



ALGER PUBLIC LIBRARY
of The Upper Scioto Valley School District

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, October 15, 2024

Time: 6:00 PM

1. The meeting was called to order by Craig Decker / Tim LuceWireman.

a. 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"/> Stephanie Nichols | <input type="checkbox"/> Rhonda Hunt | <input checked="" type="checkbox"/> Heather Curl |
| <input checked="" type="checkbox"/> Pam Beverly | <input checked="" type="checkbox"/> | |
| <input checked="" type="checkbox"/> Stacey Hensley, Library Director | <input type="checkbox"/> Stephanie Nichols, Fiscal Officer | |

b. Agenda approval: Motion was made by Jane to approve the agenda, with the following changes: delete 8(c) compliance training. Add Old Business Open: Employee's Records Policy (per Tim). The motion was seconded by Heather. Motion carried.

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

3. Financial Report: Stephanie submitted the October Financial Report.* Motion was made by Jane to approve the Financial Report, which includes the, cash journals, revenues, expenditure reports, and the paying of bills in the amount of \$8,459.64. Craig seconded the motion. Motion carried.

Due to illness, Stephanie was not in attendance. The bank reconciliation was not completed for the meeting but Stephanie will have it completed within a few days as she feels better and it will be emailed to the Trustees to review. It will be voted to approve at the next meeting.

4. Circulation Report: Stacey presented the September Circulation Report.* Motion was made by Heather to approve the Report. Craig seconded. Motion carried.

5. Public Comments and Correspondence: Wilcox's express appreciation to Stacey and staff for memorial acknowledgements. Two retired librarians stopped in and commented, "you have a hell of a library; you're doing great things for the community."

6. Director's Report: Stacey presented the Director's Report* dated 10/15/2024. Motion was made by Jane to approve the Report. Pam seconded. Motion carried.

Alger Library Trustee Meeting Minutes

10/15/2024

Page 2

7. Old Business:

- a. OPLIN Website Hosting Update: going live on new website on October 28th. Ruth Ann (Osborne) Mellano creating a new logo. \$250.00.
- b. Friends of the Library Ideas: Jane has By-laws from the previous friends group.
- c. Audit: Tim reported that we are moving along. There have been some variants, close to the end of the audit. There may be some actionable items but the good news is the amounts are small.
- d. Open: Employee Records Policy: Records found that were not locked up. Jane – look up policy. In employee handbook?

8. New Business:

- a. 2025 Holiday Closings:* Pam motioned to approve; Craig seconded. Motion carried. Includes closing early on New Year's Eve - normally close at 6:00, approved to close at 5:00.
- b. County Funding Training: Jane explained the history of the Alger Library's appeal of County Funding to the Board of Tax Appeals in 2018. Funding formula chart overview is attached. A binder containing the complete record of the appeal is in the Director's office, as permanent records. The key thing to remember is to focus on the elements of the funding formula that we can affect/increase (FTEs, materials, circulation, open hours per week, square feet), contained in the Library's Annual Report every year. The Board and all Staff should have goals to (1) review and increase those amounts, and (2) disagree with changing the formula with the Budget Commission, unless the changes are favorable to our bottom line.
- c. Compliance Training: None.
- d. Open: None.

9. Adjournment: Motion to adjourn was made by Craig; seconded by Pam. Motion carried. Meeting adjourned at 7:18 PM. Next regular meeting scheduled for November 19, 2024, at 6:00 PM.

Jane Wilcox
Trustee, Recording Secretary

Tim LuceWireman
President

* *Copy in File.*