



ALGER PUBLIC LIBRARY
of The Upper Scioto Valley School District

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, July 18, 2023

Time: 6:00 PM

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

a. Roll Call (*present checked*):

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| <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 type="checkbox"/> (Vacant) | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> Stacey Hensley, Library Director | <input checked="" type="checkbox"/> Stephanie Nichols, Fiscal Officer | |
| <input checked="" type="checkbox"/> Guest: Sarah Lyons | | |

b. Agenda approval: Jane motioned to approve the agenda, with the following additions: Under New Business/Open, add the following two topics:

Hardin County Fair

Stacey

Ohio Revised Code (ORC), re: Trustee vacancy

Stephanie

Rhonda seconded. Motion carried.

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

3. Financial Report: Stephanie reported the following financial information for the month of June: receipts = \$14,394.40; expenses = \$16,675.43. The full Financial Report will be ready later this week, after bank reconciliation is completed. Motion was made by Jane to approve the financial information, which includes the revenues, expenses, and the paying of bills in the amount of \$16,675.43. Rhonda seconded the motion. Motion carried. Bank reconciliation and full Financial Report for June will be voted on at next meeting.

4. Circulation Report: Stacey presented the June 2023 Circulation Report.* Motion was made by Stephanie to approve the Report. Jane seconded. Motion carried.

5. Public Comments and Correspondence: Stacey reported receiving a note of appreciation left at the Library from the Lyons family.

6. Director's Report: Stacey presented the July 18, 2023, Director's Report.* Motion was made by Jane to approve the Report. Stephanie seconded. Motion carried.

7. Old Business:

a. VOIP Phone Plan: Tim researched the subject and provided information* on this phone technology from Ooma Office, which could save costs. Stephanie motioned to have a trial period for a month; Rhonda seconded. Motion carried.

b. Lawn Care Quote: Stacey received a quote for \$619 from Allegiance Lawn Care* to take care of work to be done around the hedges. Rhonda motioned to approve the work, Jane seconded. Motion carried.

c. Open: None.

8. New Business:

a. Director's Evaluation: At 6:58 PM, Jane motioned to go into Executive Session to discuss the Director's Evaluation; Stephanie seconded. Motion carried. At 7:06 PM, Jane motioned to return to regular session; Craig seconded. Motion carried. Jane motioned to give Stacey an Excellent performance rating* and to increase her pay from \$16.00 p/h to \$17.00 p/h, effective 08/01/2023. Rhonda seconded. Motion carried.

b. Library Assistant Hours/Hours Open: There was discussion about full-time or part-time options to replace Brittany. It was agreed that two or three part-time employees gives more flexibility in scheduling. Stacey is going to start interviewing.

c. Staff COLA Raises: Stacey is concerned that there is too long a break between raises for employees with 5 years of service and 10 years. Tabled.

d. Holiday Pay* - Stephanie and Stacey want to clarify, in a policy, about eligibility for holiday pay, specifically, if the employee has to work the day before/after the holiday. Also, if Student Assistants are eligible for holiday pay. Tabled.

e. Compliance Training: Stephanie handed out a handy Cheat Sheet* on Robert's Rules of Order. Good idea for us to review.

f. Open: Hardin County Fair: Stacey signed up herself and others for the library to earn \$100 by working at the fair box office on Saturday, September 9.

ORC Guidance on Vacant Trustee: Stephanie reported doing some research about our Trustee vacancy, and found something to keep in mind - we can have a Trustee who lives outside the school district, as long as they live in the county.

9. Adjournment: Motion to adjourn was made by Rhonda, seconded by Craig. Motion carried. Meeting adjourned at 8:05 PM. Next regular meeting scheduled for: Tuesday, August 22, 2023.

Jane Wilcox
Trustee, Recording Secretary

Tim LuceWireman
President

* Copy in File.