

Board of Trustees of the Salem Township Public Library

December 14, 2023

The meeting was held at the Salem Township Public Library.

ATTENDING:

Board members: Bobbie Grice, Teresa Paynter and Sherry Monroe were present. Staff members: Craig Shufelt, Director, and Sharee' Dick, Interim Fiscal Officer.

REOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Resident: Christine Kalb, Warren County Assistant Prosecuting Attorney, Kathryn Horvath and Warren County Auditor, Matt Nolan.

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting held November 9, 2023, seconded by Teresa Paynter. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Board discussed the Permanent Appropriation Budget for 2024. Sherry Monroe made motion to approve the Permanent Appropriation Budget for 2024, seconded by Teresa Paynter. Board approved. The Fiscal Officer will submit the budget to the Warren County Auditor's Office.

The Board discussed the revised Staff Handbook that includes language for medical, vision and dental insurance for illegible staff members. Sherry Monroe made motion to approve the revised Staff Handbook, seconded by Teresa Paynter. Board approved.

The Board discussed the process of building a new facility with Kathryn Horvath and Matt Nolan. Ms. Horvath briefly explained the various building procedures the library could choose from, the bidding process and property/building square footage the library was considering. The Board agreed that Ms. Horvath would attend future Board meetings for further discussions on the subject.

DIRECTORS REPORT; (attached)

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

Christine Kalb requested that upcoming Board meetings be included with other events on the calendar featured on the library's website.

OLD BUSINESS: None

NEW BUSINESS:

The Director asked the Board for the approved to hire IT consultant Tommy Clifton (Great Website Now) to redesign the library's website in the amount of \$2,500. The Board agreed for the Director to move ahead with the website project.

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We have had a couple of significant building issues over the past month. The first is that the HVAC unit responsible for the public area of the library broke about 10 days ago, which means that the temperature has been in the low-to-mid 60s depending on the outside weather. We had a technician come out to service the unit, and we received a repair estimate in the range of \$8,500 due mainly to the need for a new heat exchanger. Carol from the village is back in town and has been made aware, and I will be calling again before the end of the day. I did run out to Loews when this happened and purchased a couple of heaters for staff, and they have been very good about it, but if temperatures drop in January it's going to be a very difficult work environment for those on the desk.

The second issue that we brought to the attention of the village is the front doors, specifically the exit door which shuts very quickly and with a lot of force. It's likely a problem with the door closer at the top but the doors are also very old. Not only does one close quickly, but there is also little or no seal and cold air comes through them even when they're closed. The village has agreed to pay for a new set of doors and they have asked me to forward a couple of suggestions.

We had carpet cleaning completed on a Sunday morning in late November. The carpet looks and feels cleaner, and staff have commented that the smell of the library is also improved. I would recommend that we continue to do this on an annual basis, and that we do it semi-annually once we have moved to a new library facility.

We began our expanded hours in early November, so we are open an hour later on Monday and Tuesday along with being open on Saturday. Being open on Saturday is especially important for those who can't make it to the library during the week because of work or other barriers, and it also opens up a day where programming makes sense.

We had talked about adding an additional staff member, but that has been placed on hold due to the fact that three employees had to take on additional hours in order to qualify for benefits. I don't plan to add anyone until we are ready to look at the possibility of expanding hours further.

I attended a meeting for the Warren County Imagination Library on December 1st, where we talked mainly about plans for 2024 and the governance structure of the organization. I also met Larry Hollingshead for breakfast recently to discuss some plans and ideas for increasing program participation, after which we then went on a tour of the Countryside YMCA facility. I had a chance while there to speak with their CEO about some possible partnership opportunities.