



ALGER PUBLIC LIBRARY
of The Upper Scioto Valley School District
BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, May 31, 2022

Time: 6:15 PM

(Note: Meeting originally scheduled for 5/24/22, changed due to schedule conflicts.)

1. The meeting was called to order by Tim LuceWireman.

a. Roll Call (present checked "x"): Trustees:

<input checked="" type="checkbox"/> Tim LuceWireman	<input checked="" 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 type="checkbox"/>

Library Employees:

<input checked="" type="checkbox"/> Stacey Hensley, Library Director	<input checked="" type="checkbox"/> Kathy Hull Fiscal Officer	<input type="checkbox"/>
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Other:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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b. Agenda approval: Motion to approve the Agenda was made by Rhonda; seconded by Craig. Motion carried.

2. Approval of Minutes: Jane distributed the minutes of the April Regular Meeting dated 04/26/22, before today's meeting. Motion was made by Craig to approve the minutes as submitted; Rhonda seconded. Motion carried.

3. Financial Report: Marianna Watts, outgoing Fiscal Officer, submitted the 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 \$10,485.84. Rhonda seconded the motion. Motion carried.

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

5. Public Comments and Correspondence: The owner of the Oak Barrell Pub commented to Stacey that the library is vital to his business. Stacey reported that she published notices about our May meeting being rescheduled in Ada Icon and The Kenton Times, and she published an article about summer reading program in The Kenton Times.

6. Director's Report: Stacey presented the 5/24/22 Director's Report.* A motion was made by Stephanie to approve the Report. Craig seconded. Motion carried.

7. Old Business:

a. New Fiscal Officer Vote to Hire Kathy Hull: Jane motioned to approve the hire of Kathy Hull as the new part-time Fiscal Officer for the Alger Library, with a starting pay rate of \$24.00 per hour; Rhonda seconded. Motion carried. The job offer letter is attached to the minutes. Stacey, Notary Public, administered the Fiscal Officer Oath of Office.

b. Swearing in New Trustee Katherine Moore: Stacey administered the Trustee Oath of Office.

c. Land Survey by Fox Surveyors: The official property survey has been received, and there's markers in the sidewalk and wooden stakes on the property line. Original survey will be kept in the safety deposit box, and a copy will be kept in the Director's office for easy access.

d. Public Records Request Policy: Reviewed by all, Jane motioned to approve the policy*, seconded by Katherine, motion carried.

e. Mosquito treatment from Orkin: Stacey received a quote from Orkin, thought it would be good, especially for Summer Reading Program. Rhonda motioned to approve the eclipse mosquito system; Craig seconded. Motion carried.

d. Open: None.

8. New Business:

a. New Fiscal Officer Timecard Policy: As a general rule, Kathy's work schedule at the Library will be on Wednesdays. She recommends changing the payday to Fridays, which would allow flexibility of a couple days between end of pay period and payday to process the paychecks. Going back to two-week pay periods and offering direct deposit would be more efficient. Stacey will canvass employees anonymously to see what their feelings are about biweekly payroll, and if they want direct deposit. Tabled until next meeting. Stephanie motioned to change the pay day from Wednesdays to Fridays, effective on 6/10; Rhonda seconded. Motion carried.

b. Review of All Insurance Policies: Hastings invoice received. Tabled.

c. Updated Handbook: Jane handed out proposed updates* to the Employee Handbook under the paragraphs entitled: Funeral (Bereavement) Leave Policy, Holidays, Social Security, and Retirement Plan, based on recommendations by Marianna and recent Board vote on holidays. Jane motioned to approve the updated paragraphs with the word "hourly" added under bereavement; Rhonda seconded. Motion carried.

d. New Fiscal Officer Transition: training going well, found some online training.

e. FRAPL Follow Up: Jane reported a balance of about \$70 due to the Library since the FRAPL group has disbanded. Jane to draft letter to FRAPL treasurer. Stephanie offered to proofread before sending.

f. Open. Mold Occurring Again in Children's Section: Stacey will research 2018 or 2019 records to get the name of company we used when it was previously fixed.

9. Adjournment: Motion to adjourn was made by Rhonda; seconded by Katherine. Motion carried. Meeting adjourned at 8:25 PM. Next regular meeting scheduled for: Tuesday, June 28, 2022, at 6:00 PM.

Jane Wilcox
Trustee, Recording Secretary

Tim LuceWireman
President

* *Copy in File.*