



ALGER PUBLIC LIBRARY
of The Upper Scioto Valley School District

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, June 27, 2023

Time: 6:03 PM

1. The meeting was called to order by Jane Wilcox.

a. Roll Call (*present checked*):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Tim LuceWireman | <input type="checkbox"/> Craig Decker | <input checked="" type="checkbox"/> Jane Wilcox |
| <input type="checkbox"/> Lori Dyer | <input checked="" type="checkbox"/> Stephanie Nichols | <input checked="" type="checkbox"/> Rhonda Hunt |
| <input checked="" type="checkbox"/> Katherine Moore | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> Stacey Hensley, Library Director | <input checked="" type="checkbox"/> Stephanie Nichols, Fiscal Officer | |

b. Agenda approval: Motion was made by Rhonda to approve the agenda, and it was seconded by Katherine. Motion carried.

2. Approval of Minutes: Jane distributed the minutes of the May Regular Meeting before today's meeting. Motion was made by Stephanie to approve the minutes as submitted; Rhonda seconded. Motion carried.

3. Financial Report: Stephanie submitted the May Financial Report.* Motion was made by Jane to approve the Financial Report, which includes the bank statements, cash journals, revenues, expenditure reports, and the paying of bills in the amount of \$15,226.62, and to move \$13,841.74 from STAR account to general fund to pay for the plumbing repairs, and amend appropriations to reflect the change. Katherine seconded the motion. Motion carried.
Rhonda motioned to move the Regular Board meeting up one week to Tuesday, 7/18. Katherine seconded. Motion carried.

4. Circulation Report: Stacey presented the May Circulation Report.* Motion was made by Stephanie to approve the Report. Rhonda seconded. Motion carried.

5. Public Comments and Correspondence: Stacey reported receiving several comments about the Summer Read performers - everyone is enjoying them.

6. Director's Report: Stacey presented the Director's Report* dated 6/27/23. Motion was made by Katherine to approve the Report. Rhonda seconded. Motion carried.

7. Old Business:

a. PayPal/credit card Payments: The draft policy*, recommended by the policy subcommittee (Stephanie, Craig, Jane, Stacey). Rhonda motioned to approve the

policy with one correction on page 1 (correct “methos” to “method”); Katherine seconded. Motion carried. Stephanie motioned to start using Square for credit and debit card payments, as a trial through the end of the year, effective July 1, 2023, which has a 0.026 of charge, and 10 cents per transaction. Rhonda seconded. Motion carried.

b. Video Policies: Katherine motioned to approve the Security Camera Policy* drafted by the policies subcommittee, with one change: in the 6th paragraph, add “with approval of the Board of Trustees” at the end of the second sentence. Rhonda seconded. Motion carried.

c. Cash Handling Policy: Cash Receipts Policy from 11/30/2016*. Jane motioned to approve the amended cash receipts policy; Rhonda seconded. Motion carried.

d. Program Proposals: discussed last month – Jane to modify form.

e. Current Phone Plan: Stacey called current phone company, and reported that the library currently on a business plan. If we remove any of the features, the cost increases. Tim wants to research voice over IP (voice over internet). Tabled.

f. Open: Stephanie contacted Mike Bacon about \$100 cash donation and \$1.10 tax returned from carryout. His email reply dated May 25, 2023.* Closed.

8. New Business:

a. Change of Address Form: Jane has the draft, will send out.

b. Plumbing Invoice: Discussed in Financial Report.

c. Compliance Training: Handout in agenda packet. Stephanie requested Jane send her a copy of Board of Trustees ByLaws.

d. Open: Everyone thanked Katherine for her service on the Board of Trustees and wished her well as she returns to university.

9. Adjournment: Motion to adjourn was made by Rhonda; seconded by Katherine. Motion carried. Meeting adjourned at 8:15 PM. Next regular meeting scheduled for: Tuesday, July 18.

Jane Wilcox
Trustee, Recording Secretary

Tim LuceWireman
President

* Copy in File.