

Board of Trustees of the Salem Township Public Library

January 12, 2023

This meeting was held at the Salem Township Public Library conference/meeting room.

ATTENDING:

Board members: Bobbie Grise, Sherry Monroe and Teresa Paynter were present. Staff members: Gerri Short, Director and Sharee' Dick, Interim Fiscal Officer were present.

RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION: None

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes of the regular meeting held December 22, 2022, seconded by Teresa Paynter. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

The Interim Fiscal Officer briefed the Board on the December financial reports. She advised she was working on the year-end closeout for the library. This includes issuing W2's, Federal and State annual reconciliations and local withholdings. She stated she would be filing the required reports with the Auditor of State's office. Sherry Monroe made motion to approve the Fiscal Officers report, seconded by Teresa Paynter. Board approved.

OLD BUSINESS: Bobbie Grise, Board President asked the Director if she had written her resignation letter yet and had she picked a date to retire. The Director stated she had not written the letter and had not picked a retirement date. The Board President suggested February 1st as a retirement date. After some discussion, the Clerk suggested April 1st as a target date since that would mark the Directors 60th year of service. The Board directed the Fiscal Officer to continue seeking out professional services for new Director recruitment.

NEW BUSINESS: The Board President asked the Director to pick a date for a staff meeting with herself and the Fiscal Officer. She asked for a day when most staff members would be able to attend. She suggested that the Library be closed for a few hours so she could speak with the staff uninterrupted. She said she wanted to get the staff's opinions on what they thought a new library facility should look like from their prospective. She also said that staff needed to be informed about the future of the library.

REPORT OF THE DIRECTOR:

The Director updated the Board on the annual Toy drive by the staff. She stated staff had donated 506 new toys to the program this year. She said she had meet with Bob Stewart, Highland Home Repairs who is working for the Village of Morrow on the plaza repair issues. She walked him through the building and went over various issues with him. The Director updated the Board on the Adult New Reader program. She gave a Polaris update stating that the library might be a month to 6 weeks to get on their schedule for the Polaris ILS Hosting project.

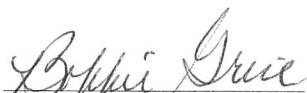
The Board inquired about new hires. The Director advised she was working on it and that Wanda Books had officially retired and would be replaced by a current staff member.

The Fiscal Officer advised she would be bringing the draft Employee/Staff handbook back to the next meeting for further review. She stated the Library was solely in need of putting policies and procedures in place and not just for liability purposes.

Executive Session: Not required

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

NEXT MEETING: To be held on Thursday, February 9, 2023 at 2:00 p.m. at the Salem Township Public Library.


Bobbie Grise, President


Sherry Monroe, Secretary

March 9, 2023