ALGER PUBLIC LIBRARY

*of The Upper Scioto Valley School District*

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, September 26, 2023 Time: 6:00 PM

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

1. Roll Call *(present checked)*:

 ☑ Tim LuceWireman ☑ Craig Decker ☑ Jane Wilcox

 ☐ Lori Dyer ☑ Stephanie Nichols ☑ Rhonda Hunt

 ☐ (vacant) ☐

 ☑ Stacey Hensley, Library Director ☑ Stephanie Nichols, Fiscal Officer

 b. Agenda approval: Motion by Jane to approve the agenda; Rhonda seconded. Motion carried.

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

3. Financial Report: Stephanie submitted the August Financial Report.\* Motion was made by Rhonda to approve the Financial Report, which includes the bank statements, cash journals, revenues, expenditure reports, and the paying of bills in the amount of $31,235.85.\* Jane seconded the motion. Motion carried.

 \*Note: This amount includes $15,341.74, which was paid out of STAR account.

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

5. Public Comments and Correspondence: Positive comments received: Appreciate that we have fax service, kids loved the Back-To-School Bash and Halloween projects.

6. Director’s Report: Stacey presented the Director’s Report\* dated 09/26/2023. Motion was made by Rhonda to approve the Report. Craig seconded. Motion carried.

7. Old Business:

 a. VOIP Phone Plan: After the trial, the pros and cons were evaluated, and the decision was made to stay with current phone system. Stacey and Stephanie will try to get a better plan to lower the cost.

Alger Library Trustee Meeting Minutes

September 26, 2023

Page 2

1. Total Solar Eclipse: Based on Stacey’s recommendation, Stephanie motioned to close the library on 04/08/2024 for the solar eclipse. The school is also going to be closed. Rhonda seconded. Motion carried.
2. Open: None.

8. New Business:

a. Change to Notary Policy: Stacey recommended changing the Notary policy to not include notarizing vehicle titles. Jane motioned to approve; Rhonda seconded. Motion carried.

b. Staff CPR & Narcan Training. Stacey to schedule training for library staff – voluntary.

c. New 2024 PLF Percentage: Budget Commission letter\* dated 09/18/2023 was received. Jane will contact them to get a copy of their budget spreadsheet calculation and to get the definition of circulation used for the calculation. Fundraising subcommittee scheduled to meet on Monday, 10/23, at 6:00 PM at the library.

d. Compliance Training: Stephanie presented material from Ohio Ethics Commission, Susan Wilke.

e. Open: None.

9. Adjournment: Motion to adjourn was made by Craig; seconded by Jane. Motion carried. Meeting adjourned at 7:57 PM. Next regular meeting scheduled for: Tuesday, October 24, 2023, at 6:00 PM.

Jane Wilcox Tim LuceWireman

Trustee, Recording Secretary President

\* *Copy in File*.