

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held December 13

20 22

The Board of Trustees of the Selover Public Library met for a regular monthly meeting on Tuesday, December 13th, 2022 at the library. In attendance were Charlotte Chipps, Linda Goare, Jon Jensen, Jeff Jordan, Joyce Ray, Ronda Siegfried, Kristin Weaver and Director Martha Wall.

The meeting was called to order by President Joyce Ray at 5:10 P.M. She welcomed everyone and shared pizza she had supplied.

The agenda was approved.

The minutes of the November 16th, 2022 meeting were read and approved with one correction.

The treasurer's report was presented by fiscal officer Jeff Jordan and accepted. A copy may be seen in the fiscal officer's file.

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS: Director Wall announced the receipt of the Library Services and Technology Act (LSTA) Competitive Grant that she had written and applied for. It is a federal grant administered by the State Library of Ohio in the amount of \$11,207.00 with a local match of \$3736.00. She explained to the board what the grant money will purchase for the outreach of the library.

22-17 Jon Jensen made a motion for the Director to spend the LSTA grant money on items based on the submitted budget to the fiscal officer beginning after January 1st, 2023. Motion was seconded by Kristin Weaver. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

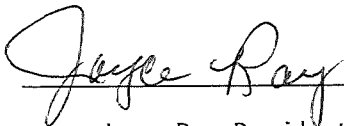
DIRECTOR'S REPORT: Library statistics were shared for November, 2022 and the year to date.

In upcoming events in December, 2022, all the Kindergarten classes from Highland Elementary will be visiting Selover on Thursday, December 15th, 2022, and non-perishable food items are being collected for the Angels Food Pantry in Marengo.

Starting in January, 2023 a new reading challenge for teens and adults will begin, a photography class will be offered, as well as monthly gardening classes and new outreach opportunities.

Director Wall shared photos from Storytime, an art show displayed in Selover's lobby, the Homeschool Book Club, Breakfast with Scrooge, the Christmas parades in Mt. Gilead and Marengo, the Morrow County Education – Business Partnership Action Team meeting, Food Bank donations, the Giving Tree gifts, Letters to Santa collection site, Unwrap a Christmas Story packages and the teen volunteers who wrapped them, a holiday light recycling bin, and Ronald St. Pierre acting as Clement Clarke Moore and reading his poem "A Visit From Saint Nicholas".

Being no further business, the meeting was adjourned at 5:45 P.M..



Joyce Ray, President



Linda Goare, Secretary

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Held December 132022

The Selover Public Library Board of Trustees met at the library on Tuesday, December 13th, 2022 for their annual reorganization meeting.

President Joyce Ray called the meeting to order at 5:45 P.M.

The first order of business was the adoption of the presented agenda.

22-18 Charlotte Chipps made a motion to appoint Jeff Jordan as Fiscal Officer for the year 2023. Motion was seconded by Ronda Siegfried. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Ray – aye, Siegfried – aye, Weaver – aye.

The oral oath of office was read to Fiscal Officer Jeff Jordan by Trustee and Notary Public Jon Jensen.

Jon: "Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the fiscal officer of the Selover Public Library, Morrow County, Ohio to the best of your abilities and in accordance with the laws now in effect and herein after to be enacted, during your continuance in said office and until your successor is elected and qualified?"

Jeff: "I do".

The oral oath of office was read to Trustee Joyce Ray by Trustee and Notary Public Jon Jensen.

Jon: "Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as Trustee of the Selover Public Library, Morrow County, Ohio to the best of your abilities and in accordance with the laws now in effect and herein after to be enacted, during your continuance in said office and until your successor is elected and qualified?"

Joyce: "I will".

22-19 Charlotte Chipps made a motion to keep the current Board of Trustees officers in place for the one year term beginning on January 1st, 2023. They are President, Joyce Ray, Vice-President, Jon Jensen, and Secretary, Linda Goare. Motion was seconded by Ronda Siegfried. Motion passed with Chipps – aye, Jordan – aye, Siegfried – aye, Weaver – aye. Goare, Jensen and Ray abstained.

