

Board of Trustees of the Salem Township Public Library

February 16, 2024

The meeting was held at the Salem Township Public Library.

ATTENDING:

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

Sherry Monroe was absent.

REOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Resident: Christine Kalb and Judy Todia were present.

APPROVAL AND SIGNING OF THE MINUTES:

Teresa Paynter made a motion to approve the minutes as submitted of the regular meeting held January 11, 2023, seconded by Bobbie Grice. Board approved.

Teresa Paynter made motion to approve the minutes as submitted of the special meeting held January 25, 2024, seconded by Bobbie Grice. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Board discussed the approval of the job posting for the Fiscal Officer position. Teresa Paynter made motion to approve job posting, seconded by Bobbie Grice. Board approved.

DIRECTORS REPORT; (attached)

NOTE: The Library's HVAC unit has been repaired by the Village of Morrow.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

Christine Kalb showed the board a bicycle book worm stand picture that she felt would be a wonderful addition to the new library.

OLD BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: Teresa Paynter made motion to adjourn into executive session to discuss legal matters, seconded by Bobbie Grice. All were in favor.

Motion to reconvene into regular session was made by Teresa Paynter seconded by Bobbie Grice. All were in favor.

There was not action taken by the Board.

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

NEXT MEETING: To be held on Thursday, March 14, 2024 at 2:00 p.m. at the Salem Township Public Library



Bobbie Grice, President



Teresa Paynter, Trustee

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

The biggest issue we dealt with over this past month is obviously the lack of heat. The new unit was installed last Thursday, February 1st, and by Friday morning the temperature was back to normal. As soon as we knew everything was back to normal with the unit, we posted on social media to let everyone know that we would return to our normal hours of operation this week. Staff are obviously very happy not only to be working in a comfortable environment, but also to be able to offer library programs again. I can't say enough positive things about how library staff handled weeks of working in cold temperatures – there were no complaints even though conditions were awful, and they all worked together to do their best. We really have a great group.

With the heating now repaired, we are now focusing on roofing repairs to hopefully eliminate some of the long-term leaks throughout the facility. After speaking to Carol from the Village earlier this week, I contacted a gentleman who had applied a coat of sealant to the roof last summer that obviously did not solve the problem. I've yet to hear back from him, and if I don't hear by this afternoon then I will call another roofing company.

I've also heard back from a door company in Dayton, they should be out hopefully in the next week to look at the front doors. I contacted a second company earlier this week as a backup and to hopefully get a couple of different options. I did have a set of doors that I liked, but the companies may have suggestions that prove better. Automatic doors would be ideal, or even an option that features a button to push for those with mobility issues, parents with strollers, etc.

The public notice that we approved at the January meeting has appeared in both the *Cincinnati Enquirer* and the *Dayton Daily News* for the past two Tuesdays, and it will appear once more in next Tuesday's editions. The notice includes both a brief description of what we're looking for, as well as a link to the full RFQ located on the library website. I have also asked the other library directors in Warren County for possible contacts who might be interested in learning more. I have so far sent the RFQ directly to 12 architects, planners, etc., along with asking the county administrator to include it on the county bids page.

I met with a couple of representatives from Warren County Community Services to discuss the *Adult New Readers* program. The WCCS has a new person in charge of the program after a recent resignation, and they seem focused on putting more resources into both expanding the program and improving its advertising and marketing. We also discussed what was happening here at our library and I got the impression that they would like to have people out in the libraries on a more regular basis.

We have started to see a large influx of new materials arriving both through the McNaughton leased books and through our regular book orders. Patrons had noticed that the new books

collection was growing stale, and we are now receiving positive comments about new titles being offered. The leased books collection should be almost completely turned over by spring since I have been submitting some larger orders. Lauren has been working very hard both at ordering materials and at learning more about collection development.

One area of focus over the next few months is going to be cleaning out the back few rows of the library of anything other than library materials. The back of the building has become a de facto storage unit, and it's both unattractive and unsafe. I realize that our building really has little to no storage space, so rehousing some of the useful items may be challenging. However, we can't keep going with just placing everything we aren't utilizing back there and I have noticed already that a lot of what's being stored is likely to eventually just be discarded.

Karen, Nancy and I met with a representative from Millennium to discuss the contract for our photocopiers. Karen and I have been talking for months about making changes to our copiers and this seemed like the perfect time with the maturation of contracts on the existing machines. After some discussion with the rep, we have decided to lease two new copiers on four-year contracts. One will go out front, and the other will go into the back office workspace. The one currently at the front desk has come to the end of its lease, so we are going to purchase it for about \$1,400 and move it near Karen's desk. The one currently near her workspace, along with the one in my office and the one in the back will all be removed. So, we will have three copiers instead of four, but the functionality will be improved. Because we are eliminating one copier, along with receiving a better rate on color copies and lowering the copy allowances, we should actually save money overall.

I have signed the contract with Tommy Clifton for rebranding and upgrading the library's website, Facebook and possibly other social media channels. Nancy and I had a conference call with him recently to discuss options about hosting, which has been the most significant question. Nancy also had a list of questions she wanted to ask about which software would be used to create the website, how training would work, and a few other housekeeping items.

Annette and I will be meeting this month to talk about library programming. We would both like to increase the frequency and variety of programs that we offer, and we are going to talk about how we accomplish that within the limitations of our current staff complement. This may be an opportunity to have others help with programming, or to give Annette more time to dedicate towards additional programs.