

Board of Trustees of the Salem Township Public Library

April 18, 2024

The meeting was held at the Salem Township Public Library.

ATTENDING:

Board members: Bobbie Grice, Sherry Monroe and Teresa Paynter were present. Staff members: Craig Shufelt, Director, and Sharee' Dick, Interim Fiscal Officer. Also present was Warren County Assistant Prosecuting Attorney, Kathryn Horvath.

REOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Residents: Christine Kalb and Judy Neal.

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting held March 14, 2024, seconded by Teresa Paynter. Board approved.

The Board discussed a Resolution adopting evaluation and ranking recommendation.

Resolution No. 24-02 Ratifying and Adopting Evaluation and Ranking Recommendations Relative to Salem Township Public Library Facilities Planning Consulting Services Project Statements of Qualifications; Authorizing Notice of Intent to Award Contract to most Qualified Firm; Authorizing Execution of Contract by Library Director.

Sherry Monroe made a motion to adopt Resolution No. 24-02, seconded by Teresa Paynter. All were in favor. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

The Interim Fiscal Officer briefed the Board on the March reports. Appropriation Report, Fund Summary, Receipts and Payment report that includes payroll for the month. Also presented was the March Bank Reconciliation. Teresa Paynter made a motion to approve the Fiscal Officer's report, seconded by Sherry Monroe. Board approved.

The Board discussed the Elevance stock holdings (176 shares) that were donated anonymously to the library in 2003. The Interim Fiscal Officer advised she had requested the forms from the company so the Board could have the opportunity to consider selling the shares that are currently valued at approximately \$89,000.

The Board discussed the 2019 through 2021 delinquent Audit Reports. The Interim Fiscal Officer advised the reports have been completed and filed with the Auditor of States office and that the Library is now in compliance through 2023 audit years.

The Board discussed Resolution No. 24-01(A) Appointing the Fiscal Officer for the Salem Township Public Library for a term of one year, commencing May 1, 2024 per Ohio Revised Code, Section 3375.32. Sherry Monroe made a motion to adopt Resolution No. 24-03, seconded by Teresa Paynter. All were in favor. Board approved.

The Board discussed the 2025 Public Library Funding formula. Motion to adopt the 2025 PLF formula was made by Sherry Monroe, seconded by Teresa Paynter. All were in favor. Board approved.

DIRECTORS REPORT: (attached)

EXECUTIVE SESSION: Not required

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

Christine Kalb asked if the PLF formula was based on the library's service area. Bobbie Grice stated that it was. Christine also suggested that the library be wary of entering into any 99-year lease agreements for either property or building agreements related to the library's future new facility project due to the fact that there could be challenges at the end of the term.

OLD BUSINESS: None

NEW BUSINESS:

The Board discussed a Document Shredding Proposal. The Fiscal Officer advised there were approximately 100 boxes of old and unnecessary documents that could be disposed of after they had been reviewed and submitted to the Historical Society on an RC-1, a one-time disposal of Obsolete Records. The Board agreed to the proposal.

The Director explained the need for a temporary Cataloger position. He advised it would be a contracted position to "clean up" the library's catalog. The Board agreed it was a good idea and asked the Director to move forward with the proposal.

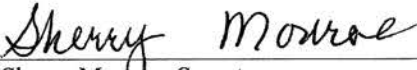
There being no further business, Sherry Monroe made the motion to adjourn, seconded by Teresa Paynter.

NEXT MEETING:

To be held on Thursday, May 9, 2024 at 2:00 p.m. at the Salem Township Public Library.



Bobbie Grice, President



Sherry Monroe, Secretary

**SALEM TOWNSHIP PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO. 24-02

DATE: April 18, 2024

**RATIFYING AND ADOPTING EVALUATION AND RANKING RECOMMENDATIONS
RELATIVE TO SALEM TOWNSHIP PUBLIC LIBRARY FACILITIES PLANNING
CONSULTING SERVICES PROJECT STATEMENTS OF QUALIFICATIONS;
AUTHORIZING NOTICE OF INTENT TO AWARD CONTRACT TO MOST
QUALIFIED FIRM; AUTHORIZING EXECUTION OF CONTRACT BY LIBRARY
DIRECTOR**

WHEREAS, on or about January 26, 2024, the Board of Trustees of the Salem Township Public Library (hereinafter the "Board") issued an RFQ requesting qualifications from design professionals to perform planning consultation services for the Salem Township Library New Building Project; and

WHEREAS, at the close of the submittal period, the Board had received Statements of Qualifications from four respondent professional design firms; and

WHEREAS, the Library Director conducted an evaluation and ranking of the respondent professional design firms, with input from a library staff member, a library Board member, and a community stakeholder; and

WHEREAS, the Library Director reports that SHP received the highest ranked score; and

WHEREAS, the Board has previously authorized contract negotiations with the most qualified respondent;

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of the Salem Township Public Library as follows:

