ALGER PUBLIC LIBRARY

*of The Upper Scioto Valley School District*

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, November 29, 2022 Time: 6:00 PM

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

1. Roll Call (present checked “x”): Trustees:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| X | Tim LuceWireman |  | X | Craig Decker |  | X | Jane Wilcox |
|  | Lori Dyer |  | X | Stephanie Nichols |  | X | Rhonda Hunt |
| X | Katherine Moore |  |  |  |  |  |  |

 Library Employees:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| X | Stacey Hensley, Library Director |  | X | Kathy HullFiscal Officer |  |  |  |

 b. Agenda approval: Craig made a motion to approve the Agenda without changes; Rhonda seconded. Motion carried.

2. Approval of Minutes: Jane distributed the minutes of the October Regular Meeting before today’s meeting. Motion was made by Craig to approve the minutes without changes; Rhonda seconded. Motion carried.

3. Financial Report: Kathy submitted the October Financial Report.\* Motion was made by Jane to approve the Financial Report, which includes the bank statements, cash journals, revenues, expenditure reports, transfer funds as listed on the Fiscal Officer Report, and the paying of bills in the amount of $11,781.49. Rhonda seconded. Motion carried.

Kathy reported Middlefield Banking Company is the new name/ownership of Liberty National Bank.

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

5. Public Comments and Correspondence: A patron mentioned that he didn’t think we should have a password for the library’s internet. We are going to keep it as it is set up now.

6. Director’s Report: Stacey presented the Director’s Report\* dated 11/29/22. Motion was made by Jane to approve the Report. Rhonda seconded. Motion carried. Congratulations, Stacey, on graduating from Hardin Leadership Class!

7. Old Business:

 a. Director Vacation Policy: Kathy requested to have a policy covering vacation payouts at end of calendar year, and vacation earned by calendar year, not anniversary year. Jane will draft, working with Kathy, then send to board for approval.

Alger Library Trustee Meeting Minutes

November 29, 2022

Page 2

 b. Furnace: Stacey reported furnace work will be done 12/02/22, plywood deteriorating and falling in to the ductwork. Board approved the work to be done after Stacey sent text messages/email to board members, so she scheduled the work. Jane motioned to confirm approval of the work to be done. Craig seconded. Motion carried.

 c. Open: Stephanie made a suggestion to start a program at the library, with scarves, hats, free for patrons. It can be done as a knitting group or have donated items, and the group can start making them in January, so we would have all year to get some done. Knitting group could also add attendance numbers for the library. All agreed to “Sit and Stitch” group. Rhonda motioned to approve; Katherine seconded. Motion carried.

8. New Business:

 a. Staff & Open Hours: Cristal submitted her two-week resignation notice. Brittany is interested in working more hours. Stacey would like to convert her to full time, and get Student Assistant starting in January. So, as a fulltime employee, Brittany would be eligible for 8 hours holiday pay and vacation hours per the employee handbook. Effective January 1. Stephanie motioned to approve; Rhonda seconded. Motion carried.

 b. Direct Deposit: We have online banking option with Middlefield Bank (Liberty Bank), covered in Fiscal Officer’s report. Rhonda motioned to approve; Katherine seconded. Motion carried.

 c. Future Employee Hiring Practice: Kathy recommended policy having background check and fingerprints done, paid by Library. The job offer letter can be contingent on passing background check. Hardin County Sheriff’s Office, Hardin County Board of Education? Send results directly to library. Does school have background standards? Stacey to check. Katherine motioned to move forward to do background checks on future hires. Stephanie seconded. Motion carried.

 d. Help With Year End: Kathy would like to know if technical assistance would be approved, if needed, for year-end processing and financials. Rhonda motioned to approve; Katherine seconded. Motion carried.

 e. Open: OLC advising of situations “first amendment audits” by speak up press. Stacey wants to set up policy on how to handle this situation, if it arises. Tabled.

9. Adjournment: Stephanie made a motion to adjourn; Rhonda seconded. Motion carried. Meeting adjourned at 7:27 PM. Next regular meeting scheduled for Tuesday, December 27, 2022.

Jane Wilcox Tim LuceWireman

Trustee, Recording Secretary President

\* *Copy in File*.