

Board of Trustees of the Salem Township Public Library Meeting Minutes December 10, 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 was Warren County Assistant Prosecuting Attorney, Kathryn Horvath.

RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Visiting public: None

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting minutes of November 21, 2024, seconded by Teresa Paynter. Board approved.

REPORT OF THE FISCAL OFFICER:

The Fiscal Officer briefed the Board on the November finance reports. Appropriation Report, Fund Summary, Receipts and Payment report that includes payroll for the month. Also presented was the November Bank Reconciliation. The Board also discussed the 2021 and 2022 audit reports. Sherry Monroe made a motion to approve the Fiscal Officer's report, seconded by Teresa Paynter. Board approved.

The Board discussed the Public Records Policy. Sherry Monroe seconded by Teresa Paynter made motion to approve the policy. Board approved.

DIRECTORS REPORT: (attached)

Christine Kolb asked the library to consider a policy regarding leaving children at the library unattended by adults. The Director explained that this was addressed in the new Code of Conduct Policy.

OLD BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

Sherry Monroe made motion to adjourn into executive session per O.R.C. 121.22 (2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code and O.R.C. 121.22 (5) to consider matters required to be kept confidential by federal law or regulations or state statutes, seconded by Teresa Paynter. Roll call vote was unanimous in favor. The Board adjourned into executive at 2:250 p.m. Board approved. Sherry Monroe made motion to reconvene the regular meeting, seconded by Teresa Paynter. All were in favor. The meeting reconvened at 3:30.

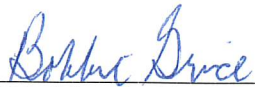
The Board discussed the tenant estoppel certificate. Ms. Horvath explained the revisions that would be made to the document, and she would forward a new draft to Mr. Flynn.

Sherry Monroe seconded by Teresa Paynter made motion to authorize the Library Director to sign the revised tenant estoppel certificate on behalf of the Board, subject to approval as to form by the Warren County Prosecutor's Office. Board approved.


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, January 16th, 2025 at 2:00 p.m. at the Salem Township Public Library.



Bobbie Grice, President


Sherry Monroe, Trustee/Secretary

STPL Director's Report
December 2024

The company that installed the doors sent someone out a couple of weeks ago to adjust the closing mechanisms on the doors. They are now closing more slowly throughout the process, whereas they had previously still been closing a little quickly at the end. At the new facility, I would strongly recommend sliding doors for reasons of accessibility and practicality.

I'm working on two job descriptions that I hope to bring to the Board in January, one for a part-time Library Assistant and another for a Programming Assistant. I would like to add the first of those positions in the early spring, and the programming assistant is a position I would like to add before the end of next year. Both positions would allow other staff members to focus on their current responsibilities. This has also raised the idea of whether new job descriptions are needed for all of our existing staff, since almost everyone is a Library Assistant but their duties are very different.

I've been spending a lot of time reviewing statistics and finances for the Warren County Imagination Library. We have some lofty goals for the next several years in terms of increasing participation and we're trying to figure out ways to reach those not in the program. I have a breakdown of membership by zip code that I wanted to share with the Board so you can see how we are doing in comparison to other areas.

I have completed evaluations for all library staff members, and I met with each person one-on-one to discuss their thoughts, accomplishments and most notably their goals for 2025. I would prefer to continue doing evaluations for everyone late in the calendar year instead of on their anniversary date so that we can align their goals with those of the library each year. I am now putting together a document that will consolidate the goals for all library staff members so that they can be tracked during the year.

We have had a very busy year in terms of creating policies and procedures, and we will continue with a few more in the new year including an Internet Use policy. I have been checking out other public libraries to see whether there are other topics out there that we may want to cover either in new policies or through changing our existing ones. Policies are admittedly not my favorite thing, but they are obviously important.

We have received a shipment of library-branded pens that we will be using mainly for outreach or other events where we are promoting the library. This is the first of what we hope will be many items with the library's name (and eventually brand).

The final PLF (Public Library Fund) distribution for 2024 will happen this month. It's notable that the amount distributed statewide is down about 2.15% from what had been estimated and about \$29 million less than libraries received in 2023. The Ohio Library Council has shared their concerns with the state, although these concerns are unlikely to affect anything before 2026-27.