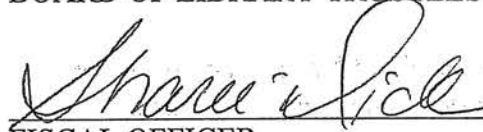
1. The Board ratifies and adopts the Library Director's evaluation and ranking of the statements of qualifications submitted in response to the RFQ issued on January 26, 2024.
2. The Board authorizes the Library Director to issue a Notice of Intent to Award the Contract to SHP, subject to successful negotiation of a contract with SHP.
3. The Board authorizes the Library Director to execute a successfully-negotiated contract with SHP on behalf of the Board of Library Trustees, subject to prior legal review of the contract by the Warren County Prosecutor's Office.
4. Should negotiations with SHP fail, the Board directs the Library Director to notify the Board of the same, and authorizes the Library Director to attempt to negotiate a contract with the second most qualified firm, pursuant to the rankings adopted herein.

The foregoing Resolution was moved for adoption by Sherry Monroe, being seconded by Teresa Paynter. Upon call of the roll, the following vote resulted:

Ms. Grice - yes
Ms. Monroe - yes
Ms. Paynter - yes

Resolution adopted this 18th day of April 2024.

SALEM TOWNSHIP PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES



FISCAL OFFICER

SALEM TOWNSHIP PUBLIC LIBRARY
535 W. PIKE STREET
MORROW, OHIO 45152

NOTICE OF INTENT TO AWARD CONTRACT

April 18, 2024

SHP
312 Plum Street
Suite 700
Cincinnati, Ohio 45202

Project Description: Salem Township Public Library Facilities Planning Consultant Services

Dear Allison,

The Board of Trustees of the Salem Township Public Library (Owner) has considered the Statement of Qualifications submitted by you on March 8th, 2024 for the above-described work in response to its Request for Qualifications.

You are hereby notified that your firm's qualifications have been ranked highest of the responses received. Therefore, it is the Board's intent to award the contract to your firm, subject to negotiation of an acceptable fee and contract, and subject to review of that contract by legal counsel.

Please submit your fee proposal and a proposed contract, including the specific scope of work, within ten (10) calendar days from the date of this notice.

Failure to submit a fee proposal within 10 days from the date of this notice will entitle the Owner to consider all your rights relating to negotiation of a contract relative to this project abandoned and to begin negotiations with the next highest ranked firm in an attempt to enter into a contract for the services.

Please send your fee proposal to the attention of: Craig Shufelt, Library Director.

Thank you, and we look forward to working with you on this project.



Craig Shufelt
Library Director

**Salem Township Public Library
Director's Report – April 2024**

I received a quote for the replacement of the front doors in the amount of \$7,970, which would include two doors with sidelites, closers and threshold. It would also include the removal of the two posts in the middle, one for each door, which currently limit the width and make it difficult for wheelchairs, large strollers, or deliveries. I have sent the quote to the village of Morrow, and I will follow up soon if I don't hear back soon from them.

I have reviewed the quote from Vercom for their phone and IT management services, and at this point we are not going to commit to contracting out these services. We can manage these services in-house because we aren't a large organization with a huge number of computers or other technologies. We may consider something like this when we move to a new library facility depending on the makeup of our IT staff at that point.

We have formed a committee of six people, including three community members, to review the four RFQ submissions that we have received. They will be graded by each of the six members, and we will then move into negotiations with the group that scores the highest. Ideally we would like to have a contract for services in place by early May.

I have completed and submitted the 2023 annual report to the state, and its completion has been acknowledged. This was my first annual report since arriving here, and it was a good way to learn about running reports and seeing how our numbers for usage, programming and other areas have changed over the past several years.

We canceled the April Reading with Raider program due to the flood that was being forecast. Thankfully the flooding didn't come to fruition, but I'm sure we would have been missing several dogs and attendance was unlikely to be good because those calling in seemed relieved that we were cancelling.

We held a lunch for library staff on March 19th to thank them for working without heat, and without complaint, during the coldest stretch of this past winter. I wanted to thank our Board members for attending, I know that library staff appreciate all of you coming out.

I met with Tommy Clifton to talk further about library branding and website redesign. Our focus will initially be on rebranding since that will dictate things like colors and logos that would go not only onto our website but also all of our promotional materials. We really don't even have formal library letterhead or envelopes because we've used a mix of designs for years.

On behalf of the Little Miami History Connection, Judy came in to meet with Cassie and look at some of our older newspapers. Her group is going to take these items, which is great for both of us, and we are going to continue to offer them any items of local relevance that we think might be of interest.

One of the developers involved in the purchase of the plaza from the village stopped early this month to look around and to have a chat about where we were in our plans for a new facility. I informed him that we were in the process of RFQ submissions, but that we have had no discussions regarding the purchase of land or building design decisions.

One of the bigger administrative items that we need to accomplish this year is the creation of an official policy manual. We have very few policies outside of some circulation rules and Internet use, so using policies from other libraries around as a guide we will create our own. I expect to bring the first section, Circulation procedures, to the Board for approval in May.