ALGER PUBLIC LIBRARY

*of The Upper Scioto Valley School District*

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, September 27, 2022 Time: 6:15 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 |  |  |  |

 Other:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
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 b. Agenda approval: Motion was made by Rhonda to approve the agenda; Stephanie seconded. Motion carried.

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

3. Financial Report: Kathy Hull submitted the August 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 $10,717.89, and to approve the transfer of funds listed in the Fiscal Officer’s report. Katherine seconded the motion. Motion carried.

Kathy also reported that the Library has been charged $244 in late fees from an Alger tax from 2019. Jane said she would help appeal the charge. The actual $145 tax bill was paid.

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

5. Public Comments and Correspondence: Stacey’s received positive comments about the repairs in the children’s area. Stacey shared a copy of her letter to the editor about our appreciation for ACE volunteer work.

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6. Director’s Report: Stacey presented the August Director’s Report.\* Motion was made by Katherine to approve the Report. Craig seconded. Motion carried. Stacey also requested approval to complete some plumbing work, per the attached estimate.\*

Rhonda motioned to approve the work; Craig seconded. Motion carried.

7. Old Business:

 a. Mold/mildew in Children’s Section: Finally finished and looks fantastic. Hopefully, we’ll see a reduction in our heating/cooling costs because of the added building insulation.

 b. Committees: Stacey passed around committee sign-up sheet to add to sign-ups received by email.

 c. Insurance Policies: Tim will continue to look at consolidating next year all policies under one company. Rhonda signed up for insurance committee.

 d. Director Vacation Policy: Is use or lose? The Board advised that the library does not carryover vacation from one year to the next, and the balance of unused vacation should be cashed out in the last payroll of the year, or at least close to the end of year, so that the amount is included in the employee’s W-2. Kathy to verify that pay out at the end of the year is legal.

 e. Open: None.

8. New Business:

 a. Update of Policies: Stacey – talk in other libraries about censorship, so Stacey would like to write a diverse collection policy, and reconsideration of material form.

Hotspot policy: some people are taking advantage of it. Policy needs to be updated: Stacey wants patrons to return hot spots instead of keeping them indefinitely, also increased cost if item is not returned. Referred to policy committee. Tabled.

Library closure policy: with one change, Rhonda/Katherine. Motion carried.

 b. Plumbing Repairs and Estimate: Copy of estimate attached. Work was previously approved under Director’s report.

 c. Open: none.

9. Adjournment: Motion to adjourn was made by Katherine; seconded by Rhonda. Motion carried. Meeting adjourned at 7:59 PM. Next regular meeting is scheduled for: Tuesday, October 25, 2022.

Jane Wilcox Tim LuceWireman

Trustee, Recording Secretary President

\* *Copy in File*.