

Board of Trustees of the Salem Township Public Library
Regular Meeting Minutes August 14, 2025

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 was Warren County Assistant Prosecuting Attorney, Kathryn Horvath.

RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Visiting public: Judy Neal and Paul Zorn

APPROVAL AND SIGNING OF THE MINUTES:

Sherry Monroe made a motion to approve the minutes as submitted of the regular meeting of July 10, 2025 and special meeting minutes of August 4, 2025, seconded by Teresa Paynter. Board approved.

REPORT OF THE FISCAL OFFICER:

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

The Board discussed revisions to the Staff Handbook. Sherry Monroe made motion to approve the suggested revisions to the Staff Handbook as presented by the Fiscal Officer, seconded by Teresa Paynter. Board approved.

The Board discussed the Employee Health, Dental and Life Insurance renewal effective September 1, 2025. The Director advised the renewal rate increase was basically flat. The Board agreed to move forward with the renewal.

DIRECTORS REPORT: (attached)

The Board discussed authorizing the Director to enter into contract with SHP to complete a feasibility study on the proposed Morrow Plaza property purchase not to exceed \$10,000. Sherry Monroe made motion to authorize the Director to sign the contract, seconded by Teresa Paynter. Board approved.

The Board discussed a Request for Qualifications for Architectural Design using a construction manager at risk delivery model pursuant to sections 9.331 of the O.R.C. and appointing the evaluation committee to evaluate the respondent statements of qualifications for building a new library facility. A Resolution will be drafted and approved at a special meeting on August 28th, to be held at 10:00 a.m. The Resolution will be numbered 25-03 and after approval the Request for Qualifications will be issued in public notices.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

EXECUTIVE SESSION:

Motion to adjourn into executive session per Section 121.22(G)(1) 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 was made by Teresa Paynter, seconded by Sherry Monroe. All were in favor. The Board adjourned into executive session at 3:00 p.m. Board approved.

Motion to return to reconvene the regular session was made by Teresa Paynter, seconded by Sherry Monroe. All were in favor of reconvening the regular session. The Board reconvened the regular meeting at 3:14 p.m. Board approved.

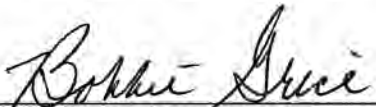
NEW BUSINESS: None

OLD BUSINESS: None

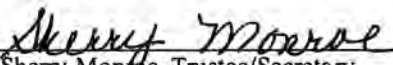
NEXT MEETING:

A Special meeting to be held on Thursday, August 28th, 2025 at 10:00 a.m. at the Salem Township Public Library to approve Resolution No. 25-03 and the next regular meeting will be held Thursday September 11th, 2025 at 2:00 p.m.

There being no further business, Sherry Monroe made the motion to adjourn, seconded by Teresa Paynter. Meeting adjourned at 3:15 p.m.



Bobbie Grice, President



Sherry Monroe, Trustee/Secretary