

A Regular meeting of the Wauseon Public Library was held on 5/13/2025 in the Wauseon Public Library Board Room and called to order by President Ann Oberski at 6:06 pm. President Oberski took roll call. Board members present were Ann Oberski, Jo Bruner, Tammy Allison, Sheila Gruenhagen and Carolyn Manchester (arrived at 6:10 pm) and Katey Maloney; additionally, Dan Baldwin, Director; Jen Basselman, Fiscal Officer; Absent: Tracy Behrman.

Public comment: None.

Motion to approve the 4/8/2025 Regular meeting minutes made by Jo Bruner. Seconded by Sheila Gruenhagen. Aye: All. Opposed: None. Carolyn Manchester did not arrive until after this vote.

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

The following donations were received: Snack donations: \$3.25; Sue DeRoth: "A Ring of Deception by DeAnna Julie Dodson; Emily Longston: "The Medicine Woman" by Amanda Skenandore; Author Cynthia A. Sandor signed and donated "Through Innocent Eyes: The Chosen Girls of the Hitler Youth"; Carolyn Short: \$50.00 donation in memory of Linda Robinson, wife of Tony Robinson. Motion to accept donations made by Jo Bruner. Seconded by Carolyn Manchester. Aye: All. Opposed: None.

Personnel Committee: The Fiscal Officer annual evaluation was distributed in April and will be reviewed with the Fiscal Officer at the June 2025 Meeting.

Facilities and Equipment: Baldwin shared that SEO can provide the required anti-virus protection that will be required to use Workflows on all computers at a cost of \$50 per computer. Innovatek, the local IT company that provides services to the library, is also able to provide anti-virus protection along with cybersecurity for \$50 per computer.

Motion to approve a contract with Innovatek to provide anti-virus protection and cybersecurity for 9 staff and 4 patron computers at a cost of \$50 per computer by the SEO 7/31/2025 deadline made by Sheila Gruenhagen. Seconded by Tammy Allison. Aye: All. Opposed: None.

The Board asked Baldwin to ask Lee Bruner, contractor, to ask for information on sealing the roof and check the north-facing window near the adult section seating area that leaks when there is a heavy rain from the north.

Finance/Audit/Records Retention: The Audit Committee will meet immediately following this meeting to review records from the last quarter. Basselman handed out copies of the state-approved Records Retention Schedule.

Policies and Strategic Planning: No updates.

Old Business

The Board tabled setting a meeting date for further discussion on the Mission and Vision statements.

New Business

The library received a \$100 cash donation with the stipulation that the money is intended to benefit the Wauseon Downtown Association. Motion to approve the \$100 donation to the Wauseon Downtown Association made by Katey Maloney. Seconded by Ann Oberski. Aye: All. Opposed: None.

Motion to approve opening the library at 3:00 pm on May 30, 2025 following the SRP Carnival made by Sheila Gruenhagen. Seconded by Tammy Allison. Aye: All. Opposed: None.

Details for the June 12, 2025 Gala for Dr. Galani were discussed. Planning will continue in preparation for the event. Sheila Gruenhagen offered a donation of \$500.00 to cover the cost of food for the event.

Motion to adjourn made by Jo Bruner. Seconded by Carolyn Manchester. All in favor. None opposed. Meeting adjourned at 7:09 pm.

Respectfully submitted, Jen Basselman, Fiscal Officer