

Board of Trustees of the Salem Township Public Library Meeting Minutes November 21, 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 were Warren County Assistant Prosecuting Attorney, Kathryn Horvath.

RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Visiting public: Christine Kalb, Gary Koesters, Paul Zorn and Dan Smith.

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting minutes of October 17, 2024, seconded by Teresa Paynter. Board approved.

REPORT OF THE FISCAL OFFICER:

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

The Board discussed the library insurance plan renewal with the Ohio Plan. The Fiscal Officer explained some of the coverage changes to the collections and equipment and said that the renewal increased \$199 over last years with the final premium being \$3,564. Teresa Paynter made motion to approve the renewal, seconded by Sherry Monroe. Board approved.

The Board discussed the Warren County Libraries wage comparison provided by the Fiscal Officer. After some discussion, Teresa Paynter seconded by Sherry Monroe made motion to approve a 3% wage increase (COLA) for Salem Township Public Library staff for budget year 2025. Board approved.

The Board discussed the Permanent Budget (Appropriations) for 2025. The Fiscal Officer explained that she had put some additional appropriations in the 2025 Budget to cover expenses related to the new building project. Sherry Monroe made motion to approve Ordinance No. 2024-04, an Ordinance approving the 2025 Appropriations and declaring an emergency, seconded by Teresa Paynter. Board approved.

The Board discussed hiring a new Library Assistant to work the Circulation desk. The Board asked the Director to create a job description and put the item on the December agenda for further discussion and review.

The Board discussed the funding of the Warren County Literacy Fund for 2025. The Director stated the requested amount (based on population) for Salem Township Library would be \$9,151 for budget year 2025. Sherry Monroe made motion to approve the funding request, seconded by Teresa Paynter. Board approved.

The Board discussed the funding request for the Dolly Parton Imagination Library for 2025. The Director stated the requested amount for Salem Library is \$23,856. Sherry Monroe made motion to approve the funding request, seconded by Teresa Paynter. Board approved.

DIRECTORS REPORT: (attached)

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

Christine Kolb asked the library to consider a policy regarding leaving children at the library unattended by adults. The Director explained that this was addressed in the new Code of Conduct Policy.

OLD BUSINESS: None

NEW BUSINESS: The Fiscal Officer asked the Board to consider moving the monthly regular meeting date to the third Thursday of the month starting in January 2025. Sherry Monroe made motion to change the regular meeting date, seconded by Teresa Paynter. Board approved.

EXECUTIVE SESSION:

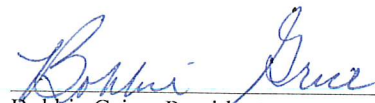
Sherry Monroe made motion to adjourn into executive session per O.R.C. 121.22 (2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code and O.R.C. 121.22 (5) to consider matters required to be kept confidential by federal law or regulations or state statutes, seconded by Teresa Paynter. Roll call vote was unanimous in favor. The Board adjourned into executive at 2:40 p.m. Board approved.


Sherry Monroe made motion to reconvene the regular meeting, seconded by Teresa Paynter. All were in favor. The meeting reconvened at 3:25.

There being no further business, Sherry Monroe made the motion to adjourn, seconded by Teresa Paynter. Meeting adjourned at 3:30 p.m.

NEXT MEETING:

To be held on Thursday, December 10th, 2024 at 2:00 p.m. at the Salem Township Public Library.


Bobbie Grice, President


Sherry Monroe, Trustee/Secretary

STPL Director's Report
November 2024

I've been in touch with the company that installed the front doors. We are very happy with the look and functionality, but I have asked them to adjust the closure as the doors seem to increase their speed for about the last 25% of the closing radius. They are going to have someone either adjust the existing closer or install a slower-closing mechanism. I'm also going to ask them about the possibility of doing something that would allow the doors to stay open through some kind of adjustment.

As you can see, they have installed new blinds in my office. The window beside this table was missing blinds that had to be removed as part of mold mitigation, and the old blinds were well past their prime anyway. I just went with something basic to match the paint color in the office.

We continue to have problems during periods of heavy rain, and for the first time we had a pretty heavy leak in a staff area a couple of weeks ago. We will continue to monitor them and just do our best to protect materials and work areas, but obviously nothing is going to change until the roof is properly repaired or replaced.

One of our pages resigned earlier this week, in part due to not having enough hours. We will likely not replace them but will just give the hours freed up by her resignation to our other existing pages.

It's been a busy month for the Warren County Imagination Library. On November 5th, as the Board is aware since all of you attended, Larry Hollingshead did a presentation for the county commissioners, after which the commissioners presented the group with a cheque for \$340,000 to help fund program activities in 2026 and 2027. This will include both the purchase of materials as well as hiring a part-time employee who will assist Larry with administration of the program.

Board minutes for 2024 are now available on the library website. I went through the minutes that Sharee had put into a binder, scanned them and sent them to Nancy as PDF files and she was able to get them uploaded last week. Going forward, these will be updated monthly shortly after they have been approved by the Board.

Evaluations for staff have been completed and I've started scheduling meetings beginning next week. We've been pretty short-staffed this week due to vacations and a staff member being off due to a death in the family.

Carpet cleaning took place on October 27th, and we will schedule the next one for the spring.