

Board of Trustees of the Salem Township Public Library

July 11, 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 and Allison McKenzie and Jenny Gallow with SHP.

SHP preventatives briefed the Board on the results of the three community input meetings regarding discussions with the public on a new library facility. They will return to the next board meeting with suggestions on facility size and other needs for a new library.

REOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Residents: Christine Kalb, Judy Neal, and Judy Tobia.

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting held June 13, 2024, seconded by Teresa Paynter. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

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

DIRECTORS REPORT: (attached)

The Board discussed the Employee Staff Handbook vacation maximum carryover balances. The Fiscal Officer explained that two staff members had reached their maximum limits and were denied vacation time on their June payroll. She also advised these staff members were scheduled to use vacation in July that would correct the issue. Sherry Monroe made motion to allow the Fiscal Officer to do a leave adjustment to give these staff members back their denied vacation time, seconded by Teresa Paynter. Board approved.

The Director informed the Board that an updated copy of the Employee Staff Handbook will be presented at an upcoming meeting, which will feature a number of updates and suggested amendments.

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, seconded by Teresa Paynter. Board approved.

Sherry Monroe made motion to reconvene the regular meeting, seconded by Teresa Paynter. All were in favor.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

OLD BUSINESS: None

NEW BUSINESS:

The Board directed the Fiscal Officer to draft and submit a public records request to the Village of Morrow for tenant lease/rental agreements for the Morrow Plaza. The Fiscal Officer advised she would also be requesting the Village's final budgets for years 2022 and 2023.

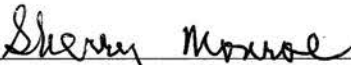
There being no further business, Sherry Monroe made the motion to adjourn, seconded by Teresa Paynter. Meeting adjourned at 3:30 p.m.

NEXT MEETING:

To be held on Thursday, August 15, 2024 at 2:00 p.m. at the Salem Township Public Library.



Bobbie Grice, President



Sherry Monroe, Trustee/Secretary

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

We will have another staff meeting at the end of July to provide staff with an update on the new building process, to talk about plans for the next several months and to discuss some new initiatives like adding book clubs, new programs or other services.

Meeting with Matt

Bobbie and I attended an Imagination Library event at the governor's residence in Columbus in June along with Tom Seddon from Warren County and Larry Hollingshead, who is very heavily involved with the program. It was a nice event, and Bobbie and I had a chance to talk about expanding the program. We believe that we need to make a greater effort to reach those users who aren't signing up in the library by reaching them at community events. We could accomplish this using staff or volunteers, and it's something that I'll be discussing as well at our upcoming staff meeting.

The repairs in my office have obviously not been completed. The reason for the work being incomplete is that the contractor realized that the work contained in their original quote was not sufficient, so the scope of the expected repairs has expanded significantly. Sharee will be meeting with Carol Whitacre this week, and she was going to share the quote (it's gone from about \$3,500 to \$8,000) to see what next steps she would like to take (introduce village document).

We posted a survey online regarding the new library facility, and we also provided print copies for anyone who wanted to fill one out in the library. I used SurveyMonkey since it provides some good analysis tools, and I've printed off copies of what we have received so far for review and discussion today. I would have been pleased with 100 responses, but as of today we have received 353 surveys.

I have had a couple of requests from library staff members related to closing on Christmas Eve and New Year's Eve. We are currently open on both of those days, while being closed for December 25th and 26th, as well as January 1st. By comparison, some of our local libraries are closed on the 24th while closing early (5 p.m.) on New Year's Eve. I thought this would be a good time to discuss the topic since Sharee and I are working on updating the staff handbook, which I expect will be presented with changes within the next few months.