

## **Board of Trustees of the Salem Township Public Library**

**June 13, 2023**

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

### **ATTENDING:**

Board members: Bobbie Grice, Teresa Paynter and Sherry Monroe were present. Staff members: Jerri 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 motion to approve the minutes of the regular meeting held May 11, 2023, seconded by Teresa Paynter. Board approved

### **REPORT OF THE INTERIM FISCAL OFFICER:**

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

The Board discussed the 2024 Warren County Public Library Funding Formula. Sherry Monroe made motion to approve the 2024 Funding Formula, seconded by Teresa Paynter. Board approved.

The Board discussed the 2024 Warren County Tax Budget. Sherry Monroe made motion to approve the Budget and submit it to the Warren County Auditor's office, seconded by Teresa Paynter. Board approved.

The Board discussed suggested changes to the approved Employee/Staff Handbook. Changes to the document will include striking out Saturday and Sunday work days, eliminating all floating holiday wording, meal break wording and add the day after Christmas as a holiday (this will mean there will be 12 paid holidays that the library is closed). The Board also discussed that the new vacation and sick time accrual will begin June 1 according to the Handbook wording. Sherry Monroe made motion to approve the wording changes, seconded by Teresa Paynter. Board approved.

### **REPORT OF THE DIRECTOR:**

The Director advised the Board that there had been 103 COVID test distributed in May. The Director updated the Board on the new newspaper jackets being used by a library volunteer to flatten and preserve old newspaper editions and said that there was 5 years remaining to be protected and that all the old Little Miami newspapers should be digitized and indexed in the near future. She asked the Board if the library should be closed on June 19<sup>th</sup> for Juneteenth. The Board advised it was a Federal holiday and the library should be closed.

### **OLD BUSINESS:** None

### **NEW BUSINESS:** None

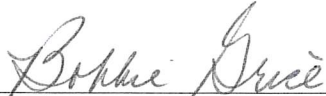
**EXECUTIVE SESSION:** Teresa Paynter made motion to adjourn into executive session to discuss personnel issues, seconded by Sherry Monroe.


Motion to reconvene into regular session was made by Teresa Paynter seconded by Sherry Monroe.

There was not action taken by the Board.

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

**NEXT MEETING:** To be held on Thursday, July 13, 2023 at 2:00 p.m. at the Salem Township Public Library

  
\_\_\_\_\_  
Bobbie Grice, President

  
\_\_\_\_\_  
Sherry Monroe, Secretary