

A Regular meeting of the Wauseon Public Library was held on 11/11/2025 in the Wauseon Public Library Board Room and called to order by President Ann Oberski at 6:00 pm. President Oberski took roll call. Board members present were Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Katey Maloney and Carolyn Manchester; additionally, Dan Baldwin, Director; Jen Basselman, Fiscal Officer. Absent: None.

Public comment: Andrew Perez answered board questions about upgrading our Trane Systems controller downstairs in the basement maintenance room. The upgrade is necessary because the current controller is obsolete and will no longer receive software and virus patches. The new controller will allow the HVAC system to run more efficiently.

Motion to approve the 10/14/2025 Regular meeting minutes made by Tracy Behrman. Seconded by Carolyn Manchester. Aye: All. Opposed: None.

Motion to approve the October 2025 Financials made by Jo Bruner. Seconded by Tammy Allison. Aye: All. Opposed: None.

The following donations were received: Snack donations: \$19.00. Motion to accept donations made by Ann Oberski. Seconded by Sheila Gruenhagen. Aye: All. Opposed: None.

Personnel Committee: Baldwin shared that the applicants for the Children's Librarian position have been screened and interviews will be done very soon.

Facilities and Equipment: Baldwin reported that the fire department informed him that the fire alarm panel is to be inspected annually during its response to the alarm going off. Baldwin received service quotes from Torrence Communications who will charge \$844.00 per year and from Guardian Alarm who will charge \$480.00 per year to provide this inspection. Baldwin shared that chair mats were purchased for the circulation desk area to protect the floor that is coming unglued in multiple places. Baldwin contacted SEO, OPLIN and Innovatek to get quotes on an onsite Firewall Appliance which is required by Ohio's new Cybersecurity Laws. Innovatek can install the firewall at a cost of \$1149.00. Innovatek can also provide backup of each staff computer at a cost of \$7.00 per month per device; computers can be backed up to the external hard drive assigned to Baldwin at no additional cost. This will be done monthly by Baldwin or his designee.

Finance/Audit/Records Retention: The Finance Committee met on November 4 to review the draft budget. The Audit/Finance committee will meet on November 18 to review the last quarter's financials and finalize the draft budget.

Policies and Strategic Planning: Bruner reported that she is continuing work on reinstating the library's 501C3.

Old Business

None.

New Business

Baldwin attended the SEO Director's meeting on October 24 and shared updates to Symphony Workflows coming in 2026.

Motion to approve the Cybersecurity Policy made by Tracy Behrman. Seconded by Ann Oberski. Aye: All. Opposed: None.

Motion to approve Innovatek to install a Firewall appliance with a 3-year protection at a cost of \$1149.00 made by Sheila Gruenhagen. Seconded by Tracy Behrman. Aye: All. Opposed: None.

Motion to approve the annual fire alarm inspection by Guardian Alarm at a cost of \$480.00 per year made by Ann Oberski. Seconded by Jo Bruner. Aye: All. Opposed: None.

Motion to contract with Trane provide a system upgrade to the HVAC at a cost of \$4,725.00 made by Jo Bruner. Seconded by Sheila Gruenhagen. Aye: All. Opposed: None.

Motion to enter executive session to discuss personnel matters made by Ann Oberski. Seconded by Sheila Gruenhagen. Aye: All. Opposed: None. Executive Session entered at 6:54 pm.

Motion to exit executive session declaring no action taken made by Tracy Behrman. Seconded by Carolyn Manchester. Aye: All. Opposed: None.

Executive session exited at 7:32 pm.

Motion to adjourn made by Tracy Behrman. Seconded by Katey Maloney. All in favor. None opposed. Meeting adjourned at 7:33 pm.

Respectfully submitted, Jen Basselman, Fiscal Officer