

**Board of Trustees of the Salem Township Public Library
Meeting Minutes September 12, 2024**

September 12, 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, and Mitchell Fisher, Village of Morrow Mayor.

RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Visiting public: Residents: Christine Kalb, Judy Neal, and Tom Able

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, seconded by Teresa Paynter. Roll call vote was unanimous in favor. Board approved.

Sherry Monroe made motion to reconvene the regular meeting, seconded by Teresa Paynter. All were in favor.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS: None

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting held August 15th, 2024, seconded by Teresa Paynter. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Board discussed the Resolution No. 24-04 Accepting the 2025 Tax Rates. Sherry Monroe made motion to approve Resolution No. 24-04, seconded by Teresa Paynter. Board approved.

The Board discussed authorizing the Fiscal Officer to move monies from the Building Money Market account at 1st National Bank to a new Investment Account at Star Ohio. Sherry Monroe made motion to move the funds, seconded by Teresa Paynter. Board approved.

The Board discussed appointments to the New Building Committee. The Board suggested a nine-member committee. The Board decided to appoint the following members: Tom Able, Regina Morgan, Jeff Wright, and Mayor Mitchell Fisher. Board President Bobbie Grice and staff members Craig Shufelt, Sharee' Dick and Cassandra Nuetzling will also be committee members.

DIRECTORS REPORT: (attached)

The Board discussed the new Collection Development Policy. Sherry Monroe made motion to approve the policy, seconded by Teresa Paynter. Board approved.

The Board discussed changing the October Regular Board Meeting date to October 17th, 2024 due to the Director being at an Library Design event on October 10th. Board approved the new meeting date.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

The Director spoke to everyone about suggestions for the new book clubs. Mr. Able brought up the need for the library to have AED units and children's choking equipment with training for staff at the library. Mayor Fisher advised the Village was working on grants for the AED units and would get the information back to the Board.

OLD BUSINESS: None

NEW BUSINESS:

The Board discussed authorizing the Director to work with the Village of Morrow regarding location of a new Library facility/building on a separate plat of the Plaza property. Any and all negotiations would be brought to the Board for approval or disapproval. Sherry Monroe made motion to authorize the Director to move forward with the Village, seconded by Teresa Paynter. Board approved.

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, October 17, 2024 at 2:00 p.m. at the Salem Township Public Library.



Bobbie Grice, President



Sherry Monroe, Trustee/Secretary

Salem Township Public Library
Director's Report - September 2024

I've been working on organizing those who expressed interest in book clubs into groups based on the specific interests they expressed. I've also been talking to people who have run the at other libraries to see what works for them in terms of book selection, who makes the choices of what to read, facilitating a group, ideal group size, getting multiples copies, and other logistical concerns. I'm planning to meet next week with the three staff members who have volunteered to lead the groups to work out start dates.

Now that I have worked with everyone here for a year, I am working on evaluations for all staff. I plan to have all of them completed by mid-October, and starting in 2025 I'll transition to doing them on the employees' respective anniversary dates. I am very pleased with all of our staff and I see the evaluations mainly as a tool to talk about growth opportunities or taking on additional responsibilities.

After last month's Board meeting, I shared with everyone the Circulation policies and procedures that were passed. Staff seem happy some more formal policies, but a few of the procedures will likely take some time to learn. There were some things in there that staff generally weren't even aware of in terms of the functionality of the ILS, so there will be a slight learning curve for some. I think it was critical that those were completed and approved in advance of a move and potentially hiring new staff.

Our subscription to the online genealogy website MyHeritage started on October 1st, and it can be accessed now both in the library and externally through the library website. It's not as comprehensive as Ancestry, but it's a complementary product and unlike Ancestry it provides home access. Ancestry remains usable only in the library, making it difficult for those who are unable to get here.

We had a technician come out and replace several fluorescent bulbs throughout the library. The difference is very noticeable for those who are out there every day. He also installed three new LED fixtures in the workspace outside of my office where the lighting has previously been lacking.

I had someone come out to look at the roof above the Children's area, where we have had the most trouble with regular leaks. He did seal the area and explained to me that a lot of the problems are being the "band aid" approach and confirming that the whole plaza really needs a new roof. I've anxiously been awaiting rain since he completed the job, but of course that seems to be jinxing it completely. Once we see whether the seal has worked, we can replace the missing ceiling tiles and the lights in that area – those ones were left because the last time we fixed them, we got some significant rain and they shorted out.

We once again have a large metal recycling bin out back to replace the two plastic bins that we had gone back to using. Between discards, the number of packages we receive and the elimination of old documents that we have been doing, we just found that our bins were filling

up too quickly. And some of the larger delivery boxes were difficult to fit even if they had been broken down. We'll likely keep this one indefinitely, even if the capacity is more than we would need in a typical period.

Shareé and I attended the County budget commission meeting on August 28th, as did the directors and fiscal officers of the other Warren County libraries. There was very little in the way of discussion or questions, and Matt provided us all with copies of what we would receive in 2025.

After the last meeting that SHP attended, I left a copy of their drawings at the desk for staff review and to allow them to comment. Shareé and I also then met to review the staff comments and to go over the drawings to discuss things we felt were lacking or things that needed to be changed or deleted. I made a formal list, and then sent those suggestions to Allison and Jenny at SHP. Allison informed me earlier this week that they are reviewing our suggestions so they can make the necessary changes to their drawings. I also asked that when they make these changes, they also redraw the building in a non-rectangular shape to show us how an ideal layout might look.

We had a meeting of the Imagination Library executive team on August 31st. We had a fairly large agenda but we ended up talking exclusively about finances, especially about the need to increase our legacy fund and how the monies we have should be invested. We are also looking at changes to the executive team in light of Julie's recent retirement from the Lebanon library. And speaking of Julie, Bobbie and I attended a retirement gathering for her on Friday night in Lebanon.

We've scheduled carpet cleaning for Sunday, October 27th.