

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

**October 12, 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:**

Residents Christine Kalb and Judy Neal

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

Sherry Monroe made a motion to approve the minutes as corrected (Judy Neal's name) of the regular meeting held September 14, 2023, seconded by Teresa Paynter. Board approved.

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

The Interim Fiscal Officer briefed the Board on the September financial reports. Appropriation Report, Fund Summary, Receipts and Payment report that includes payroll for the month. Also presented was the September Bank Reconciliation. The Fiscal Officer asked the Board to authorize a transfer of \$500,000 from the operating account to the money market building account. All were in favor. Teresa Paynter made a motion to approve the Fiscal Officers report, seconded by Sherry Monroe. Board approved.

The Board discussed the Records Retention Schedule (RC-2) to be submitted to the Ohio History Connection State Archives of Ohio. This portion of the Board meeting is STPL's records commission official meeting minutes regarding the RC-2 Records Retention Schedule. Motion to adopt the RC-2 as proposed was made by Sherry Monroe, seconded by Teresa Paynter. Records Commission Board President Bobby Grice will sign and authorize the Fiscal Officer to send the RC-2 to the State of Ohio History Connection. STPL Records Commission approved. Board approved Resolution Accepting the Tax Rates for 2024. Teresa Paynter made a motion to accept the rates and submit the Resolution to the Warren County Auditor, seconded by Sherry Monroe. Board approved.

The Board discussed the proposed Credit Card Policy and Procedures as presented by the Director. Motion to approve the Credit Card Policy and Procedures was made by Teresa Paynter, seconded by Sherry Monroe. Board approved.

The Board discussed the Hylant (Ohio Plan) 2024 Insurance renewal and Fiscal Officers Bond. The Fiscal Officer advised the Board the premium for the renewal was \$3,365, which is \$278 less than last year's policy. Motion to approve the insurance renewal was made by Sherry Monroe, seconded by Teresa Paynter. Board approved.

The Board discussed a new telephone system for the library (VOIP). The Director advised the current phones at the library were extremely old and should have been replaced years ago. He said the old phones have no voice mail or call transferring abilities. Motion to approve the purchase of the new telephone system from VerCom Systems proposal, which includes 12 new phones, a five-year term and the initial set up fee of \$1,295 was made by Teresa Paynter, seconded by Sherry Monroe. Board approved.

The Board discussed the Warren County Library wage survey spreadsheet provided by the Fiscal Officer. There was no action taken.

The Board discussed the proposed increase of library open hours. The Director suggested the open hours to be extended Monday/Tuesday from the current hours of 10 a.m. to 5 p.m. to new hours of 10 a.m. to 7 p.m. and Saturday hours from being closed to new open hours of 10 a.m. to 2 p.m. beginning in November. He explained how the staff's schedules would accommodate the changes in hours. He also asked the Board to consider hiring an additional part-time staff member to allow a cushion in case of absence/illness as well as offering the ability to run some weekend programming. Motion to adopt the proposed new hours and additional staff member was made by Teresa Paynter, seconded by Sherry Monroe. Board approved.

**DIRECTORS REPORT:** (attached)

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

Christine Kalb and Judy Neal wanted to know if the Board could consist of more than 3 members. They inquired about the Adult New Readers program and whether it would include EAAS language. They wanted to know if the increased hours of service could constitute allowing volunteers to work. They suggested that staff wear name tags. They wanted to know if the Book Club could meet back at the library since COVID was over. They asked for the agenda and the library policies to be posted to the library's website.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**EXECUTIVE SESSION:** Motion to adjourn into Executive Session to discuss personnel matters pursuant to R.C. 121.22(G)(1) regarding staff health insurance was made by Teresa Paynter seconded by Sherry Monroe. Roll call vote was unanimous in favor. Board approved.

Motion to reconvene to regular session was made by Sherry Monroe seconded by Teresa Paynter. Board approved.

