

Board of Trustees of the Salem Township Public Library

Meeting Minutes August 15, 2024

August 15, 2024

The meeting was held at the Salem Township Public Library. Meeting called to order by Bobbie Grice at 2:00 p.m.

ATTENDING:

Board members: Bobbie Grice, Sherry Monroe and Teresa Paynter were present. Staff members: Craig Shufelt, Director, and Sharee' Dick, Fiscal Officer. Also present were Allison McKenzie and Jenny Gallow with SHP.

The representatives from SHP briefed the Board on the results of the three community input meetings regarding discussions with the public on a new library facility. They presented three possible facility sizes, ranging from 10,000 to 18,000 square feet, for the Board to consider. They will return to the next board meeting for further discussion on facility size, land requirements and/or renovation possibilities.

RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Residents: Christine Kalb, Judy Neal, Judy Tobia, Cassie Nuetzling, Tom Able, Mayor Mitchell Fisher, Carol Whitacre, George Flynn, Gary Koesters and Bob Hutsenpiller.

There was a lengthy discussion with the Village of Morrow and their developers regarding renovation of the Morrow Plaza and possible library use of the existing vacant storefronts. The library would utilize vacant space to renovate using their capital reserve funds, and would enter into a lease with the property owners, in an effort to keep the library in Salem Township given the lack of possible property currently available in Salem Township. There was also discussion regarding the possibility of the library purchasing the far end of the plaza for a new building in order to avoid a public building being in a leasing situation with the developers. There was no action taken on this discussion by the Board.

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting held July 11, 2024, seconded by Teresa Paynter. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Board discussed the revised Employee Staff Handbook. The Fiscal Officer explained changes to various items including maximum vacation balances, sick time after one year of service, goals meetings and Christmas Eve as a paid holiday. She said that staff gave many suggestions according to how the library operates and that the revised Handbook would always be an evolving document. Sherry Monroe made motion to approve the revised Employee Staff Handbook, seconded by Teresa Paynter. Board approved.

The Director presented the new Circulation and Meeting Room Policies. Sherry Monroe made motion to approve the policies as presented, seconded by Teresa Paynter. Board approved.

The Board discussed staff health/dental/vision/life insurance renewal for September 1, 2024. The Director asked the Board to consider adding an HSA to the full-time staff members who have elected health insurance coverage in the amount of \$1000 per staff member per year to help with employee deductibles. Teresa Paynter made motion to approve the insurance renewal as presented along with adding the HSA for staff members with health insurance coverage, seconded by Sherry Monroe. Board approved.

The Board discussed the Auditor of State's required Fraud training video. The Fiscal Officer advised she would send the Board the link for the training.

DIRECTORS REPORT: (attached)

EXECUTIVE SESSION: Not required

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

Mayor Fisher advised everyone that the staff at the library were outstanding.

OLD BUSINESS: None

NEW BUSINESS: None

There being no further business, Sherry Monroe made the motion to adjourn, seconded by Teresa Paynter. Meeting adjourned at 3:30 p.m.

NEXT MEETING:

To be held on Thursday, September 12, 2024 at 2:00 p.m. at the Salem Township Public Library.



Bobbie Grice, President



Sherry Monroe Trustee/Secretary

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

One of the major topics of discussion at our most recent staff meeting was the forming of book clubs. I had created a survey that was posted on our social media, and we had almost 40 people express interest in joining. I'm going through the responses to group them as much as possible by reading interest and availability in terms of when they can meet. We hope to start with three clubs initially, led by Cassie, Jess and Lauren respectively. I will be contacting everyone who responded to the survey to sort people into one of the three groups. We are currently focusing on how multiple copies of titles will be procured.

As noted at our special meeting last week, the repairs to my office have been completed and my office has been completely repainted. The village has confirmed that they have borne all the repair costs. The village has also made the necessary initial payment required for the new front doors, and I heard from the contractor that they have been ordered. I don't have an installation date yet, but it's exciting to be making progress.

The results of the survey that we posted on our social media to solicit feedback about our building project have now been posted on our website. We had some patrons asking about the results and we felt that it was something that should be shared so they could see what others thought. We included only responses to the questions, not any comments related to them.

I wanted to make note of a program held in late July where we had presenters from the Newport Aquarium bring a penguin to the library as part of their program. We wanted to finish the summer with something big and fun, and this program was very well-received. Annette does an amazing job of offering in-house programs all summer, so it's nice when we can complement her work with these types of things.

Sharee shared with staff a video that all employees had to watch regarding how to notice and report fraud in the workplace. She and I both completed it before sharing with staff so we could inform them of what to expect. It's a very short video (about seven minutes), but everyone has to watch it, at which point they can then have a certificate of completion emailed to them.

I have had several meetings over the past month with Cassie and Karen to work on the Circulation policies that were presented to the Board today. We went over the policies several times, always finding errors or items that we wanted to change. Now that we have completed these policies, I will be working on the Collection Development Policy with Lauren and the Board of Trustees bylaws with Sharee. I hope to present both of those documents for approval in September.

We have ramped up the weeding of our nonfiction collection, which is in dire need of being culled. A huge chunk of the collection is outdated, and we don't want to bring these materials to our new library when we move. We would like to remove outdated or irrelevant information, and if we need a larger collection upon moving we could look at an Opening Day collection offered by our vendor.

We are going to begin a subscription to MyHeritage, an online genealogy website, beginning September 1st. MyHeritage is an alternative to Ancestry, with the biggest difference being that it's available for use remotely. Ancestry is only available for use inside the library, which is a point of frustration for many users.