

**Board of Trustees of the Salem Township Public Library
Meeting Minutes February 20, 2025**

The meeting was held at the Salem Township Public Library. Meeting called to order by Sherry Monroe at 2:00 p.m.

ATTENDING:

Board members: Sherry Monroe and Teresa Paynter were present. Staff members: Craig Shufelt, Director, and Sharee' Dick, Fiscal Officer.

Bobbie Grice was absent.

RECOGNITION OF GUESTS AND PUBLIC PARTICIPATION ON AGENDA ITEMS:

Visiting public: Judy Neal

APPROVAL AND SIGNING OF THE MINUTES:

Teresa Paynter made a motion to approve minutes as submitted of the regular meeting of January 16, 2025, seconded by Sherry Monroe. Board approved.

REPORT OF THE FISCAL OFFICER:

The Fiscal Officer briefed the Board on the January finance reports. Appropriation Report, Fund Summary, Receipts and Payment report that includes payroll for the month. Also presented was the January Bank Reconciliation and the 2024 Year-end Notes to the Financial Statements that were filed with the Auditor of State's Office as required. Sherry Monroe made a motion to approve the Fiscal Officer's report and the 2024 Year-end Notes, seconded by Teresa Paynter. Board approved.

The Board discussed funding the employee Health Savings Account for 2025. Sherry Monroe made a motion to fund the HSA's account for the five eligible employees at \$1,000 each, the same amount as 2024, seconded by Teresa Paynter. Board approved.

DIRECTORS REPORT: (attached)

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Judy Neal advised she had been receiving a lot of questions from the public regarding the new library project. The Director advised that once the library has a property procured, it would take 2-3 years to complete. Ms. Neal also talked about the library being involved in a tutoring program.

OLD BUSINESS: None

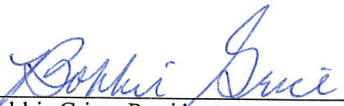
EXECUTIVE SESSION: Not required

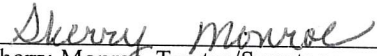
NEW BUSINESS: None

There being no further business, Sherry Monroe made the motion to adjourn, seconded by Teresa Paynter. Meeting adjourned at 2:30 p.m.

NEXT MEETING:

To be held on Thursday, March 20th, 2025 at 2:00 p.m. at the Salem Township Public Library.


Bobbie Grice, President


Sherry Monroe, Trustee/Secretary

STPL Director's Report
February 2025

Our weeding of the nonfiction collection continues, and we removed several hundred titles over the past month. We had a significant professional collection of library-related materials, which I have weeded down to half a shelf and which will now be kept in my office. We also have about 80 titles from the Anchor Bible series, which are large volumes each focusing on different books of the Bible. These titles are little-used in a public library of our size but we also believe that they would be very valuable to a theological library so we have been reaching out to churches in the area to see whether any of them would be interested in housing this collection.

We have received some sample library cards from a company interested in being considered for our next order. Once we have settled on a new library logo, I believe we should order new cards immediately instead of using up cards that will have the older logo and colors.

I was approached by a student about proctoring an exam, as Jerri's name was on a list of approved proctors for a company that provides exams for a number of universities. I completed the paperwork necessary to be an approved proctor and the student was able to complete his exam, so we will now be creating a proctoring policy in case this issue arises in the future. There should be a fee of some kind paid to the library, and we may consider adding a second approved proctor in the future.

I was contacted recently by Luminaut, who was one of the bidders on our initial RFQ and with whom we worked on a project at the Library Journal Design Institute workshop in Cincinnati last year. They were interested in knowing where we were on our building project and what kind of design ideas we had decided upon. I informed them that we have yet to find land but that we've been discussing services, staffing and other matters related to the new facility. They may schedule a time to chat with us at some point during the next while as I expect that they will be an interested party when it comes time for the RFP.

We have completed our annual magazines renewal for 2025. We saw a slight reduction through attrition, as the number of magazines published in print continues to slowly decline. We may add a couple of titles during the year if we find anything that would be of interest to our users.

One of the outcomes of the weeding that has been taking place in the nonfiction area is that the whole back row has been completely cleared of books. This will allow us to use that area for storage (which has already been taking place) without worrying about patrons having to use the row to access materials. Ideally we could close that row off from patrons completely, but that's not really an option.

We discarded some older spinning chairs from the children's area, which we will replace at some point in the next few months. We placed the chairs out front of the library, where all four of them were taken.

An ad for a part-time Circulation Assistant was posted on February 10th, with a closing date of February 24th. We posted the position on the bulletin board in the library, on the library website, and on several local Facebook groups. We have received several applications, and we have bumped it recently on our own page in order to give people one more opportunity. Once the posting closes, we will probably choose 4-5 people for interviews and hopefully choose a couple of candidates from that pool.

We had an issue recently where someone made what seemed a purposeful mess in the public restroom and we had to call a plumber. They were able to get it cleared and cleaned up quickly, and it's something we'll keep an eye on. I've worked at libraries in the past where we unfortunately had to lock the bathrooms because people would purposely vandalize them.

At our staff meeting in January, we talked about staff training and one of the first items that came up for discussion was First Aid and CPR training. I reached out the American Red Cross about having someone come in to train staff onsite, but their costs seemed very high. I then reached out to our local fire department, who are offering to provide the training at a much more reasonable cost. It will likely mean closing for a day, so we will plan a date far enough in advance to get Board approval and to provide plenty of advanced warning to our users that we will be closed.

A representative from Little Miami Gig, a local Internet provider, came to the library to meet with me and Nancy in order to discuss wifi service. We currently use Spectrum but we are experiencing dropped packets and short outages on a very regular basis, which means we aren't providing what should be a fairly standard service. He talked about their service, which would offer significantly faster upload and download speeds, and we are now waiting on pricing.

We received the 11 new hotspots that we ordered, and Nancy had them quickly set up and ready for checkout. This should help enormously during those times when we have shortages like long weekends and holidays, and we now have 25 working devices. This is the largest complement we have ever had, and we will try to replace any others that aren't brought back or are damaged. At our staff meeting we also talked about updating our procedures for borrowing these hotspots, and I have edited and disseminated these procedures for staff. The biggest change was an addition to the procedures stating that anyone who returns a hotspot late could be prevented from borrowing another one for a week. We don't want to punish patrons, but we are trying to deter those who consistently return these extremely popular devices late on a regular basis.

I contacted everyone who expressed interest in joining a library book club during a survey we conducted late last year. We gave everyone three choices – Saturday morning, Monday evening, and an afternoon to be determined between Monday and Wednesday. I have heard back from 19 people so far and I have been putting them into their preferred time slots. I will meet next week with the three people running these book clubs to see how many are in each group, and if necessary we will post something on social media to try filling any gaps. Our goal is to have the first books chosen and to the groups in April for the first meetings to be held in May.

With the recent snow, we had several new leaks in the library and these will continue until the roof is replaced. Sharee and I have discussed numerous times the need to include a clause in the anticipated new lease that ties any rent increases to building improvements, and the constant leaks are an easy reminder of the importance of such a clause.

I have been contacted by a couple of contracting companies asking about the status of our building project. These seem to be construction companies who might be interested once we get to that part of the project, so I have been answering their questions to the best of my abilities while making it clear that we remain in the very early stages since we have yet to secure land.