

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Dec. 12

20 23

The Selover Public Library Board of Trustees met for their regular monthly meeting on Tuesday, December 12<sup>th</sup>, 2023 at 5:00 P.M. at the library. Attending the meeting 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. A welcome was extended to all and pizza and snacks were shared with the group.

The agenda was approved.

The minutes of the November 15<sup>th</sup>, 2023 meeting were read and approved.

The treasurers report for November, 2023 was presented by Fiscal Officer Jeff Jordan. Jeff also gave a preview of how his monthly report will look after the required changes to the various categories are implemented. A copy may be seen in the fiscal officers file.

**23-13** Charlotte Chipps made a motion to accept the fiscal officers report for November, 2023. Kristin Weaver seconded the motion. Motion passed with all the trustees voting aye.

**OLD BUSINESS:** Folders of information regarding the records retention schedule were shared with the trustees absent from the November meeting. Discussion on the schedule will begin at the January, 2024 meeting.

**NEW BUSINESS:** Director Wall reported the discovery of "For Sale" signs on the property adjacent to the library. A small portion of the property has been used and maintained by the library for years. She provided the realtors information sheet and discussion followed. Kristin Weaver volunteered to try and gather more information about the property.

Director Wall reported that since last month, three more libraries have left the COOL Consortium, leaving nine participating libraries.

**DIRECTOR'S REPORT:** Library statistics for November, 2023 and year to date were shared.

A new teen intern, Allyson Colley, will begin working at the library soon. Her service is funded through the SPARC program by the MOESC.

A food drive is currently under way with the donations going to the Angels Food Pantry at the Marengo Methodist Church.

Director Wall and the librarians will be distributing the COSI learning lunchboxes over the Christmas break.

Images of the following activities were shared: Homeschool Book Club, Robotics Level 1 and 2, Story Time, Physics Phun/COSI Learning Lunchboxes, Unwrap a Christmas Story, Mt. Gilead Christmas Parade, Marengo Christmas in the Village and Parade, Craft Nights, Supper with Scrooge, Highland Story Time, Giving Tree, String Light Recycling, Chess Club and Nursing Home Outreach.

Being no further business, the meeting was adjourned at 6:15 P.M.

*Joyce Ray*  
Joyce Ray, President

*Linda Goare*  
Linda Goare, Secretary

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The Selover Public Library Board of Trustees met at the library on Tuesday, December 12<sup>th</sup>, 2023 for their annual reorganization meeting.

President Joyce Ray called the meeting to order at 6:20 P.M. following the regular monthly meeting.

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

**23-14** Jon Jensen made a motion to appoint Jeff Jordan as Fiscal Officer for the year 2024 (per ORC 3375.32). Motion was seconded by Kristin Weaver. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – abstain, Ray – aye, Siegfried – aye, Weaver – aye.

The oral oath of office was read to Charlotte Chipps, Trustee by Jon Jensen, Trustee and Notary Public.

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?"

Charlotte: "I do."

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."

**23-15** Charlotte Chipps made a motion to nominate Jon Jensen for President of the Board of Trustees for a one year term beginning on January 1, 2024 (per ORC 3375.32). Jeff Jordan seconded the nomination. Vote on the motion is as follows: Chipps – aye, Goare – aye, Jensen – abstain, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

**23-16** Kristin Weaver made a motion to nominate Joyce Ray for Vice President of the Board of Trustees for a one year term beginning on January 1<sup>st</sup>, 2024 (per ORC 3375.32). Ronda Siegfried seconded the nomination. Vote on the motion is as follows: Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – abstain, Siegfried – aye, Weaver – aye.

**23-17** Jeff Jordan made a motion to nominate Linda Goare as Secretary of the Board of Trustees for a one year term beginning on January 1<sup>st</sup>, 2024 (per ORC 3375.32) Jon Jensen seconded the nomination. Vote on the motion is as follows: Chipps – aye, Goare – abstain, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

**23-18** Jon Jensen made a motion to approve the following eight 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 investment of funds with StarOhio administered by the Ohio Treasurer of State.
3. Approval for the fiscal officer to invest public funds and pay bills for the library.
4. The transfer of funds from the General Fund to the Building Fund does not apply this year.

