

# Selover Public Library

## Board of Trustees Meeting Minutes

Held November 19, 2025

The Selover Public Library Board of Trustees met at the library on Wednesday, November 19, 2025 for their regular monthly meeting. In attendance were Charlotte Chipps, Joyce Hudson-Ray, Jon Jensen, Jeff Jordan, Ronda Siegfried, Candace Thompson, Kristin Weaver and Director Martha Wall.

President Jon Jensen called the meeting to order at 6:12 P.M. and welcomed everyone.

The agenda was read and approved.

The minutes of the September 17, 2025 board meeting were read and approved.

The Treasurer's Reports for September and October 2025 were presented by Fiscal Officer Jeff Jordan. They were both accepted and a copy of each may be seen in the fiscal officer's file.

### **OLD BUSINESS:**

**NEW BUSINESS:** Joyce Hudson-Ray has accepted the invitation to join the Selover Public Library Board of Trustees. She will fill the unexpired term of Trustee Joyce Ray for the term ending December 31, 2029. She was read the oral oath by President 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; 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 do."

Director Wall and Fiscal Officer Jordan shared information regarding Ohio Checkbook with the board. The board discussed using it and felt it would be a good website to utilize for the library. The vote was tabled for now as more information regarding use is gathered.

Fiscal Officer Jordan presented an Appropriation Reallocation document and requested that we adjust appropriations for the following items: Information Technology Contracting Services, Travel and Meeting Expenses, Salaries for Facilities, and Additional Telephone costs.

Purpose: Adjustment to appropriations for additional Level 9 information technology contracting service				
Line Item	Description	Addition	Reduction	Comment
1000-220-390-0000	Other Contracted Services - Information Technology	\$2,500.00		Additional appropriation to cover services (\$800 per month)
1000-760-750-0000	Furniture and Equipment		\$2,500.00	Reduce appropriation not being used.
	<b>Total</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	
Purpose: Adjustment to appropriations for additional travel appropriations for Director and Fiscal Officer				
Line Item	Description	Addition	Reduction	Comment
1000-230-312-0000	Travel and Meeting Expense	\$ 750.00		Additional appropriation to cover travel by Director and Fiscal Officer
1000-110-312-0000	Travel and Meeting Expense		\$ 750.00	Reduce appropriation for travel estimated not to be used for Library Services
		<b>\$ 750.00</b>	<b>\$ 750.00</b>	
Purpose: Adjustment to appropriations for additional salaries allocated for facilities.				
Line Item	Description	Addition	Reduction	Comment
1000-210-110-0000	Salaries	\$1,500.00		Additional appropriation to cover salaries charged for facilities
1000-110-110-0000	Salaries		\$1,500.00	Reduce appropriation for salaries estimated not to be used for Library Services
		<b>\$1,500.00</b>	<b>\$1,500.00</b>	
Purpose: Adjustment to appropriations for additional telephone costs				
Line Item	Description	Addition	Reduction	Comment
1000-210-321-0000	Telephone	\$ 500.00		Additional appropriation for telephone expense due to rising costs
1000-760-750-0000	Furniture and Equipment		\$ 500.00	Reduce appropriation not being used.
		<b>\$ 500.00</b>	<b>\$ 500.00</b>	

**25-23:** Candace Thompson made a motion to make the appropriation changes as presented by Fiscal Officer Jordan. Charlotte Chipps seconded the motion. Motion passed with Chipps – aye, Hudson-Ray – aye, Jensen – aye, Jordan – aye, Siegfried – aye, Thompson – aye, Weaver – aye.

Director Wall reported that the Friends of the Library group is in the process of being formed and they will need a place to hold their meetings in the future.

**25-24:** Jeff Jordan made a motion that the Friends of the Library group be given permission to meet at the library. Ronda Siegfried seconded the motion. Motion passed with Chipps – aye, Hudson-Ray – aye, Jensen – aye, Jordan – aye, Siegfried – aye, Thompson – aye, Weaver – aye.

