



ALGER PUBLIC LIBRARY  
of The Upper Scioto Valley School District

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

Meeting Date: Tuesday, March 25, 2024

Time: 6:00 PM

NOTE: Meeting was originally scheduled for 3/19/24; moved due to election.

1. The meeting was called to order by Craig Decker.

a. Roll Call (*present checked*):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Tim LuceWireman                             | <input checked="" type="checkbox"/> Craig Decker                      | <input checked="" type="checkbox"/> Jane Wilcox |
| <input type="checkbox"/> Lori Dyer                                   | <input checked="" type="checkbox"/> Stephanie Nichols                 | <input checked="" type="checkbox"/> Rhonda Hunt |
| <input checked="" type="checkbox"/> Heather Curl                     | <input checked="" type="checkbox"/>                                   |   |
| <input checked="" type="checkbox"/> Stacey Hensley, Library Director | <input checked="" type="checkbox"/> Stephanie Nichols, Fiscal Officer |   |

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

Heather Curl took the Trustee's Oath of Office, administered by Stacey Hensley, Notary Public. Congratulations, Heather!

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

3. Financial Report: Stephanie submitted the January and February Financial Reports.\* Motion was made by Rhonda to approve the Financial Reports, which includes the bank statements, cash journals, revenues, expenditure reports, and the paying of bills in the amount of \$11,336.18 for January, and \$9,518.85 for February. Jane seconded the motion. Motion carried. Stephanie reported that she is going to get help with adjusting factors when she goes to training this week (26<sup>th</sup>, 27<sup>th</sup>, and 28<sup>th</sup>). Discussion on Dunlap account: Interest income is to be used for art, history, science and literature, biannually, for children and teenagers, per the provisions of the Mabel Dunlap Last Will and Testament.\*

Note: All the account codes had to be changed to new numbers, and the 2024 appropriation had to be converted to the new account codes, which caused a delay in getting bank reconciliations done. Also, the HINKLE Annual Financial Report took some time to complete.

4. Circulation Report: Stacey presented the February Circulation Report.\* Motion was made by Stephanie to approve the Report. Heather seconded. Motion carried.

5. Public Comments and Correspondence: Kelsy said patron commented we have a very nice library. Patron said a patron said he feels safe having his children come over for programs at the library.

6. Director's Report: Stacey presented the Director's Report\* dated 03/21/2024. Motion was made by Rhonda to approve the Report. Heather seconded. Motion carried.

7. Old Business:

a. Swearing in of New Trustee: Completed at start of meeting.

b. Fundraising Updates: No news from the Beer Barrell fundraiser. They told Stacey that they were "still counting."

Stacey reported that someone called the library to see if we could repair a book (family Bible). Kelsey fixed it for them. When they asked how much was the charge, she just suggested a donation. Minich Trucking donated \$50.

Stacey has sent out letters requesting donations for Summer Reading Program. Jane shared information on themes for baskets. Jane motioned to pay the Allegiance Lawn Care out of the \$250 donation from Graphic Packaging Inc. (GPI). Heather seconded. Motion carried.

d. Open: None.

8. New Business:

a. May Board of Trustee Meeting: Stacey reported the May meeting conflicts with USV Academic Awards Banquet, on Tuesday, May 21<sup>st</sup>. Jane motioned to move the Board meeting to Thursday, 5/23, at 6:15 PM. Rhonda seconded. Motion carried.

b. Fiscal Officer One-Year Raise: Rhonda motioned to table this until the next meeting, and any pay increase be made retroactive to her anniversary date. Heather seconded. Motion carried. The evaluation committee to meet before next meeting.

d. Update to 2024 Appropriations: Stephanie handed out 2024 Appropriations Update: EOY carryover: \$50,000. Heather motioned to approve the amended 2024 appropriations, with the following changes: no longer draft, add other expected income, add end-of-year carryover amount. Rhonda seconded. Motion carried.

e. Estimate of New LED Lighting: estimate\*: Heather motioned to get more information – split area quote, or extension to this quote (Stacey), Jane seconded. Motion carried.

f. Compliance Training/Dunlap: Done.

g. Open: Stephanie – We decided at end of last year, we cancelled hot spots, Sprint changed to T-Mobile, \$142 for 5 hotspots. Raised rates before we cancelled and

charged us for an extra line. Bill came in today and amount is zero, they had been trying to charge us \$535.86.

9. Adjournment: Motion to adjourn was made by Rhonda; seconded by Heather. Motion carried. Meeting adjourned at 7:52 PM. Next regular meeting scheduled for April 16, 2024, at 6:00 PM.

Jane Wilcox  
Trustee, Recording Secretary

Tim LuceWireman  
President

\* *Copy in File.*