

Board of Trustees of the Salem Township Public Library

May 11, 2023

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

ATTENDING:

Board members: Bobbie Grice and Sherry Monroe were present. Staff members: Jerri Short, Director and Sharee' Dick, Interim Fiscal Officer were present.

Teresa Paynter was absent.

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 April 3, 2023, seconded by Bobbie Grice. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

The Interim Fiscal Officer briefed the Board on the April 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 Bobbie Grice. Board approved.

The Board discussed changing payroll periods for the new UAN program codes and direct deposit. Motion to change the payroll dates from the 1st through the end of the month to the 25th through the 24th of the month beginning August 25th was made by Bobbie Grice seconded by Sherry Monroe. Board approved.

The Board discussed the Employee/Staff Handbook policy. Motion to adopt the policy beginning June 1st, 2023 was made by Bobbie Grice seconded by Sherry Monroe. Board approved.

The Board discussed written employee evaluations. The Director has completed all written evaluations except for library servers. The Fiscal Officer will provide the board with pay rates for the other Warren County Library's at the next regular meeting for consideration of possible pay increases for library staff.

REPORT OF THE DIRECTOR:

The Director updated the Board on the new newspaper jackets being used by a library volunteer to flatten and preserve old newspaper editions. She advised the Summer reading program was gearing up and the theme this year is All Together Now. She said there were 32 Peep diorama's this year with 50 participants and 166 votes for the display. COVID kits have extended the expiration dates until the end of the year. She said 118 kits had been distributed in April. She advised library holds were continuing to be used along with curbside services mostly for seniors.

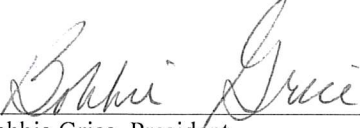
OLD BUSINESS: None

NEW BUSINESS: None

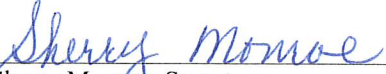
EXECUTIVE SESSION: Not required

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

NEXT MEETING: To be held on Thursday, June 8, 2023 at 2:00 p.m. at the Salem Township Public Library



Bobbie Grice, President



Sherry Monroe, Secretary