

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

**March 14, 2024**

The meeting was held at the Salem Township Public Library.

### **ATTENDING:**

Board members: Bobbie Grice, Sherry Monroe and Teresa Paynter were present. Staff members: Craig Shufelt, Director, and Sharee' Dick, Interim Fiscal Officer. Also present was Warren County Assistant Prosecuting Attorney, Kathryn Horvath.

### **REOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:**

Resident: Christine Kalb.

### **APPROVAL AND SIGNING OF THE MINUTES:**

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting held February 16, 2024, seconded by Teresa Paynter. Board approved.

The Board discussed the submittals of the Requests for Qualifications consulting services for the new library facility project. Ms. Horvath explained the process of putting the committee together for review and the scoring of the four companies that submitted proposals.

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

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

### **DIRECTORS REPORT;** (attached)

### **EXECUTIVE SESSION:**

Motion to adjourn into executive session per Section 121.22(G)(1) to discuss the appointment and employment of a public official was made by Sherry Monroe, seconded by Teresa Paynter. All were in favor. Board approved.

Motion to return to reconvene the regular session was made by Teresa Paynter, seconded by Sherry Monroe. All were in favor of reconvening the regular session. Board approved.

Sherry Monroe made motion to approve the Interim Fiscal Officer's Employment Agreement Proposal, seconded by Teresa Paynter (see attached Agreement Proposal). All were in favor. Board approved. The Resolution appointing the Fiscal Officer will be on the April Board agenda for adoption.

### **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:**

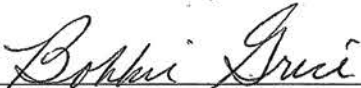
Christine Kalb suggested the library consider using the Girl Scouts as volunteers for the Summer Reading Programs.

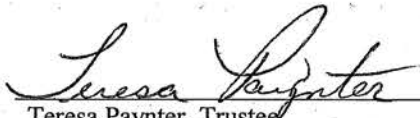
**OLD BUSINESS:** None

**NEW BUSINESS:** There will be a Staff Appreciation Luncheon on March 19 and the library will be closed from 12:00-1:30.

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

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

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

  
\_\_\_\_\_  
Teresa Paynter, Trustee

SALEM TOWNSHIP PUBLIC LIBRARY  
MORROW, OHIO  
RESOLUTION NO. 24-01

RESOLUTION AUTHORIZING AN APPROPRIATION AMENDMENT

WHEREAS, the need has been identified to amend appropriation(s),

WHEREAS, the following resolution has been presented to amend appropriations by increasing the following appropriation(s);

<u>Account Number</u>	<u>Reason</u>	<u>Amount</u>
1000-230-341-0000	Property & Liability Insurance	\$10000
1000-230-349-0000	Insurance – Bonding	\$500
1000-230-359-0000	Other Rents & Leases	\$8000
1000-230-390-0000	Purchased/Contracted Services	\$25000

NOW THEREFORE, BE IT RESOLVED, the Board of Trustees of the Salem Township Public Library, Morrow, Ohio hereby authorizes the increase in appropriations as outlined above,

RESOLVED, that the Fiscal Officer of the Board is hereby directed to certify a copy of this Resolution to the County Auditor of Said County.

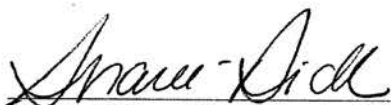
Sherry Monroe motioned to adopt the above Resolution.

Teresa Paynter seconded to adopt the above Resolution.

The roll being called upon its adoption the vote resulted as follows:

Roll call vote to adopt was unanimous in favor.

Adopted the January 11<sup>th</sup>, 2024.



Fiscal Officer of the Board of Trustees of  
SALEM TOWNSHIP PUBLIC LIBRARY  
Warren County, Ohio

Bobbie Grice, Sherry Monroe and Teresa Paynter. Also present were Director, Craig Shufelt and Fiscal Officer, Sheree' Dick.

**CERTIFICATE OF THE COUNTY AUDITOR THAT THE TOTAL APPROPRIATIONS  
FROM EACH FUND DO NOT EXCEED THE OFFICIAL ESTIMATE OF RESOURCES**

**SALEM PUBLIC LIBRARY**  
for the fiscal year beginning January 1st, 2024  
January 16, 2024

FUND	Original Appropriations 12/19/23	1/14/2024	Current Appropriations
<u>General Fund</u>	1,317,000.00	43,500.00	1,360,500.00
TOTALS	1,317,000.00	43,500.00	1,360,500.00

I, Matt Nolan, County Auditor of Warren County, Ohio do hereby certify that the total appropriations from each fund taken together with all other outstanding appropriations, do not exceed the official estimate of resources for the fiscal year beginning January 1st, 2024 as determined by the Budget Commission of said County, when considering actual unencumbered balances as filed by clerk of said district.