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Held December 12 (cont.)

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- 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 2024.
- 7. Set the library hours of operation as Tuesday, Wednesday and Thursday - 10:00 A.M. to 7:00 P.M., Friday - 10:00 A.M. to 5:00 P.M., and Saturday - 10:00 A.M. to 3:00 P.M., Closed on Sunday and Monday.
- 8. 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 employee working that day will receive regular hourly pay and holiday pay.
  - A. New Year's Day - Monday, January 1, 2024
  - B. Memorial Day - Monday, May 27, 2024
  - C. Independence Day - Thursday, July 4<sup>th</sup>, 2024
  - D. Labor Day - Monday, September 2, 2024
  - E. Thanksgiving Day - Thursday, November 28, 2024
  - F. Day after Thanksgiving - Friday, November 29, 2024
  - G. Christmas Eve - Tuesday, December 24, 2024
  - H. Christmas Day - Wednesday, December 25, 2024
  - I. Day after Christmas - Thursday, December 26, 2024
  - J. New Year's Eve - Tuesday, December 31, 2024

Ronda Siegfried seconded the motion. Motion passed with Chipps - aye, Goare - aye, Jensen - aye, Jordan - aye, Ray - aye, Siegfried - aye, Weaver - aye.

Charlotte Chipps made a motion to set the starting salary for new librarians at \$13.50 per hour, to increase librarian salaries according to the following schedule, and to increase the annual salaries of Director Martha Wall and Fiscal Officer Jeff Jordan as discussed, all effective on January 1<sup>st</sup>, 2024. Kristin Weaver seconded the motion. Motion passed with Chipps - aye, Goare - aye, Jensen - aye, Jordan - aye, Ray - aye, Siegfried - aye, Weaver - aye.

Librarian	Rate Per Hour	Holidays	Vacation
Julie Brown	\$16.00	3	5
Connie Henthorn	\$23.00	10	15
Brielle Kincaid	\$17.50	5	10
Christy Mayberry	\$14.00	0	0
Hope Messmer	\$16.00	4	5
Sharon Monigold	\$13.50	0	0
Lindsay Starcher	\$13.50	0	0
Mark Tingley	\$15.00	2	2
Alan Wall	\$20.00	10	15

Director Martha Wall exited the meeting at 6:50 P.M. while the Directors salary was discussed. The annual salary for 2024 (holiday pay and vacation pay are currently included in the salary) will increase to \$35,500.00. Director Wall returned to the meeting and Fiscal Officer Jeff Jordan exited the meeting at 7:02 P.M. while the fiscal officer's salary was discussed. The annual salary for the fiscal officer (holiday pay and vacation pay are currently included in the salary) will increase to \$23,500.00 Jeff Jordan returned to the meeting.

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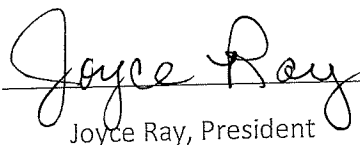
Held December 12 (cont)

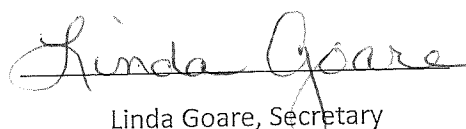
20 23

**23-20** Linda Goare made a motion to accept the appropriations for fiscal year 2024 as presented by the fiscal officer. Kristin Weaver seconded the motion. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

**23-21** Jon Jensen made a motion to set the date and time of the regular monthly board meetings as the third Wednesday of each month at 6:00 P.M. at the library. The reorganization meeting for 2025 will be held immediately following the regular monthly meeting on Wednesday, December 18<sup>th</sup>, 2024 which will begin at 5:00 P.M. Ronda Siegfried seconded the motion. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

**23-22** Kristin Weaver made a motion to adjourn the reorganization meeting at 7:25 P.M. Charlotte Chipps seconded the motion. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

  
Joyce Ray, President

  
Linda Goare, Secretary