



ALGER PUBLIC LIBRARY
of The Upper Scioto Valley School District
BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, June 28, 2022

Time: 6:00 PM

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

a. Roll Call (present checked "x"): Trustees:

X	Tim LuceWireman
X	Lori Dyer
	Katherine Moore

	Craig Decker
	Stephanie Nichols

x	Jane Wilcox
x	Rhonda Hunt

Library Employees:

x	Stacey Hensley, Library Director
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X	Kathy Hull Fiscal Officer
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Other:

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

2. Approval of Minutes: Jane distributed the minutes of the May 31, 2022, Regular Meeting before today's meeting. Motion was made by Lori to approve the minutes as submitted; Rhonda seconded. Motion carried.

3. Financial Report: Kathy submitted the May Financial Report,* and requested approval to transfer funds as follows: 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 \$14,394.54. Rhonda seconded the motion. Motion carried. Also, Kathy requested approval to transfer funds as follows: move \$400.00 from Auditing (line #220-371-0000) to Summer Reads Program (line #410-009). Rhonda motioned to approve the transfer the funds as requested; Lori seconded. Motion carried. Kathy recommended that the Fiscal Officer safe box be locked in the cabinet for security. Stacey agreed to make room in the cabinet. Jane to get petty cash policy to Kathy. Kathy asked if there could be a backup for payroll – Stacey said she could be the backup.

4. Circulation Report: Stacey presented the May Circulation Report.* Motion was made by Lori to approve the Report; Jane seconded. Motion carried.

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5. Public Comments and Correspondence: Stacey reported that everyone has talked about how much they've enjoyed the Summer Reading events so far. Also, there is an article in the Kenton Times about today's event. Dan Robinson commented to Stacey that there's a lot of wonderful things happening at the Library and people are noticing.

6. Director's Report: Stacey presented the June 28th, 2022, Director's Report.* Motion was made by Jane to approve the Report; Rhonda seconded. Motion carried. Stacey to get quotes on new flooring.

7. Old Business:

a. Mosquito Treatment from Orkin: Already in place, inside the fence. They come back monthly to change the inside filter.

b. Mold Estimates: Two estimates have been received: ServePro \$2,055.00, and the same company that has helped us in 2018, Earth Safe Ozone for \$750. Stacey recommends approving the \$750.00 quote, and added that the company has been very responsive and helpful. Lori motioned to approve the work, per the \$750.00 quote by Earth Safe after the insulation is installed. Rhonda seconded. Motion carried.

c. Employee Google Responses: All employees responded*.

d. Review of All Insurance Policies: Liability – France & Assoc. Property – Hastings Mut. Bond insurance – Cole-Humphrey. Identify all coverage.

e. FRAPL Follow-Up: Stacey reported the remaining money was delivered. It was done before any call or letter was sent. No further action needed. Closed.

f. Open: None

8. New Business:

a. Director Anniversary: 3rd year work anniversary for Stacey is August 1st. Evaluation committee: Jane, Tim, Katherine. Meet at next meeting early.

b. Open: Stacey bought a new router for library, which has 2 entry points – one for the staff with 5G password protected, and one for patrons/public. Spectrum equipment updated on Friday.

9. Adjournment: Motion to adjourn was made by Rhonda; seconded by Lori. Motion carried. Meeting adjourned at 7:50 PM. Next regular meeting scheduled for Tuesday, July 26, 2022, at 6:00 PM.

Jane Wilcox
Trustee, Recording Secretary

Tim LuceWireman
President

* Copy in File.