Matt Nolan - AD  
County Auditor, Warren County, Ohio

Filed January 16, 2024  
Matt Nolan, Secretary

*SALEM TOWNSHIP PUBLIC LIBRARY*  
535 W. PIKE STREET  
MORROW, OHIO 45152

RESOLUTION 24-01(A) APPOINTING THE FISCAL OFFICER FOR THE SALEM TOWNSHIP PUBLIC LIBRARY FOR A TERM OF ONE YEAR, COMMENCING ON MAY 1, 2024

OHIO REVISED CODE, SECTION 3375.32

WHEREAS, This Board in accordance with the provisions of law appointed Sharee' Dick as the Fiscal Officer for the Salem Township Public Library; and

WHEREAS, Pursuant to Section 3375.32 of the Ohio Revised Code, the Fiscal Officer of the Board of Library Trustees of a free public library shall be appointed at the Boards annual organizational meeting for a term of one year; and

WHEREAS, the Fiscal Officer will be bonded with surety, payable to the Board of Trustees, and the conditioned for the faithful performance of the official duties required for these positions for the full term of the appointments in 2024; now therefore,

BE IT RESOLVED BY THE SALEM TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES: That Sharee' Dick be appointed as the Fiscal Officer of the Salem Township Public Library for a one-year term commencing on May 1, 2024, (Payroll period April 25<sup>th</sup> though May 24<sup>th</sup>, 2024) with an annual salary compensation of \$54,336 (\$4528 per month).

The foregoing resolution was moved for adoption by Sherry Monroe being seconded by Teresa Paynter. Upon call of the roll, the following vote resulted:

Ms. Bobbie Grice – yes  
Ms. Sherry Monroe – yes  
Ms. Teresa Paynter – yes

Resolution adopted this 14<sup>th</sup> day of March 2024.

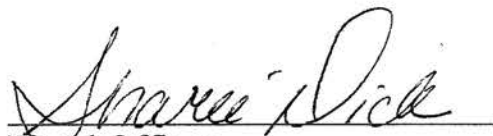
  
Fiscal Officer of the Board of Trustees  
SALEM TOWNSHIP  
PUBLIC LIBRARY  
Warren County, Ohio

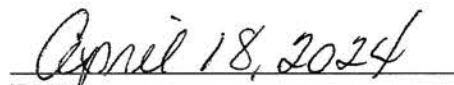
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SALEM TOWNSHIP PUBLIC LIBRARY  
MORROW, OHIO

OATH OF OFFICE FOR THE FISCAL OFFICER ON MAY 1, 2024  
(Payroll Period April 25<sup>th</sup> through May 24<sup>th</sup>, 2024)

I, Sharee' Dick, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge the duties as Fiscal Officer of the Salem Township Public Library, in Warren County, Ohio. I will serve to the best of my ability, and in accordance with the laws now in effect and hereinafter to be enacted, during my continuance in said office and until my successor is chosen and qualified.

  
Fiscal Officer

  
Date

## Fiscal Office Employment Agreement Proposal for The Salem Township Public Library, Morrow, Ohio

The Fiscal Officer position will be paid a base salary of \$4528.00 per month for her services as Fiscal Officer for the Salem Township Public Library, Morrow, Ohio. The effective date of this agreement will be May 1 2024.

The Library will "pick-up" the OPERS on the Fiscal Officers monthly salary (10%) as a fringe benefit.

As Fiscal Officer, she will attend the Library Board meetings, draft agenda's and record the Board meeting minutes as the Clerk. In the case of the Library meetings not having a quorum the Fiscal Officer will be notified at least 4 hours prior to the meeting being cancelled.

Work hours will be performed at the Fiscal Officers discretion either at the Library building or at the Fiscal Officers residential office at 1921 Wood Road, Lebanon, Ohio 45036. The majority of the accounting work performed will occur at the Fiscal Officers residential office using the Library's State of Ohio issued computer and printer utilizing the State of Ohio's UAN software. All financial data will be entered and safeguarded in the UAN system for reporting purposes to the Board, Director, Warren County Auditor, State of Ohio, Internal Revenue Service and all other public government entities that have reporting requirements for the Library. Library records retention and disposal work will be performed on site.

The Fiscal Officer will produce the Library's Budgets with the Directors input and file Tax Budgets as required by O.R.C. to the Warren County Auditor's Officer prior to the deadline of July every calendar year.

