

Board of Trustees of the Salem Township Public Library

November 9, 2023

The meeting was held at the Salem Township Public Library.

ATTENDING:

Board members: Bobbie Grice, Teresa Paynter and Sherry Monroe were present. Staff members: Craig Shufelt, Director, and Sharee' Dick, Interim Fiscal Officer.

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 October 12, 2023, seconded by Teresa Paynter. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Board discussed a Resolution Authorizing an Appropriation Amendment in the \$11,600 for new staff health insurance though the end of year. Sherry Monroe made motion to approve the Resolution, seconded by Teresa Paynter. Board approved.

The Board discussed the Warren County Adult New Readers Program Funding request for 2024. Sherry Monroe made motion to approve the requested amount (\$8,925), seconded by Teresa Paynter. Board approved.

The Board discussed the Dolly Parton's Imagination Library and the Warren County Foundation, Inc. annual funding request and the draft Memorandum of Understanding (MOU) for the Warren County Libraries. Salem Township's Library funding request amount is \$23,330. Sherry Monroe made motion to approve the Memorandum of Understanding, seconded by Teresa Paynter. Board approved.

The Board discussed the COLA for 2024 staff at the Federal rate of 3.2%. Teresa Paynter made motion to approve the 3.2% pay increase to all of staff for operating year 2024, seconded by Sherry Monroe. Board approved.

The Board discussed new investment opportunities with 1st National Bank. The Fiscal Officer suggested using the CDARs program using \$750,000 to begin the program. Sherry Monroe made motion to move the \$750,000 into the CDARs program, seconded by Teresa Paynter. Board approved.

The Board discussed a carpet and furniture cleaning quote presented by the Director in the amount of \$1,800. The Board agreed to have the carpets and furniture cleaned by Widmer's Cleaners.

The Fiscal Officer advised the Board that she had been in contact with the Auditor of State's officer regarding the unaudited years of 2019, 2020, 2021. She said that the LGS division of the AOS office suggested doing a Unclassified Statements Audit on those 3 years. Teresa Paynter

made motion to move forward with the Unclassified Statements Audit, seconded by Sherry Monroe. Board approved.

DIRECTORS REPORT; (attached)

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

Christine Kalb asked the Board if there could be more than three board trustees. The Director advised he had researched it and there can only be three trustees. She also asked for the Board Meeting to be placed on the library's calendar. She talked about the library having a life insurance plan in place for a future library endowment fund.

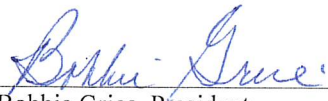
OLD BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: Not required

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

NEXT MEETING: To be held on Thursday, December 14, 2023 at 2:00 p.m. at the Salem Township Public Library



Bobbie Grice, President



Sherry Monroe, Secretary