

Board of Trustees of the Salem Township Public Library
Meeting Minutes January 16, 2025

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 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: Judy Neal

ANNUAL REORGANIZATION OF THE BOARD

Teresa Paynter and Bobbie Grice motioned to leave the board positions the same as 2024:
Bobbie Grice – Board President
Sherry Monroe – Board Secretary
Teresa Paynter – Board member

Teresa Paynter seconded by Bobbie Grice made motion to approve Resolution No. 25-01, a Resolution appointing the Fiscal Officer, Sharee' Dick, for a term of one year as per O.R.C.

APPROVAL AND SIGNING OF THE MINUTES:

Teresa Paynter made a motion to approve the minutes as submitted of the regular meeting minutes of December 10, 2024 and special meeting minutes of December 16, 2024 seconded by Bobbie Grice. Board approved.

REPORT OF THE FISCAL OFFICER:

The Fiscal Officer briefed the Board on the December finance reports. Appropriation Report, Fund Summary, Receipts and Payment report that includes payroll for the month. Also presented was the December Bank Reconciliation. The Board also approved the Fiscal Officer to move \$150,000 from the library operating account to Star Ohio new facility/investment account. Bobbie Grice made a motion to approve the Fiscal Officer's report and investment move, seconded by Teresa Paynter. Board approved.

The Board discussed changing the Employee/Staff Handbook holiday hours from 7.5 hours to 8 hours. Teresa Paynter seconded by Bobbie Grice made motion to approve the change to the Handbook. Board approved.

DIRECTORS REPORT: (attached)

Judy Neal asked if the library was federally funded. The Director advised it was not. Judy Neal also inquired about Friends of the Library organization. The Board advised that organization had dissolved years ago.

OLD BUSINESS: None

EXECUTIVE SESSION:

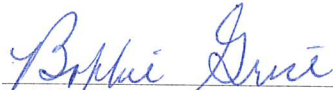
Teresa Paynter made a motion to adjourn into executive session per O.R.C. 121.22 (2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 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 Bobbie Grice. Roll call vote was unanimous in favor. The Board adjourned into executive at 2:35 p.m. Board approved. Teresa Paynter made motion to reconvene the regular meeting, seconded by Bobbie Grice. All were in favor. The meeting reconvened at 3:17.

NEW BUSINESS: The Director distributed a new job description for Circulation Assistant that would be filled in early spring. Teresa Paynter seconded by Bobbie Grice made motion to approve the new job description and to advertise for the position. Board approved


There being no further business, Bobbie Grice made the motion to adjourn, seconded by Teresa Paynter. Meeting adjourned at 3:30 p.m.

NEXT MEETING:

To be held on Thursday, February 20th, 2025 at 2:00 p.m. at the Salem Township Public Library.



Bobbie Grice, President



Sherry Monroe, Trustee/Secretary

STPL Director's Report
January 2025

We have seen some continuing issues with library hotspots being brought well after their due dates, thereby extending the wait times for others and forcing us to temporarily stop service to them. This is a hassle both for Nancy who has to take the time to shut them off and then restart service, as well as for those patrons waiting because it extends their wait time and it can take up to 24 hours before service is reinstated once the device has been shut down. We currently have 21 hotspots in the collection, but several have not been returned or have problems that may be beyond repair. We have ordered an additional 11 this week to be able to provide our patrons with these hotspots without making them wait for extended periods.

After our last meeting, I signed the estoppel letter as requested by the developers who are purchasing the plaza. I also spoke with one of the developers about the survey that they had done of the plaza, and he has provided us with a copy.

I reached out to the mayor about having an AED device installed in the library but I have not received a response. I will call him to discuss getting one, and I would like to have one installed by the spring. I don't believe there's a legal requirement for them to be in public libraries in Ohio like there is with schools, but there's no reason why we shouldn't have one. Once we have secured a date for installation, we will also conduct staff training on how to use the device.

The five Warren County library directors met in December with Senator Steve Wilson to discuss the inequities of the current Public Library Fund, which is not given out at a per capita rate and whose formula is not completely clear. Senator Wilson has asked the Ohio Library Council to come up with an updated formula that is more equitable to all counties, and once he has that he will set up another meeting with the county library directors to discuss their response. Using the data that was shared about funding for each of the counties, I've created a document that I wanted to share with the board because it shows our situation in Warren County and it's an interesting visual perspective.

The early estimates for the 2025 PLF have been positive. The 2024 actuals came in around 2% under their estimate, which isn't a significant blow in terms of overall funding but one that nevertheless has to be accounted for and which could be very bad for libraries that are running zero-based budgets and operating close to that line.

The library was closed on Monday, January 6th due to inclement weather. I had originally planned to open at noon to allow for the roads to be cleared, but when I drove in that morning, they were not ideal, and more snow was forecast for that same day. I believe it was the correct decision, because the roads were once again terrible on my drive home.

When I came in last Tuesday, it was immediately apparent that the furnace heating the back workspace was not working. I texted all staff working that day to warn them so that they would dress warmly enough to work back there, and someone from R&W Heating in Lebanon was able

to come out on Wednesday. He replaced the igniter and swapped out the filter, so it was back to normal by lunchtime.

The recent roof repairs have reduced some of the existing leaks, but the displaced water has just found its way in through several new leaks. I informed the prospective new owners about this development during our most recent conversation, and we should consider what it means in terms of the conditions of our upcoming new lease. We will monitor these leaks and deal with them, but I don't expect anything to really change until the roof is completely replaced.

We have been ramping up our weeding of the library collection over the past month, removing hundreds of outdated nonfiction items – you can also see that many older professional materials are also likely on their way out. I am reviewing most items before they are discarded so that we can decide whether we need to replace or update anything.

We will have a staff meeting at the end of this month to cover several topics. One of the major discussion items will be staff training, specifically staff-wide professional development days. I mentioned AED training earlier and that's one that could be done, and we will also be discussing First Aid/CPR, customer service training especially as it relates to patrons with specific challenges, and other topics that staff may raise.

Traci - branding