

Board of Trustees of the Salem Township Public Library

September 14, 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: Residents Christine Kalb and Judy ~~Tedia~~ *Neal*

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made motion to approve the minutes of the regular meeting held August 10, 2023, seconded by Teresa Paynter. Board approved

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Board discussed a 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 approving an application with 1st National Bank for Business Credit Cards. Motion to approve the application and business credit cards for Craig Shufelt, Director, Sharee' Dick, Fiscal Officer and Karen Bertsch in the amounts of \$5,000 for the Director, \$5,000 for the Fiscal Officer and \$2,500 for Purchaser was made by Sherry Monroe, seconded by Teresa Paynter. Board approved. The Board indicated that they would like to have a formal Credit Card Policy in place before cards are issued to any staff members.

The Board discussed Records Retention, disposal schedules and a Records Commission. The Fiscal Officer advised that there were an endless number of stored documents in the Library that would need to be reviewed, scheduled and either destroyed or recycled. She said there were records in boxes dating back to the 1950s and that much of it could be recycled. She advised Rumpke had delivered a large recycling dumpster for the project, however the project was daunting and would take a very long time to complete.

The Board discussed the Warren County Library's wage survey. The Fiscal Officer will create a spreadsheet document comparing the five Warren County Libraries wages by job title and put this item on the agenda for next month's meeting.

The Board discussed the Library being open on Saturdays. Everyone agreed it was needed and a good idea. The Director advised he would discuss this issue with the staff scheduler. He said the library may need to hire additional staffing.

OLD BUSINESS: None

NEW BUSINESS:

Christine Kalb suggested the Board invite library staff to these meetings. The Board President advised the Board meetings were open to the public and that staff was welcome to attend.

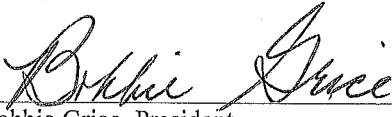
Judy Todia spoke to the Board regarding the banning of certain books from the library. The Board discussed the issue but no action was taken.

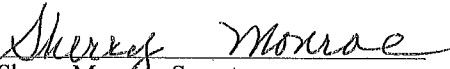
EXECUTIVE SESSION: Motion to adjourn into Executive Session to discuss personnel matters was made by Teresa Paynter seconded by Sherry Monroe. Board approved.

Motion to reconvene to regular session was made by Teresa Paynter seconded by Sherry Monroe. 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, October 12, 2023 at 2:00 p.m. at the Salem Township Public Library


Bobbie Grice, President


Sherry Monroe, Secretary