

The Board of Trustees of Birchard Public Library of Sandusky County, a County District Library, Fremont, Ohio, met in regular session on April 21, 2020, in the Meeting Room of Birchard Library and via video conferencing with President Jim Ellis calling the meeting to order at 4:00 pm.

Present were: Jim Ellis (virtual), Anne Duty(virtual), William Farrell (virtual), LuAnn Hiser (virtual), Robert Kessler, Sandra Berlekamp (virtual), Library Director Pam Hoesman (virtual), and Fiscal Officer Carrie Sidell.

Absent: George Moore

Approval of Minutes

Mr. Kessler moved that the board meeting minutes dated March 17, 2020, be accepted as mailed. Mrs. Berlekamp seconded the motion, which passed unanimously as

Resolution 25-20

Acceptance of Gifts

Board members reviewed gifts and memorials. Mrs. Berlekamp moved to authorize the Library Director to accept, on behalf of the Board of Trustees of Birchard Public Library, the gifts, and memorials received in March 2020. Mrs. Hiser seconded the motion, and it passed unanimously as

Resolution 26-20

Approval of Financial Reports

Mr. Ellis asked if there were any questions about the financial reports as sent. There were none. Mrs. Berlekamp made the motion to approve the March 2020 financial report as mailed. Mrs. Hiser seconded the motion, which passed unanimously as

Resolution 27-20

Library Report

Mrs. Hoesman stated that the PLF distribution for April was 10.5% lower than the distribution in April of 2019, due to the State of Ohio receiving less money in tax receipts due to the moved tax deadline and an economic slowdown in the State due to COVID-19. The slowdown will not get better for many months.

Mrs. Hoesman informed the Board that although COVID-19 has the current staff working from home, she plans to open all branches for curbside pick-up soon, depending on Governor DeWine's latest orders. The Board felt that if that was the case, then we should keep paying employees to work on tasks that are necessary and beneficial to the Library and the community we serve until the Library re-opens with curbside service in May.

Distribution of Public Library Fund

Mrs. Hoesman reported that the current distribution of the Public Library Fund in Sandusky County has Birchard Public Library of Sandusky County receiving 72% of the Sandusky County PLF and 2.57% of the Seneca County PLF. After discussion, Mr. Farrell made a motion to retain the current percentages and Mr. Kessler seconded it. It was passed unanimously as

Resolution 28-20

Operating Levy

The Sandusky County auditor responded to the first resolution required to place the operating levy on the November ballot. The certificate states that the estimated annual property tax revenue would be \$1,194,611 from a renewal or \$1,271,786 from a replacement. The board members discussed the different scenarios. Mr. Farrell made a motion to request that the county commissioners, as the taxing authority of the Library, place a renewal levy for operating funds of 1 mill for a period of five years on the November 3, 2020 ballot. Mr. Ellis seconded it, and a roll call vote was made as follows:

Sandy Berlekamp – Aye Anne Duty – Aye Jim Ellis -Aye Bill Farrell – Aye
LuAnn Hiser-Aye Robert Kessler – Aye

The motioned passed as

Resolution 29-20

Approval of Archeological Survey Contract

The funding for the USDA loan is progressing. To get the funding, the Library must have approval from the Ohio Historic Preservations Society. The Ohio historic officials have asked the Library to proceed with additional archaeological surveys, which require digging up the four anomaly areas identified by the ground-penetrating radar. They also require that next of kin and local tribes are notified of the survey in case we find anything related to a burial during the studies. The archeologists that we hired for the Phase 1 survey can help us respond to all the issues, at an estimated cost of \$42,425. The \$42,425 includes paying a local excavating company approximately \$14,000 to excavate the anomaly areas and dig trenches across the north end of High Street to ascertain if there is any trace of the fort wall remaining. Mrs. Hiser moved that we hire the archeologists to complete the survey. Mrs. Berlekamp seconded the motion, and it passed unanimously as

Resolution 30-20

The other part of the USDA funding that we are awaiting is the cost of bond council services. Furniture, Fixtures, and Equipment have been separated from the USDA loan. The Library has applied for a \$100,000 SECD grant for FF&E, and the rest of the FF&E will be paid as part of the Library's contribution to the building project. With the changes, the USDA loan will be a 2.375% 30-year loan with payments of approximately \$163,800 per year.

SoQs were received from five construction firms. Board members did an independent evaluation of the firms and submitted their tallies to Board President Jim Ellis. Mr. Ellis tallied the responses, and the shortlist of firms is Adena Corporation, And.Build, and Mosser Construction. The RFP timeline was delayed due to the Governor's stay-at-home order and the order not to gather ten or more people. A new schedule will be issued as the state issues guidelines for re-opening and returning to work.

In building news, two exterior doors have been replaced at main library, and sneeze guards have been installed at public service desks at all four locations.

There being no further business, Mr. Kessler made the motion to adjourn, and Mrs. Hiser seconded it. It passed unanimously as

Resolution 31-20

Jim Ellis, President

William Farrell, Secretary