The Board discussed the proposed library staff's health insurance which includes medical/dental/vision/life. The insurance will be provided to the Director, Fiscal Officer and any staff members that work 30 plus hours per week. It is also optional. The library will cover 90% of the cost of the medical portion and staff members opting in will pay 10% of the cost of medical. The library will provide the dental/vision/life portion of the plan premium. Motion to approve the health care proposal was made by Sherry Monroe, seconded by Teresa Paynter. Board approved.

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

**NEXT MEETING:** To be held on Thursday, November 9, 2023 at 2:00 p.m. at the Salem Township Public Library

  
Bobbie Grice, President

  
Sherry Monroe, Secretary

## Directors Report October 9, 2023

Katie from the county auditor's office will be coming to meet with the Board for a special meeting regarding the process that we need to follow in building a new library facility. We want to make sure that we follow all proper legal procedures throughout the process. In speaking with Martha from the Franklin & Springboro Public Library about her new building, and with others regarding library matters, I have heard many positive comments about Katie's knowledge and helpfulness.

I have been spending a lot of time reviewing budgets and spending from the past few years to look ahead to 2024 as well as the longer-term future where a new building is a consideration. Sharee has been a great help in explaining the funding model for our revenues, and I am now looking at materials budgets for the next year.

I have visited the other four library systems in Warren County, going on tours and meeting with the respective library directors. They have all been extremely welcoming and helpful. Martha has offered assistance with the building project as needed and has agreed to send a copy of the Franklin & Springboro policy manual for us to use as a guideline. Kelly has answered a lot of questions I had about the Imagination Library since she tracks the statistics, and Julie has been a constant source of help since my arrival. She has also invited me to a Lebanon Kiwanis breakfast, and I will take her up on that offer in the next few weeks.

All library staff have been given keys to the building, which has alleviated problems with needing certain staff members to be here at the time of opening and closing. Sharee and I have also discussed the installation of security cameras. We have not had any incidents since my arrival, but without any kind of alarm system cameras could be of assistance were anything to happen. I am talking about external cameras only.

We had an exterminator come out last week to deal with our pervasive mouse problem. We have already caught nine mice – along with a small rat snake, unfortunately – and we will continue to keep traps out in several of the "hotspots" where we know they are entering the building.

Cassie and I are working on a project to reduce the number of magazines in the library collection. Although I'm personally a big fan of magazines, we have 131 titles which is both a huge number for a library of our size, and one that makes it difficult to display the magazines without overcrowding. Our goal is to reduce the collection size by 25%, which would allow us to have three magazines per shelf instead of four, making for a much nicer browsing experience. Along with eliminating titles that are not being used, we will also add some new titles to refresh the collection.

I am finalizing our contract for McNaughton leased books – the ones at the front of the building with the green tags on their spine labels – for 2024. Lauren and I have decided to reduce the number of annual allowances from 650 to 420, which works out to 35 per month. We are also

going to use the leased copies to provide additional copies of bestsellers and popular titles for our users to reduce wait times.

Nancy and I have discussed the idea of updating the library website and moving to our own domain. I would like to get away from having to use .lib.oh.us at the end of our website and even in our staff email, since those extensions are both clunky and outdated. I have been in discussions with a couple of people at OPLIN to make sure that they could still host our site even with a domain name change, and they have indicated that this isn't a problem. Their library services manager has also shared a few templates that we could use for our website revamp, and this is something we will work on over the next few months.

Bobbie and I met with Larry and Tom from the Warren County Community Foundation to talk about the Imagination Library. They presented us with a proposed budget for 2024 and we informed them that the project will continue to have our support. We also talked about the Adult New Readers program.

I held my first staff meeting on September 25<sup>th</sup>, and I think it went very well. I have made it clear to staff that we will be making a lot of changes, and that their input will be solicited throughout and that this will be a team effort. They have indicated that they would like to hold these staff meetings bimonthly, and they are aware that if items for discussion come up between meetings, they are welcome to come to see me.

I attended my first meeting of the county library directors in Lebanon at the beginning of October. The two main topics of discussion were the Imagination Library and Adult New Readers, and I really enjoyed my first experience working with the group.