

**Board of Trustees of the Salem Township Public Library  
Special Meeting  
Thursday, January 25, 2024**

The meeting was held at the Salem Township Public Library. Meeting was called to order by the Chair at 9:30 a.m.

**ATTENDING:**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Bobbie Grice, Chair	Sherry Monroe
Teresa Paynter	
STAFF PRESENT	DELEGATIONS & GUESTS
Craig Shufelt, Director	Kathryn Horvath, Assistant Prosecuting Attorney
	Christine Kalb
	Cassie Neutzling, STPL staff

**RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:**

The Board recognized Warren County Assistant Prosecuting Attorney Kathryn Horvath, library staff member Cassie Neutzling and resident Christine Kalb.

**NEW BUSINESS:**

Ms. Horvath spoke to the Request for Qualifications (RFQ) that she had prepared in anticipation of the library hiring a planning consultant for their new facility, along with the resolution that would need to be passed to proceed with the RFQ. She explained how the public notice for the RFQ would have to be posted and advertised, including in local newspapers.

Discussion was held regarding the number of committee members that should be included in the resolution. The plan had originally been to appoint three members, but after some discussion it was decided that five members would be appointed. The committee will include the library director and Board chair, along with a staff member and two public representatives to be chosen at a later date.

A motion was made by Teresa Paynter to adopt Resolution --- to approve publication of the Request for Qualifications. Seconded by Bobbie Grice. A roll call vote was done, with both voting in favor.

**EXECUTIVE SESSION:** Not required

Resident Christine Kalb asked to speak briefly on the discussion that had just been held regarding the planning committee. She expressed her wish to see broad representation among the chosen members.

There being no further business, Teresa Paynter made the motion to adjourn, seconded by Bobbie Grice. Meeting adjourned at 9:51 a.m.

**NEXT MEETING:** To be held on Thursday, February 8, 2024 at 2:00 p.m. at the Salem Township Public Library

  
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Bobbie Grice, President

  
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Teresa Paynter, Trustee

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

Building issues continue to be our biggest challenge. I received word from the village this week that they have no replacement date for the HVAC unit, but the talk seems to have gone from weeks to months. I have been working to arrange some heater rentals, especially for the front desk and for the programming room. I don't think it's fair to expect staff to work in those conditions – it's not freezing, but it's very uncomfortable.

I've sent Carol a suggestion for doors to replace those at the front of the building. The ones that I sent to her are different in design from the existing ones in that they both open outwards. If she takes this suggestion, it will also require removing the pole that currently divides the two doors, and probably some reframing. I think this is the way to go because having both doors opening outward would improve accessibility and would make it much easier to receive larger deliveries or move items out. Looking ahead to the move to a new library facility, it would certainly make the removal of items easier.

The other issue on which I contacted the village is the ongoing issue with leaks from the ceiling. We had a couple of new ones pop up recently as well, despite there not being significant rainfall over the past week. I took photos of the various leaks and sent them to the village, asking them whether they could send someone over or if they would like me to call someone to come out.

I came in early Saturday to allow electricians access to the building before staff and patrons arrived. They fixed a couple of outlets that had not been working out at the desk, likely because they had been tripped because we're running space heaters off them. While they were here, they also replaced the missing ceiling tiles over in the Children's area (one of which already has a water stain). They are going to come back in the next few weeks to replace some lights and ballasts if necessary.

Tommy Clifton has sent over some initial logo ideas that I shared with staff for feedback. Of the three he sent, there were two that contained some elements that staff thought were good, so I sent their feedback to him so he can work on refining them. The images he sent were what I could consider more traditional, and staff seem to want something a little sleeker and cleaner. He and I will be getting together likely next week to talk further about the branding as well as early website thoughts. Once I have more logo designs, I plan on sharing them at a staff meeting and allowing input into any decision.

I met with Lauren to discuss ordering materials for 2024. In the past Jerri was responsible for almost all materials, and I am trying to move away from that by having Lauren heavily involved. I will still be responsible for some areas, but the majority will fall to Lauren. We went through a list of subjects and divided them up, and she is very excited about taking on a more prominent role. She has attended a couple of webinars about materials selection and upcoming releases,

and I'll continue to have her attend these things going forward. Our next step will be to divide the materials budget into small categories so that she is better able to know where her funds should be going.

On the topic of ordering, I have placed two orders of McNaughtons, which are the books you'll find at the front of the library with the green spine labels. These are leased materials that we can keep for a certain period before sending back a percentage while keeping some for our permanent collection. Jerri had not placed an order for a long time, and we have a lot of backlogged credits, so I have reduced our 2024 allowance by about a third. Once these titles start arriving, they will make a big difference in the breadth and quality of new titles.

Cassie and I met on a few occasions to discuss magazines. After lots of discussion, we have now reduced the size of the magazine collection from 132 to 99 titles. Some of the titles we eliminated still have existing subscriptions that won't run out until later this year, so we are going to find a spot to put any remaining issues that arrive in the interim. Our goal was to get to 99 titles to have three titles per shelf instead of the four per shelf that we currently have. Cassie will now work on pulling the titles that we have chosen to eliminate. We also discussed two other magazine-related issues that will be brought up at our next staff meeting – the possibility of no longer keeping them in the red display cases, and the possibility of loaning out the current issue instead of making patrons wait until a new issue arrives.

When the phones were installed last month, we did not receive any cordless models despite requesting two – one for out front and one for the back. The technician came out earlier this week and swapped out two of the regular phones for cordless ones.

I have applied for a small grant (\$2,000) from a program called *Celebrating Ohio Book Awards & Authors*. As the title would indicate, the grant is for funds that can be used to purchase materials that have been nominated for Ohio-based awards or are written by Ohio authors. I chose a mix of adult and children's titles that we would purchase were we to receive the grant. The closing date for applications is January 14<sup>th</sup>, so I expect to hear within the next month or so about whether we were successful with our application.