

**Board of Trustees of the Salem Township Public Library
Meeting Minutes October 17, 2024**

October 17, 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 Gary Koesters.

Also present were Allison McKenzie and Jenny Gallow with SHP. They updated the Board with new drawings of different layouts and suggested that the new library facility should be in the area of 18,000 square feet. There was discussion regarding square footage costs for new facilities and acreage requirements.

RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Visiting public: Residents: Christine Kalb and Judy Neal.

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting held September 12th, and Special meeting minutes of October 9, 2024, seconded by Teresa Paynter. Board approved.

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Board discussed authorizing the Fiscal Officer to move monies from the Library Operating Account to the Star Ohio Building Investment Account in the amount of \$275k. Teresa Paynter made motion to approve the transfer, seconded by Sherry Monroe. Board approved.

The Board discussed approving the Library Bylaws for the Library Board of Trustees. Sherry Monroe made motion to approve the Bylaws subject to Ms. Horvath's review, seconded by Teresa Paynter. Board approved.

The Director presented the Salem Township Library Code of Conduct Policy. Ms. Horvath suggested some amendments to the policy. Sherry Monroe made motion to approve the policy as amended, 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 was addressed in the new Code of Conduct Policy.

OLD BUSINESS: None

NEW BUSINESS: None

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.

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, November 21st, 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 - October 2024

A few building updates:

- The new front doors are scheduled to be installed next Tuesday, October 22nd. They have not given a window of when it will happen but I'm assuming it will be a lengthier job since they must remove the old framing as well as the middle post.
- We are removing some of the bins in the Children's area where we have had the most severe leaks. After the latest repair attempt we do still have some leaks, but they have decreased in both number and severity.
- The furnace responsible for heating the back staff work area is not working properly. It will power on and the blower will occasionally catch, but it will not run consistently. I had someone out to look at the unit on Tuesday and he suggested that there might be a problem with something blocked on the roof. He won't go up on roofs, so I've contacted another company out of Lebanon.
- As I mentioned at the previous meeting, our carpets are scheduled for cleaning on October 27th.
- I have ordered blinds for the windows in my office, since the previous blinds on one of the windows had to be thrown away during the repairs and cleanup.

I sent each staff member a self-evaluation form, and I have received them back from everyone. I am now filling in my portion, after which I will meet with them one-on-one to work on goals for the next year. The evaluation form I am using does not include grades, but instead it's an open-ended form meant to generate ideas, goals and discussion.

I had lunch with Larry Hollingshead and Regina Morgan to talk about the Warren County Imagination Library, and I used the meeting as an opportunity to ask Regina about serving on the building committee when we reach that stage of the process. She has agreed to help out again as she did during the initial RFQ process.

We were approached about taking part in a First Aid/CPR being held at the Lebanon Public Library for their staff as well as other county libraries, but the training unfortunately falls on a day where we are very thin in terms of staffing. We are going to reach out to a First Aid provider to come up with some prospective training dates, at which point we will approach the Board to ask about closing for a day to undergo the training.

Several staff members have signed up for upcoming webinars, especially those with a focus on social media messaging. A few staff members are very interested and appreciative of the opportunity to attend these kinds of events, and I appreciate that they are open to learning.

I attended the Library Journal Design Institute in Cincinnati along with Tom Able, who will be serving on our building committee. As part of the institute, we were matched with a design team from Luminaut, and we met twice with them via Teams to discuss where we were in our process and what we were looking for. On the day of the conference, we were in a breakout session with Luminaut and a group of attendees who chose to come to our session. They used some vision boards to let people select what they like, then we did a hypothetical library layout based on what we had shared during our Teams meetings.