



ALGER PUBLIC LIBRARY  
of The Upper Scioto Valley School District

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, May 23, 2023

Time: 6:00 PM

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

a. Roll Call (*present checked*):

- |  |   |   |
|--|---|---|
| <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 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: Jane made a motion to approve the agenda with one change: per Tim's request, add "c. Security Audio/Video" under New Business. Craig seconded. Motion carried.

2. Approval of Minutes: Jane distributed the minutes of the April Regular Meeting\* and the Emergency Remote Meeting of 5/17/2023\* prior to today's meeting. Motion was made by Craig to approve the minutes for both meetings as submitted; Katherine seconded. Motion carried.

3. Financial Report: Stephanie submitted the March and April Financial Reports.\* Motion was made by Jane to approve the Financial Reports, which include the bank statements, cash journals, revenues, expenditure reports, and the paying of bills in the amount of \$9,418.42 for April. Craig seconded the motion. Motion carried.

4. Circulation Report: Stacey presented the April Circulation Report.\* Motion was made by Katherine to approve the Report. Stephanie seconded. Motion carried.

5. Public Comments and Correspondence: One patron was not happy with having to pay for fax services. The patron complained that the cost was hard on someone with limited resources and health issues. Stacey gave the patron a complaint form so that the issue could be brought to the Board's attention. Form has not yet been received back yet.

6. Director's Report: Stacey presented the 05/23/23 Director's Report.\* Motion was made by Jane to approve the Report. Stephanie seconded. Motion carried.

7. Old Business:

a. Plumbing Update: Plumbing finished; have not received an invoice yet.

b. PayPal/Credit Card Payments: Stacey looked into this issue – pay.gov is a free service, but she doesn't know if libraries are covered. She thinks Square would be better than Paypal. Patrons would probably like the convenience of using digital payments vs cash or checks. Tabled.

c. Bank Update/Last Month's Reconciliation: This was already discussed in Fiscal Officer's report.

d. Open: Cash Receipts – subcommittee on policies will meet to go over this policy and update if needed. Tabled.

#### 8. New Business:

a. STAR Account: Stephanie wanted to bring to our attention that STAR account is not FDIC. If something happened, we wouldn't have that money. Start thinking about what we should do, if anything. Tabled.

b. Compliance Training: Stephanie shared information about Sunshine Laws that apply to Trustee Meetings.\* Good information to review periodically.

c. Security video and audio policy – Tim thinks we need a new policy, to: (1) do away with audio, and (2) far more important, without the Board's approval, video from the feed should never go out of the library, e.g., posted on line, and should be used for legal purposes only. Policy committee to research.

d. Open:

- Jane motioned to authorize the motion to repair plumbing, per the minutes of the emergency remote meeting. Craig seconded. Motion carried.
- Jane to reach out to Lori to see if there's a better time for her to come to meetings, with her 2<sup>nd</sup> shift work schedule.
- Katherine will be returning to school full time in the fall – June will be last meeting. Turned in resignation letter.\*
- Stephanie brought up situation – someone came in and posted info about a program they do at the library. They made their own schedule and posted it at the library. Stephanie wants to put a disclaimer on the form used to request a meeting time using the library facility/meeting room. The disclaimer is to show that the event is not being put on by, or affiliated with, the library. Stacey should set patrons' guidelines for advance planning, so that public use of the facility doesn't conflict with library events.
- Stephanie reported that the Hoopla account is depleted. The limit for items borrowed was increased during COVID from 6 to 12. Stacey recommends changing the limit back to 6 items per month per card holder. Also, Stephanie wants to move funds \$159.80 from periodicals (line 100-412) to Hoopla (line 411-0008), since we voted last month to discontinue periodicals in the library. Jane motioned to return the limit to 6 items, effective immediately, and to approve the transfer of funds as requested. Craig seconded. Motion carried.

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- Stephanie – back in beginning of May couldn't get file cabinet open, actually had to force it open. Made a memo for the record, in case anyone questioned the reason it had to be forced open.

9. Adjournment: Motion to adjourn was made by Katherine; Stephanie seconded. Motion carried. Meeting adjourned at 8:29 PM. Next regular meeting scheduled for: Tuesday, 06/27/2023.

Jane Wilcox  
Trustee, Recording Secretary

Tim LuceWireman  
President

\* *Copy in File.*