

Board of Trustees of the Salem Township Public Library

June 13, 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 Jenny Gallow with SHP.

Jenny Gallow gave the Board a brief report regarding meeting with staff to discuss new facility ideas. She reminded everyone that the first of three community meetings to discuss the project will take place Saturday, June 15th at 1:00 p.m.

REOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Residents: Christine Kalb and Judy Neal

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting held May 9, 2024, seconded by Teresa Paynter. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Board opened discussion in a public hearing regarding proposed Tax Budget for 2025. The Fiscal Officer explained the budget and asked to be authorized to submit the 2025 Budget to the Warren County Budget Commission. Teresa Paynter made motion to approve the submittal of the 2025 Tax Budget to the Warren County Budget Commission, seconded by Sherry Monroe. Board approved. The public hearing was closed.

The Board discussed Resolution #24-04 – Authorizing an Appropriation Amendment in the Purchased/Contracted Service expense line item in the amount of \$50,000. These funds would be utilized to cover the consulting contract awarded to SHP. Sherry Monroe made motion to approve the Resolution, seconded by Teresa Paynter. Board approved.

The Board held a Records Commission meeting to discuss the disposal of One Time Disposal of Obsolete Records (RC-1) Part 1 form to the Ohio History Connection State Archives of Ohio. Board President Bobbie Grice appointed the Fiscal Officer as the library Records Commission Chairperson. Sherry Monroe made motion for the Records Commission Chairperson to submit the form for the one-time disposal of obsolete records, seconded by Teresa Paynter. Board approved.

DIRECTORS REPORT: (attached)

EXECUTIVE SESSION: Not required

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

OLD BUSINESS: None

NEW BUSINESS:

The Board asked the Director to contact Exit Realty to discuss the library contracting with them regarding possible future land purchase for a new library facility.

There being no further business, Sherry Monroe made the motion to adjourn, seconded by Teresa Paynter. Meeting adjourned at 3:00 p.m.

NEXT MEETING:

To be held on Thursday, July 11, 2024 at 2:00 p.m. at the Salem Township Public Library.



Bobbie Grice, President



Teresa Paynter, Trustee

Salem Township Public Library
Director's Report – June 2024

We have hired three new pages over the past month – Sierra Bailey, Cassandra Box and Lorelei Woodruff. They join Sam and Olivia to give us a very full complement of pages, which is providing invaluable to Annette with her summer reading programming. Sierra will be here only for the summer before she goes back to college, while the others will hopefully stay on during the school year.

We had a staff meeting on May 28th, where we talked about a number of topics including Summer Reading plans, staffing and the upcoming consultation process.

Speaking of the consultation process, it has now begun with the goal of wrapping up in early August. Two representatives from SHP were here on Monday morning to talk with me about the consultation meetings that are coming up, and to meet separately with each library staff member to get their ideas and input about the new facility. They also spent some time watching the workflows here. There will be three input meetings – this Saturday, July 15th at 1 p.m., Thursday, June 20th at 10 a.m. and Wednesday, June 26th at 6 p.m.

There seems to be some clarification needed regarding summer hours. Last year, the Board reinstated Saturday hours that had been eliminated as part of the reduction of service hours during the pandemic. A staff member this week brought up that the library had traditionally been closed on Saturdays between Memorial Day and Labor Day, and she seemed to expect that would continue. Sharee and I both feel that we should remain open on Saturdays all year, and that the motion by the board did not exempt the summer, but I feel like this should be confirmed.

Another item we discussed at the staff meeting was the concept of staff training days. I would like to choose a couple of topics on which to have outside speakers come in and present – examples would be customer service, dealing with difficult patrons, etc. I know that staff are interested in this idea, so once we have chosen possible speakers and dates, we will present them to the Board to ask for permission to close on those specific dates.

I've introduced a couple of forms for staff use - a mileage reimbursement form and a professional development request form. I'm really trying to encourage professional development for staff, so I like mentioning it at all our meetings. We don't travel a great deal but I thought it would be useful to have the mileage reimbursement form available for workshops, conference attendance, etc.

The mold in my office has been removed, and my office has been put back mostly to normal. I am now waiting for the date when the repairs and painting will take place, but in the interim I at least have my workspace back. I am not a fan of working from home and I much prefer to be in my own office.

Bobbie and I met with the village's mayor and the developers who are purchasing this plaza, to listen to their proposal to keep us as a tenant. They have some plans to make repairs including a new roof, parking lot improvements, and a new façade. They proposed having us possibly move next door to the old grocery store spot, or even expanding to include that space along with our current one. Bobbie and I made it clear that we are not making any decisions for at least a few months and that our decision will be based on the outcome of the consultation process and any location decision will ultimately be made by the Board. I did ask about rental costs but that wasn't something they were yet prepared to discuss.