amends the agenda to include under new business a resolution to approve the bid package for the chiller project as well as submitting legal notice for the bids for the work and opening of bids following fixed time in legal notice.

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

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

- The Friends of the Library Board appointed Jim Aranda and Tara Craaybeek to the nominating committee for the November annual meeting. One-third of the Board needs to be reappointed yearly at the annual meeting.
- The Board reviewed an updated 2024 membership brochure.
- The letters soliciting donations for the Deck the Halls fundraiser have been mailed. As in the past, trees/wreaths will be distributed to decorators in the beginning of October. The trees/wreaths will be returned decorated in late October and put on display in early November. Final and highest bids will be accepted on December 3 in time for the trees/wreaths to be picked up for the holidays.

**PUBLIC PARTICIPATION**

There was no public participation.

**DIRECTOR'S REPORT – Becky Schaade**

- After hours on Saturday, November 18, the Central Library Consortium (CLC) will update member libraries to Polaris 7.4. There will be minimal impact to customers.
- CLC is finalizing their 2024 budget. There are many factors that go into each library's cost such as ILS workstations, patron counts, physical items, transportation, Communico, and databases. Schaade anticipates FCDL's dues to be fairly similar to 2023 costs. However, Schaade has asked CLC for an estimated cost to increase transportation stops at the Main Library from five to six days per week and has asked for a quote to add a Communico module that would allow online booking of meeting room space. If costs are reasonable, FCDL's due may increase.
- Schaade will be attending the Ohio Library Council (OLC) Convention and Expo from Wednesday, September 27 through Friday, September 29.

- Otis is waiting on the hydraulic cylinder for the elevator and hopes to start the installation in October.
- Schaade and England have been working with SHP and Bricker Graydon to begin the bid process on the chiller replacement project. Currently, FCDL is looking for the chiller project to begin at the end of October in 2024. The Library hopes to go out for bids in October 2023 and have a recommendation to bring to the Board in November.
- The current phone system is more than ten years old and has reached its end of life. FCDL received three quotes from different providers and decided to go with Danny Morris of Morris Systems. Kevin Freeman, Information Technology Coordinator, has been working with Morris and Wes Osborn of CLC to do all the backend work needed for this project. The Library plans to switch to the new phone system the first week of October.
- Unfortunately, the Main Library has had two incidents involving overdoses in the month of September within a week of one another. Both times 9-1-1 was called and paramedics arrived quickly and used Narcan in both cases. Paramedics made the suggestion to staff that the library may want to consider having Narcan on hand to administer to staff in case of accidental exposure. Schaade has scheduled Toni Ashton from ADAMH and Scott Duff from Project Fort to come to the October Supervisor's meeting to train staff.
- Christine Simmons, the Library's levy PAC treasurer, will be depositing a donation from the Friends of the Library. Part of this donation will be used for signs. Reverend Nathan Loudon has agreed to allow the PAC to leave a supply of the signs on First Presbyterian property for customers to pick up.
- In addition to maintaining library programs and services within our locations, staff have been very busy representing the library at a variety of community and outreach events. Some recent events include the I Love My City event, Connexion West Backpack giveaway, Saturday Cinema events, Lancaster City School Literacy Nights, Rainbow Alliance Lite the Nite event, Millersport Community Cares, Carroll Community Festival, and many more. Thank you to staff that frequently flex their schedules to make a library presence at these events happen! Our next big community event is the library's booth at the Fairfield County Fair.
- Schaade informed the Board that she will be having knee replacement surgery at the end of November and will be off until the end of 2023. After the first two weeks, she plans to keep updated through email with supervisory staff.

#### Personnel

TRANSFER, Carrie Bowlby, Library Assistant III – Branch Location (Bremen) to Library Assistant III – Branch Location (Baltimore), 20 hours per week, \$15.80 per hour, effective September 7, 2023.

#### **SECRETARY'S REPORT**

##### **65-23 AUGUST REGULAR MEETING MINUTES**

Be it resolved, upon motion by Bryan Everitt, seconded by Lisa Evangelista, that the minutes of the August 15, 2023 regular meeting be approved as submitted.