22-20 Charlotte Chipps made a motion to approve the following nine previously discussed items that are listed on the consent agenda:

1. Approve depository of public funds with Park National Bank for checking and Farmers Citizens Bank for savings.
2. Approve investments of funds with StarOhio administered by the Ohio Treasurer of State for savings.
3. Approval for the Fiscal Officer to invest public funds and pay bills for the library.
4. Approval for the Fiscal Officer to transfer \$10,000.00 from the General Fund to the Building Fund.
5. Approve purchase of a surety bond for the fiscal officer as required by the Ohio Revised Code 3.061 through the Rinehart, Walters and Danner Insurance Agency in Mansfield, Ohio.
6. Authorize the fiscal officer to set the mileage reimbursement rate for employees to match the IRS rate as soon as it is set for 2023.
7. Set the date and time of the regular board meetings as the third Wednesday of each month at 6:00 P.M. The December, 2023 regular meeting will be held on Tuesday, December 12th, 2023 at 5:00 P.M. followed by the reorganization meeting for 2024.
8. Set the library hours of operation as Tuesday and Wednesday – 1P.M. to 7 P.M., Thursday and Friday – 10 A.M. to 5 P.M., and Saturday – 10 A.M. to 3 P.M.

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9. Approval of the following holidays to be paid to eligible employees. The library will be closed on those holidays unless otherwise decided upon by the Director. If the library is open to the public on a paid holiday, the employees working that day will receive regular hourly pay and holiday pay.

- a. New Year's Day
- b. Memorial Day
- c. Independence Day (July 4th)
- d. Labor Day
- e. Thanksgiving Day
- f. Day after Thanksgiving
- g. Christmas Eve
- h. Christmas Day
- i. Day after Christmas Day
- j. New Year's Eve

Motion was seconded by Kristin Weaver. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

Appropriations for 2023 were presented by fiscal officer Jeff Jordan. There was discussion of any changes from the 2022 appropriations and the reasons for the changes.

22-21 Jon Jensen made a motion to accept the proposed 2023 appropriations as presented. Motion seconded by Linda Goare. Motion Passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

22-22 Charlotte Chipps made a motion to increase the starting pay for new librarians to \$13.50 per hour starting January 1st, 2023. Motion seconded by Ronda Siegfried. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

22-23 Linda Goare made a motion to accept the following salary chart for library employees effective January 1st, 2023.

Librarian	Rate per hour	Holidays	Vacation
Connie Henthorn	\$22.50	10	15
Alan Wall	\$19.50	10	15
Brielle Kincaid	\$17.00	4	5
Hope Messmer	\$15.50	3	5
Julie Brown	\$15.50	2	2
Mark Tingley	\$14.50	1	1
Teen Intern Lyndsay Starcher	\$11.50	0	0
Assistant Custodian Dan Hull	\$12.50	0	0

Motion was seconded by Charlotte Chipps. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

22-24 Kristen Weaver made a motion that the salary for Heather Hull, Custodian remain the same for 2023 as it was for 2022 at \$900.00 per month. She does not receive any vacation or holiday pay. Motion seconded by Jon Jensen. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

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Director Martha Wall exited the meeting while the director's salary was discussed.

22-25 Kristin Weaver made a motion to increase the annual salary for Director Martha Wall to \$34,000.00. Vacation pay and holiday pay are currently included in the salary. Jon Jensen seconded the motion. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

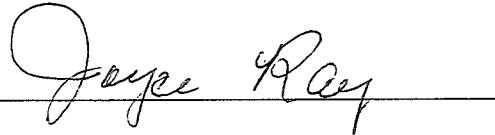
Director Wall returned to the meeting.

Fiscal Officer Jeff Jordan exited the meeting while the fiscal officer's salary was discussed.

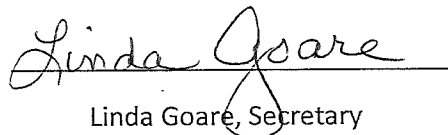
22-26 Charlotte Chipps made a motion to increase the annual salary of Fiscal Officer Jeff Jordan to \$22,000.00. Vacation pay and holiday pay are included in that salary. Ronda Siegfried seconded the motion. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Ray – aye, Siegfried – aye, Weaver – aye.

Jeff Jordan returned to the meeting.

Being no further business, the reorganization meeting was adjourned at 7:20 P.M.



Joyce Ray, President



Linda Goare, Secretary