

A Regular meeting of the Wauseon Public Library was held on 3/11/2025 in the Wauseon Public Library Board Room and called to order by President Ann Oberski at 6:10 pm. President Oberski took roll call. Board members present were Ann Oberski, Jo Bruner, Carolyn Manchester and Katey Maloney; additionally, Dan Baldwin, Director; Jen Basselman, Fiscal Officer; Absent: Tammy Allison, Tracy Behrman and Sheila Gruenhagen.

Public comment: None.

Motion to approve the 2/11/2025 Regular meeting minutes made by Jo Bruner.  
Seconded by Ann Oberski. Aye: All. Opposed: None.

Motion to approve the February 2025 Financials made by Jo Bruner. Seconded by Ann Oberski. Aye: All. Opposed: None.

The following donations were received: Snack donations: \$29.28; Sue Pike "7 Heaven" by James Patterson; Sue Pike \$100.00 for the Children's Department; Anonymous donation of several DVD's and "The Christmas Riddle" by Susan Sleeman. Motion to accept donations made by Ann Oberski. Seconded by Carolyn Manchester. Aye: All. Opposed: None.

Personnel Committee: The Fiscal Officer annual evaluation will be handed out in April to be completed for the May 2025 Meeting.

Facilities and Equipment: The new American Flag has been hung out front. The Carnegie Portrait in the entry has been lowered with a small plaque installed below. Board members asked that the blackout curtains facing Elm Street on the main floor be replaced with black sheers to match what was installed in the windows by the patron computers.

Finance/Audit/Records Retention: The Finance Committee reviewed the proposed 2025 Permanent Budget and recommends its approval. Bruner asked that the library's Records Retention Schedule be sent to Luke Jones, Prosecuting Attorney, to review and advise board members on the destruction of digital communication records.

Policies and Strategic Planning: The Board continued discussions on the formation of a 501c3 organization that could solicit and hold donations for the library. Oberski reported that there are two options. An attorney in Archbold, Ohio provides this service pro bono. The Wauseon Area Foundation is an established organization that has provided this service to other public entities. The general consensus was to work with the Wauseon Area Foundation. Oberski will reach out to the contact person and ask for more information to present to the Board at a later date when a final decision may be made.

Old Business

The Board will set a meeting date for further discussion on the Mission and Vision statements.

Innovatek Inc. staff set up the two new staff computers, set up the Fiscal Officer's new computer as provided by the State Auditor, and reset the Fiscal Officer's two-year-old laptop for the Director's use.

Baldwin shared that there has been overall positive feedback from patrons after the installation of the black sheer curtains on the windows to the south of the patron computers.

Bruner asked the status of the basement claim. Baldwin responded that the claim is in process.

#### New Business

Motion to approve the settlement agreement from Keri Black as written made by Katey Maloney. Seconded by Carolyn Manchester. Aye: All. Opposed: None.

Motion to approve the 2025 Permanent Budget made by Jo Bruner. Seconded by Ann Oberski. Aye: All. Opposed: None.

Motion to approve the updated Organizational Chart made by Jo Bruner. Seconded by Katey Maloney. Aye: All. Opposed: None.

A free version of Survey Monkey has been utilized for patron feedback. The level of response has been greater than what can be accessed using this free version. The responses have been constructive, and staff request to have the ability to access all responses. Motion to approve the purchase of Survey Monkey for patron feedback allowing a total of 2,500 responses at an annual cost of \$300.00 made by Jo Bruner. Seconded by Ann Oberski. Aye: All. Opposed: None.

Staff have requested permission to paint the front glass windows to share Summer Reading Program information as well as other themed information throughout the year. The Heart of Art Club will take responsibility for the painting and then later cleaning. The Children's Librarian will oversee this project. The Board agreed to this provided the windows are washed well by the Heart of Art Club.

Motion to approve the annual bill purge from SEO for 2024 Unpaid Items in the amount of \$2,639.17 made by Ann Oberski. Seconded by Jo Bruner. Aye: All. Opposed: None.

Motion to renew the 2025 insurance policy with Hylant made by Ann Oberski. Seconded by Jo Bruner. Aye: All. Opposed: None.

Keene requested to give away unused Amazon tablets purchased for the Children's Department in 2023 as Summer Reading Program prizes. The Board agreed to this request.

Motion to adjourn made by Ann Oberski. Seconded by Jo Bruner. All in favor. None opposed. Meeting adjourned at 7:19 pm.

Respectfully submitted, Jen Basselman, Fiscal Officer