Director Wall presented the board with quotes from Handel & Son Elevator/Lift Company for a chairlift utilizing funds obtained through the ALA grant. Option 1 would be to install the chairlift in the barn for an estimated cost of \$7,300. Option 2 would be to install the chairlift on the stairs between the main level and basement of the library for an estimated cost of \$14,000. The board discussed both options and determined that the barn would be the better location for the chairlift based on space needed for operation of the chairlift.

**25-25:** Kristin Weaver made a motion to have a chair lift installed in the barn at an estimated cost of \$7,300. Joyce Hudson-Ray seconded the motion. Motion passed with Chipps – aye, Hudson-Ray – aye, Jensen – aye, Jordan – aye, Siegfried – aye, Thompson – aye, Weaver – aye.

Director Wall presented the results for the 20 libraries across the state that had funding on the ballot. 17 of the 20 had renewal, replacement, or bond levies that passed. One library requested an additional levy that passed, and two libraries had additional or replacement levies that failed.

Director Wall asked if anyone present could attend the Morrow County Chamber Parade in Mount Gilead on Friday, December 5. The library will be participating in the parade and needs a few more volunteers. Ronda Siegfried said that she and her husband, Tim, would love to participate.

Fiscal Officer Jordan discussed an update to a policy by the State of Ohio concerning sales tax and reimbursement on the sales tax amount when purchases are made for the library and are paid by someone that uses their personal money/credit card. Under the new guidance, the purchase price will still be reimbursed but the sales tax amount will no longer be reimbursed.

Director Wall gave the board copies of the Background page of the Employee Handbook and the Board of Trustees By-Laws. Both items need to be amended due to the passing of the state budget that includes the reduction of trustee terms from seven years to four years. The board read through several items and further amending of the Board of Trustee By-Laws will take place at a later date.

**25-26:** Jeff Jordan motioned to approve the Employee Handbook's Background page as amended. Candace Thompson seconded the motion. Motion passed with Chipps – aye, Hudson-Ray – aye, Jensen – aye, Jordan – aye, Siegfried – aye, Thompson – aye, Weaver – aye.

The board discussed the date and time of the December board meeting. It will take place on December 17, 2025 at 5:00 P.M.

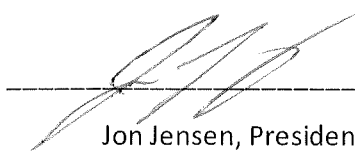
**DIRECTOR'S REPORT:** Library Statistics for September and October 2025 were shared.

Director Wall reported that one more walnut tree needed to be removed from the property.

Director Wall reported that the water leak had been repaired but we are still awaiting a final bill from Randy Bucher Excavating (estimate was \$1,200 before the work was completed). The library also paid \$518 to Patriot Repair Service to move the AC unit.

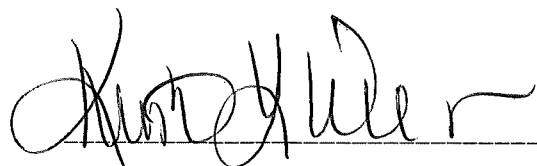
Images of the following activities sponsored by the library were shared: Story Time, Outreach Story Time, Selover Shelfies Book Club, Chess Club, Painting with Kelsey Class, 3D Printing Class, Officially Speaking, Homeschool Book Club, Marengo Fall Festival, Tales Across Counties Culminating Event, Monarch Butterflies, Mobile Planetarium, Giving Tree, Science of Reading Workshop, Trick or Treat, Robotics Level 1 and 2, Alzheimer's Association Class, Bingo for Books, Highland Art Display, Roku/Apple TV, Flying Squirrel Chili Cookoff, Tomorrow Center Community Resource Fair, Big Walnut Joint Fire Station Open House, Nursing Home Outreach (Morrow Manor and Bennington), Karen's Kids Outreach, and Homeschool Fall Festival.

Being no further business, the meeting was adjourned at 8:26 P.M.



---

Jon Jensen, President



---

Kristin Weaver, Secretary