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

#### **FINANCIAL REPORT – Alyssa England**

- The Public Library Fund (PLF) came in 0.27% less for the month of August or about \$1,000 less than estimated.
- All project finances are going fine. The new phone system which includes all handsets and headsets have been paid. Only the monthly fee is outstanding.
- The Board President asked if the levy does not pass, should the Finance Committee meet to discuss going forward. Schaade informed the Board that the current levy runs through 2024 and

the Library would have a couple more times to go on the ballot. If that should happen, Schaade would take into consideration how the public voted and what would be the path forward. At the present time, the Finance Committee does not need to meet.

#### **66-23 FINANCIAL REPORT & CHECK REGISTER**

Be it resolved, upon motion by Mark Bohach, seconded by Margaret Quamme, that the financial report and the check register as of August 31, 2023 be approved as submitted.

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

#### **DONATION**

##### **67-23 DONATION - UNRESTRICTED**

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

\$50.00 from Mr. & Mrs. Gregory Glendenning

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

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### ***NEW BUSINESS***

##### **68-23 APPROVING BID PACKAGE FOR CHILLER PROJECT, LEGAL NOTICE OF BIDS FOR THE WORK, AND OPENING OF BIDS FOLLOWING TIME FIXED IN THE LEGAL NOTICE**

Be it resolved, upon motion by Bryan Everitt, seconded by Margaret Quamme, that

WHEREAS, the Fairfield County District Library Board of Trustees (the "Board") is undertaking the Chiller Project (the "Project"); and

WHEREAS, SHP (the "Architect") prepared design documents for the Project; and

WHEREAS, the Library Director and Fiscal Officer are working with the Architect and legal counsel to prepare the Bidding Package, which includes the design drawings/specifications and legal bidding/contract documents, and a legal notice for the Project, to be placed in a newspaper of general circulation in the library territory, as required by Ohio Revised Code Section 3375.41, and which will be entered in full in the record of proceedings of the Board at a future meeting of the Board; and

WHEREAS, the Board wishes to authorize the placement of the legal notice for the Bid Package for the Project, with sealed bids to be accepted until twelve o'clock noon on a date as may be determined by the Library Director or Fiscal Officer as the Board's authorized representative and authorize the Fiscal Officer to open and publicly read the bids aloud immediately thereafter, at the place designated in the finalized legal notice, pursuant to Ohio Revised Code Section 3375.41.

NOW, THEREFORE, BE IT RESOLVED by the Fairfield County District Library Board of Trustees as follows:

1. The Board authorizes the Library Director and Fiscal Officer, working with the Architect and legal

counsel, to prepare the Bidding Package for the Project.

2. After finalization of the Bidding Package by the Library Director and Fiscal Officer, the Board approves the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of three weeks, with bids being accepted until twelve o'clock noon on a date as may be determined by the Library Director or Fiscal Officer, as the Board's authorized representative, by addendum, or by operation of law.
3. The Board authorizes the Fiscal Officer or her designee to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired, as designated in the finalized legal notice. The bids will be tabulated following opening, and a report of the tabulation with the Architect's recommendation for award of the contract will be provided to the Board at its next regular meeting or at a specially called meeting.

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

### **69-23 REVISED VIDEO SURVEILLANCE MONITORING POLICY**

Be it resolved, upon motion by Lisa Evangelista, seconded by Mark Bohach, that the Board of Trustees approves the attached revised Video Surveillance Monitoring Policy as presented to the Board by the Library Director.

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

### **70-23 2024 HOLIDAY SCHEDULE**

Be it resolved, upon motion by Margaret Quamme, seconded by Bryan Everitt, that the Board of Trustees approves the following 2024 holiday schedule:

Monday, January 1	New Year's Day*
Tuesday, January 2	Closed
Monday, January 15	Martin Luther King Day
Monday, February 19	President's Day
Sunday, March 31	Closed
Wednesday, April 24	Closed (Staff Development Day)
Sunday, May 26	Closed
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day*
Sunday, September 1	Closed
Monday, September 2	Labor Day
Monday, November 11	Veterans Day
Wednesday, November 27	All locations close at 5:00 pm
Thursday, November 28	Thanksgiving
Tuesday, December 24	Christmas Eve*

Wednesday, December 25	Christmas Day*
Thursday, December 26	Closed
Tuesday, December 31	New Year's Eve*

\*Part time staff paid for holiday

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

There being no further business, the meeting adjourned at 10:58 a.m.

