

A Regular meeting of the Wauseon Public Library was held on 10/14/2025 in the Wauseon Public Library Board Room and called to order by Vice-President Tracy Behrman at 6:01 pm. Vice-President Behrman took roll call. Board members present were Tracy Behrman, Jo Bruner, Sheila Gruenhagen, Katey Maloney (arrived at 6:04 pm after the September minutes were approved), and Carolyn Manchester; additionally, Dan Baldwin, Director; Jen Basselman, Fiscal Officer. Absent: Tammy Allison and Ann Oberski.

Public comment: None.

Motion to approve the 9/9/2025 Regular meeting minutes made by Sheila Gruenhagen. Seconded by Jo Bruner. Aye: All. Opposed: None.

Motion to approve the September 2025 Financials made by Jo Bruner. Seconded by Katey Maloney. Aye: All. Opposed: None.

The following donations were received: Snack donations: \$8.00; Memorial Donations for Pat Whitmer: Fran Gasche \$20.00, Lois Weller \$30.00, Joseph and Kimberly Baker \$100.00, Dennis and Janet Bower \$100.00, James and Jane Stevens \$50.00; Carolyn Short: \$1,178.00; Adela Martinez: 6 Books; Sue DeRoth: "A Chime to Kill" by Elizabeth Goddard; Local author P.A. White: a copy of her book "Until I Come for You"; Local author Will Riley Hinton: copies of his 5 books "The Extraordinary Lives of Two Very Ordinary People", "Lonely are the Haunted", "Rocky Mountain Odyssey", "Shadow of Vengeance" and "Valley of the Shadow"; Anonymous: bag of DVD's. Motion to accept donations made by Sheila Gruenhagen. Seconded by Jo Bruner. Aye: All. Opposed: None.

Personnel Committee: No updates.

Facilities and Equipment: Baldwin reported:

Finance/Audit/Records Retention: The Finance Committee is scheduled to meet on October 11, 2025 to discuss the 2026 budget.

Policies and Strategic Planning: The Committee will develop a Cybersecurity Policy as required by the state and update the Public Records Policy to meet state compliance. Behrman asked when the current policies will be posted online suggesting they be posted as they are approved.

Old Business

Short's Custom Woodworking Inc. installed the custom bookcases in the Large Print section.

Lee Bruner re-flashed the west side of the flat roof and put sealant on the roof that was part of the 1986 addition. He also fixed the ridge cap on the shingle roof.

New Business

Motion to join OhioNet at the cost of \$150.00 per year and Who-Fi Analytics at the cost of \$580.13 per year made by Carolyn Manchester. Seconded by Jo Bruner. Aye: All. Opposed: None.

Discussion of having Trane upgrade the control systems on the HVAC system which is outdated and can no longer have software updates; tabled until November.

Motion to approve the early library closure on Wednesday, November 12, 2025 at 3:00 PM for the First Christian Church's Annual Chicken Pie Supper made by Sheila Gruenhagen. Seconded by Tracy Behrman. Aye: All. Opposed: None.

Motion to designate Dan Baldwin, Director and Jen Basselman, Fiscal Officer, to complete the Certified Public Records Training provided by the Auditor of State made by Sheila Gruenhagen. Seconded by Jo Bruner. Aye: All. Opposed: None.

Motion to enter executive session to discuss matters to be kept confidential made by Jo Bruner. Seconded by Tracy Behrman. Aye: All. Opposed: None. Executive Session entered at 6:22 pm.

Motion to exit executive session declaring no action taken made by Katey Maloney. Seconded by Sheila Gruenhagen. Aye: All. Opposed: None.

Executive session exited at 6:39 pm.

Motion to adjourn made by Tracy Behrman. Seconded by Sheila Gruenhagen. All in favor. None opposed. Meeting adjourned at 6:45 pm.

Respectfully submitted, Jen Basselman, Fiscal Officer