

Board of Trustees of the Salem Township Public Library

March 9, 2023

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

ATTENDING:

Board members: Bobbie Grice, Sherry Monroe and Teresa Paynter 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:

Teresa Paynter made motion to approve the minutes of the regular meeting held January 12, 2023, seconded by Sherry Monroe. Board approved

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Fiscal Officer asked the Board to consider authorizing her to open a Star Ohio investment account in the amount of \$5 million dollars to safe harbor and earn additional interest on monies that would be reserved for the future new library facility. She stated the interest rates at Star Ohio were much higher than the interest rates currently being earned on the library's Money Market operating account at 1st National Bank. Sherry Monroe made motion to for the Fiscal Officer to move the monies into a Star Ohio investment account (Building fund investment account), seconded by Teresa Paynter. Board approved.

The Board discussed the draft Employee/Staff handbook proposal by the Fiscal Officer. The Fiscal Officer suggested the Board take some time to review the updated draft handbook and bring it back to the next meeting for further discussion and possible approval.

The Board discussed employee written evaluations. The Fiscal Officer advised she had drafted a simple evaluation form for the Directors use. The Board discussed the possibility of wage increases for staff when the Director has completed the written evaluations. The Board asked the Director to complete written evaluation on the staff.

The Fiscal Officer asked the Board to consider authorizing her to set up Direct Deposit with 1st National Bank for all staff members utilizing the UAN Payroll direct deposit program. Teresa Paynter made motion to authorize the Fiscal Officer to establish direct deposit for all staff members, seconded by Sherry Monroe. Board approved.

The Fiscal Officer presented the draft contract for the Request for Professional Services Executive Recruitment for a Library Director with the Ohio Plan Management Resources, Inc. in the amount of \$8,750. The Board discussed the services that would be provided and the time frame for the final recruitment/new hire. Sherry Monroe made motion to approve the contract, seconded by Teresa Paynter. Board approved.

The Board discussed a Resolution Authorizing an Appropriation Amendment in the amount of \$8,750 for the professional services for the Director recruitment. Teresa Paynter made motion to approve Resolution No. 23-01, seconded by Sherry Monroe. Board approved.

REPORT OF THE DIRECTOR:

The Director updated the Board on the Summer Reading Program. She advised that COVID testing kits were still very popular and that in February 207 testing kits had been given out. She gave the Board an update on overdue library materials. She stated that the patron entrance door counter had been repaired. She handed out various program handouts for upcoming library events. She brought up the issue of HB 1 and the negative impact it could have on all libraries throughout the State. She said that Bob Stewart had been working on the roof leak issues and pretty much had them repairs but there would still be future work on the roof. She advised Laura Books training was continuing with cataloging and ordering. She briefed the Board on a Adult Reading Program she had attended. The Board discussed their future funding request. The Director advised she would be ongoing meetings with Warren County Community Services regarding this issue.

OLD BUSINES:

The Board asked if there had been any progress in hiring new staff so the library could open on Saturday again. The Director advised there was a notice at the front desk. The Fiscal Officer suggested a broader approach utilizing the library's website, Facebook and the Ohio Library Council's open positions section of their website. The Board agreed.

The Fiscal Officer briefed the Board on her requests for documentation from the Director. She stated to date of all the items requested (1 year ago in April) she had received only 2019/2020 bank statements and reconciliations for the 2019-2021 unaudited years. She reminded the Board there would be many requests for other documents from the Auditors besides bank statements. She briefed the Board on documents that were needed for insurance purposes, mainly the collections count and library polices that needed to be drafted and approved.

The Board President asked the Director again for her letter of resignation/retirement. As discussed at the January Board meeting it was agreed on by the Board the Director would write a letter of resignation and retire on April 1, 2023. The Director stated she had a retirement date in mind for the end of September. The Board advised her that it was not an acceptable date and they would expect her to be prepared to retire/resign on June 1, 2023.

NEW BUSINESS: None

EXECUTIVE SESSION: Not required

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

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


Bobbie Grice, President


Sherry Monroe, Secretary