

**BOARD MEETING**  
**Wednesday March 24, 2021**  
**5:00 P.M.**

**I. Call to Order**

The monthly meeting of the Library Board of the PWCPL was held on Wednesday March 24<sup>th</sup>, at 5:00 p.m. via Zoom virtual meeting due to the Corona Virus (Covid-19). Board members present were Scott Ramsay, John Jackson, Paul Miller, Cindy Lockney, Jennifer Carpenter, Director Brian Raitz, and Assistant Director Jeffrey Cottrell.

**II. Public Discussion – none.**

**III. Minutes, Disbursements, Budget Analysis, Other Reports**

John Jackson made and Cindy Lockney seconded a motion to accept the minutes for February 24<sup>th</sup>, reports and approve all expenditures from February 1<sup>st</sup> through February 28<sup>th</sup>. Motion carried.

The Director reviewed the personnel benefit expenditures as requested by Treasurer John Jackson.

**IV. Old Business –**

- a) **Arboretum** – Getting ready for Spring. There were two break-ins to the shed and the 20 year old leaf mulcher was taken. We will replace and store elsewhere. Someone may be using it for sleeping. Discussed Jamie Witkosky's advice to fill in the pond and Pickering plans for assessing the education center for roof.
- b) **Williamstown Library** – Discussed planning committee update with main interest in the old elementary school. The Director and two planning committee members will meet Mayor Jordan, other city personnel, city council member, and possibly a Fenton Foundation member on Thursday 3/25 to discuss future of the old elementary school and see if the library and city can make plans together.
- c) **Waverly Library** – The Director said that Wood County Schools will be selling Waverly Elementary back to original owners before June 30<sup>th</sup>. There is question whether they were legally able to sell the library property or not. We are hoping to move the library stuff to Williamstown (see b above) for storage.
- d) **Strategic Plan** – Social Media policy draft submitted. Briefly discussed. John said we should remove the first paragraph of the last section. Edits will be made and draft resubmitted next week. Jeffrey Cottrell said that there are 5 members on the Immediate Response Team that are covering the social media sites. There will also be a side procedural guide on how to manage said sites following the policy guidelines.
- e) **Personnel Policy** – The Director and Assistant Director reviewed changes to the policy. The Board questioned foster care for parental leave, hours instead of weeks for vacation time, and whether OSHA allows open toed shoes for the library worksite. All of these will be reviewed and updates made to draft by next week.
- f) **Capital Projects for the future** – Arboretum pond and roof, black top parking lot at Emerson resurfaced, and shelving at South for more adult non-fiction.
- g) **Calendar of outside appointing agency visits** – Cindy may go in April and will try to coordinate with the Director if he would like to go with her.

**V. New Business –**

- a) **McKinley-Carter IPS Approval** – Paul Miller made and John Jackson seconded a motion to approve the changes to the IPS to reflect the new conservative portfolio. Motion carried.

**VI. Announcements -**

**BOARD MEETING**  
**Wednesday March 24, 2021**  
**5:00 P.M.**

- Give Local MOV – It will occur on May 4<sup>th</sup> and the Library Board approved the idea to use funds towards the hiring of Architect/Construction manager for Williamstown Library.
- The Director will be forwarding a letter of interest from June Rhodes to be a library board member after Scott Ramsay steps down in June.
- The Director and Assistant Director discussed reopen plans and how steps will be shared with the Library Board as the staff work out timeline and details. First steps will entail longer times on the internet stations, longer hours on Saturday at Emerson, and putting tables/carrels out for patrons to stay in the library for library purposes.
- Next Board Meeting will be held in the Board Room (or Zoom) April 28, at 5:00pm. Respectfully submitted,

Paul Miller, Secretary