



ALGER PUBLIC LIBRARY  
of The Upper Scioto Valley School District

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, April 25, 2023

Time: 6:00 PM

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

a. Trustees and Staff 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"/> Rhonda Hunt  | <input checked="" type="checkbox"/> Katherine Moore |
| <input checked="" type="checkbox"/> Stephanie Nichols, Trustee/Fiscal Officer |  | <input type="checkbox"/>                            |
| <input checked="" type="checkbox"/> Stacey Hensley, Library Director          |  |   |
- Visitor: Melissa Moore

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

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

3. Financial Report: Stephanie was not able to submit the March Financial Report due to problems with the computer system for Liberty's switch over to Middlefield Bank. She will send the reports out to trustees by email once bank statement is available, or they will be included in next month's report. Motion was made by Jane to approve the paying of bills in the amount of \$7,118.03 for March. Rhonda seconded the motion. Motion carried. Checking balance: \$56,137.42. March Revenues: PLF- Hardin \$9,481.38, Logan \$119.53. March Expenses \$7,118.03. There was discussion on our cash handling policy – Jane to email to everyone. Tim wants to make sure handling cash donations is covered in the policy.

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

5. Public Comments and Correspondence: Melissa and Katherine sent cookies to the library staff for Library Appreciation Month. The staff has enjoyed them very much!

6. Director's Report: Stacey presented the 4/25/23 Director's Report.\* Motion was made by Jane to approve the Report. Stephanie seconded. Motion carried.

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7. Old Business:

a. Fiscal Officer Official Vote and Swearing In: Craig motioned to hire Stephanie Nichols as Fiscal Officer, Katherine seconded. Motion carried.

Jane to give job offer letter to take to Hardin County sheriff for background check. Tim wants to review Fiscal Officer job description and update as needed. Make sure everyone has a clear understanding of job. Jane to send out. Stacey, Notary Public, administered the Fiscal Officer Oath of Office to Stephanie.

b. Plumbing: Work to start the first week of May, starting with outside work.

c. Open: None.

8. New Business:

a. Credit Card Payments for Patrons: Looking at different options for Patrons to be able to pay fines, fax, fees, paypal, envisionsware or propay. Stephanie said there was a scam going around with square, Hardin County Treat uses paygov.us. Totally free to library, fee goes to patron. Tabled.

b. Explore Banking Options: With the changing of routing numbers and recent problems with Middlefield Bank, Stephanie wants to start the discussion of moving the library accounts to Quest Credit Union.

c. Compliance Training: Stephanie received book Sunshine Laws, from the Attorney General's office; will give full report next month. Homework – find out what is a meeting. Tabled.

d. AEP Shutting Off Power Thursday April 27<sup>th</sup>: Rhonda motioned to be open Thursday, 4/27, from 2:00 to 6:00 because of shutdown. Stephanie seconded. Motion carried.

e. Open: None.

9. Adjournment: Motion to adjourn was made by Katherine; seconded by Craig. Motion carried. Meeting adjourned at 6:50 PM. Next regular meeting scheduled for: Tuesday, 5/23/23, at 6:00 PM.

Jane Wilcox  
Trustee, Recording Secretary

Tim LuceWireman  
President

\* *Copy in File.*