The Fiscal Officer will update/brief the Library Board in depth at the monthly meetings or any special meetings regarding the Library's financial status. The Fiscal Officer has the liberty to alert the Library Board at any time she feels it is necessary regarding the financial health, safety and welfare of the Library. The Fiscal Officer will offer suggestions for the Board's consideration to improve the Library's current financial situation.

The Fiscal Officer will be active in all planning and financing of future Capital facility projects.

The Fiscal Officer will maintain the Library's bank accounts and monthly bank reconciliations, accounts payable/receivable, including payroll and payroll reporting.

The Fiscal Officer is entitled to holiday, vacation and sick leave pay prorated by the hours worked per month according to the Employee Staff Handbook rules and regulations.

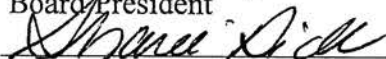
The Fiscal Officer will be authorized to transfer up to 15 days of sick time from their previously employed political subdivision according to the Salem Township Staff Handbook.

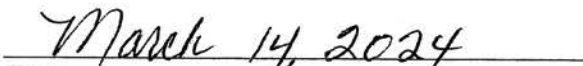
The Library offers the position of Fiscal Officer Health Insurance benefits including dental, vision and life according to the Employee Staff Handbooks rules and regulations.

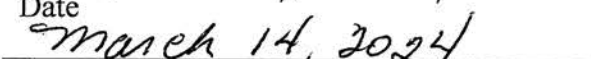
The Library can terminate this agreement at any time with one-month notice from the Board and a majority of the Board if they are unsatisfied with the Fiscal Officers performance. Sharee' Dick as Fiscal Officer can terminate this agreement at any time with one-month notice to the Board.

This contract should remain in effect until either party terminates the agreement.

  
Board President

  
Sharee' Dick

  
Date

  
Date

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

We have had two companies send out reps to look at our front doors over this past week. I'm currently waiting for quotes that will then be presented to the village for their approval since they are covering the cost of replacement. I'll make my recommendation of which option we would prefer once I have received and reviewed them, but ultimately the decision will lie with the village likely based on how much they are willing to spend.

Annette and I discussed summer programming and programming for all ages in general. It's an area where I believe we have lots of room for expansion and new ideas, but we are limited by the fact that we have one person who is completely responsible for all programming. I am going to gauge the interest of other staff members in helping with library programs, and a part-time position who would help with programming is something I believe we should consider when we discuss expansion of staff with an eye towards the move to a new facility.

We had representatives from Vercom, the company who provided our new VOIP phone system, out in late February to check on how the system has been functioning and to answer any questions we might have. They will also be presenting us with a proposal for managed network services, which isn't something we are likely to contract in our existing facility but which we should consider at the new facility depending on staffing.

We had a staff meeting earlier this week where we covered many topics. One area of focus was on our continued cleanup of items and equipment, which we will continue over the next several months. This includes reviewing boxes of old files and supplies that are taking up large amounts of space on our shelves, reducing the number of old newspapers that we keep, and removing any old or unused furniture or equipment that is taking up space near the back of the building. The most significant change to the library collection will be the removal of all VHS cassettes.

We have signed the contract with Tommy Clifton for website redesign and rebranding, and he and I will be meeting at some point in March to discuss next steps. I would like to get something done in terms of branding, but I don't want to rush the process and I want to make sure that we have staff and Board input.

The closing date for our *Request for Qualifications* was last Friday, March 8<sup>th</sup>. We have received four submissions, which will now be reviewed by the committee and graded as per the scale provided in the RFQ.

Our new copiers have been delivered and installed. We previously had four copiers, one of which we kept and just moved. Two new copiers have been leased, one in the public area out front and the other in the back office. We removed three existing copiers, with the one previously housed in my office not replaced because it wasn't necessary. All three copiers use the same command screens, which wasn't the case previously, and all three can scan to our



respective folders. There will also be cost savings realized by upgrading and reducing the total number of copiers.

We have ordered five new wi-fi hotspots for lending. A couple of the existing hotspots have been lost or damaged, so we wanted to replace those missing ones while also getting some additional ones given their popularity and constant use.

We have completed the process for the library to have a UEI number, which is a number used when applying for government grants or contracts. This should save time if we are applying for grants in the future because it allows for the process to be expedited thanks to the unique identifier.

I have completed the annual report that has to be submitted by the end of March to the state. The document includes finances, circulation, holdings, programming, and several other sections. Staff were very helpful in assisting the completion of this year's report, especially since it was the first one I had done.