

Board of Trustees of the Salem Township Public Library

April 13, 2023

This meeting was held at the Salem Township Public Library conference/meeting room.

ATTENDING:

Board members: Bobbie Grice, Sherry Monroe and Teresa Paynter were present. Staff members: Jerri Short, Director and Sharee' Dick, Interim Fiscal Officer were present.

RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION: None

APPROVAL AND SIGNING OF THE MINUTES:

Teresa Paynter made motion to approve the minutes of the regular meeting held March 9, 2023, seconded by Sherry Monroe. Board approved

REPORT OF THE INTERIM FISCAL OFFICER:

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

The Fiscal Officer asked the Board to consider authorizing her and the Board President to open a new 1st National Bank Money Market account. The Fiscal Officer advised she had met with 1st National Bank's President Robert Harlow to discuss moving five million dollars into a Star Ohio investment account to safe harbor and earn additional interest on monies that would be reserved for the future new library facility. Mr. Harlow stated that 1st National Bank would meet Star Ohio's monthly interest amount if Salem Township Library would leave the funds at 1st National Bank in a new Money Market account. Teresa Paynter made motion to for the Fiscal Officer and the Board President to open a new Money Market account at 1st National Bank (Building fund investment account), seconded by Sherry Monroe. Board approved.

The Board discussed changing payroll pay periods. The Fiscal Officer advised there were new State of Ohio mandates related to payroll program code changes that would require all 2024 pay periods to be withheld in the current year of the actual time the earning were worked. She suggested changing the pay periods to the 25th of the month to the 24th of the following month. (example Jan. 25th to Feb. 24th) This will also help with timing for direct deposit allowing the staff to be paid before the last day of the month. There was no action taken at this time.

The Board discussed the draft Employee/Staff handbook proposal by the Fiscal Officer. The Fiscal Officer suggested the Board take some time to review the updated draft handbook and bring it back to the next meeting for further discussion and possible approval. The Fiscal Officer will make hard copies for the Board to pick up at the library in advance of the next Board meeting so they have time to review.

The Board discussed employee written evaluations. The Fiscal Officer advised she had drafted a simple evaluation form for the Director's use. The Director gave the Board President 4 employee evaluations and stated she was working on the others. The Board asked the Director to complete the rest of the written evaluation on the staff. Pay increases will be discussed when the evaluations have been completed by the Director.

The Board discussed a donation to the Warren County Adult Readers program. The Board President suggested a \$5,000 donation for 2023. Teresa Paynter made motion to donated \$5,000 to the program, seconded by Sherry Monroe. Board approved.

REPORT OF THE DIRECTOR:

The Director updated the Board on a study of the Dolly Parton's Imagination Library program. She said that Warren County Libraries were sponsoring story times with volunteers to read for family's literacy programs. She updated the Board on there being 8039 adult and 3931 children active library cards. She briefed the Board on the State Library annual report and the changes in their requirements for various age group ranges reporting.

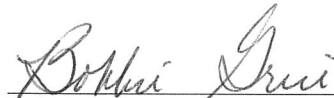
OLD BUSINESS: None


NEW BUSINESS: None

EXECUTIVE SESSION: Not required

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

NEXT MEETING: To be held on Thursday, May 11, 2023 at 2:00 p.m. at the Salem Township Public Library


Bobbie Grice, President


Sherry Monroe, Secretary