**FAIRFIELD COUNTY DISTRICT LIBRARY**

**BOARD OF TRUSTEES POLICY: VIDEO SURVEILLANCE MONITORING**

**PASSED BY RESOLUTION NUMBER: 69-23      DATE: SEPTEMBER 19, 2023**

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**Purpose**

Selected areas of each Fairfield County District Library (FCDL) location are equipped with video cameras for the protection and safety of patrons, employees, assets and property, and to identify persons who may be breaking the law or violating the library's Code of Conduct. A sign is posted at each library entrance informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras and still photographs, as well as the access, use and retrieval of recorded digital video images and still photographs at the FCDL. Video monitoring and recording will be conducted in a manner consistent with applicable laws and ordinances.

The existence of this policy is not intended to nor does it imply or guarantee that any or all cameras will be recording images or monitoring in real time, 24 hours a day, seven days a week.

**Security Camera Locations**

Reasonable efforts are made to safeguard the privacy of patrons and employees. The video security cameras are positioned to record only those areas specified by the Director/or designee, and will complement other measures to maintain a safe and secure environment, in compliance with applicable law and library policies. Camera locations shall not be changed or added without permission of the Director/or designee.

Cameras are to be installed in locations where staff and patrons should not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the Library.

The Buildings Services Manager will review complaints or concerns regarding camera locations and, after consulting the Director/or designee, determine whether the Video Surveillance Monitoring Policy and procedure is being followed.

**Access to Digital Images**

Only the Director and designated administrative personnel are authorized to access the recorded archival data in pursuit of incidents of apparent criminal activity, litigation, or violation of the library Code of Conduct. Authorized individuals, with notice to the Director/or designee may ask other staff to review recorded data to ascertain security concerns related to a specific incident.

Such persons shall not violate this policy or any laws relevant to this policy in performing their duties and functions related to the video security system.

**Use/Disclosure of Video Records**

The Director/or designee are authorized to share video footage or images with library staff and the Board of Trustees (if applicable) to identify those responsible for library policy violations, apparent criminal activity on library property, or actions considered disruptive to normal library operations.

The Director/or designee are responsible for reviewing and coordinating response to all requests received from law enforcement for footage and images obtained through video surveillance. The Director/or designee may release video footage and images to law enforcement personnel acting within the scope of their official duties, provided such release does not disclose customer library records or customer information as described in the Confidentiality of Library Records policy.

Video surveillance footage and images may also be released by the Director/or designee or administrative personnel under the following circumstances:

1. To the Library's insurance company, in conjunction with an insurance claim by the Library;
2. In response to a subpoena, search warrant, or court order;
3. To law enforcement under exigent circumstances, defined as an emergency requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect, or destruction of evidence.

All requests by the general public for video surveillance footage or still images from video surveillance should be referred to the Director/or designee. Customers who request to view or receive a copy of video surveillance footage are advised to file a police complaint.

Video surveillance footage and images shall not be used or disclosed, other than as specifically authorized by this policy.

### **Retention of Digital Images**

Images from the library surveillance system are stored digitally on hardware in the Library. It is the intent of the Library to retain all recorded images for fourteen (14) days. Then, the oldest stored images will be automatically deleted by system software to make room for new images.

## FAIRFIELD COUNTY DISTRICT LIBRARY

### PROCEDURE: VIDEO SURVEILLANCE MONITORING

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- If the Library Director has a planned absence of a week or longer, they will select a designee and inform supervisory staff.
- A Report of Unusual Occurrence (Unusual Incident) report must be completed for any request to access security camera footage. A copy of a police report should be attached as well as a subpoena if one is presented.
- To support and enhance information of an incident report, images of an accident or incident scene, or of library property, may be downloaded from the surveillance system or other digital sources and attached to the incident report related to such matter.
- When possible, images of individuals who have been evicted for 30+ days should be downloaded from the surveillance system or other digital sources and attached to incident reports involving the person. Photographs and digital images of individuals obtained through surveillance sources should NOT be displayed in an area that can be viewed by customers without prior authorization to do so.
- Before disclosing footage from a security camera or other recording device to law enforcement, the staff member taking the request should get the name and badge number of the law enforcement officer as well as the subpoena for the disclosure if one is presented. In an exigent case, the office must still provide their name and badge number and follow up with a police report once the situation is written up.

(Reviewed 9/23)