

# LOGAN COUNTY LIBRARIES

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KNOWLTON LIBRARY  
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## LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – December 21, 2023

The Logan County Libraries Board of Trustees met in regular session on Thursday, December 21, 2023 at 4:00 PM at the Knowlton Library, Bellefontaine, Ohio 43311.

Members present were President Sharon Halter, Judith Goodrich, Robert Barnwell, John Tucci, and Steve Fansler along with Director Beverly Arlequeeuw and Fiscal Officer Stacy Sandy. Stephen Henry and Mark McIntyre were absent.

Rebecca Hoagstrom attended the public participation to discuss forming a Library Friends Group for Logan County Libraries. She participated in a group in Michigan before moving to Ohio. All Trustees agreed for Mrs. Hoagstrom to continue to explore and meet with the Library Director along with contacting the Ohio Library Council to attend a training session and visit other library systems to obtain more information.

The Secretary read the minutes from the November 16, 2023 meeting. Mr. Fansler made a motion to approve the minutes, seconded by Mr. Tucci. Motion Carried.

### **FINANCIAL REPORT:**

The Fiscal Officer gave the monthly financial report ending November 30, 2023:

- The General Fund showed a cash balance of \$529,547.69.
- The Capital Project Fund showed a cash balance of \$680,023.51.
- The Susie Parker Trust Fund showed a total balance of \$64,961.28.
- The Hazel G Moore Memorial Fund showed a cash balance of \$26,508.46.

Mrs. Goodrich made a motion to accept the Fiscal Officer's report, seconded by Mr. Barnwell. Motion carried.

The Director reviewed the Public Library Fund revenue for 2023. She noted an overall increase in the PLF of \$25,296 for 2023 over 2022.

### **UNFINISHED BUSINESS**

- The Social Media policy was tabled until next month meeting.
- The heat tape quote was tabled.

### **NEW BUSINESS**

- Mrs. Goodrich made a motion to approve the 2024 Employee Salary Schedule as presented, seconded by Mr. Fansler. Motion carried.
- Mr. Barnwell reviewed the 2024 employee wage increases. He made a motion for all employees to receive a 3.5% wage increase except for a 7% merit increase for five employees Luella Hamond, Jo Hudson, Hope Justice, Katie Tazek, and Emily Watson. Mr. Tucci seconded. Motion carried.

## TRUSTEES December 21, 2023 MEETING CONTINUED:

- Mr. Fansler made a motion to go into executive session to discuss Director and Fiscal Officer 2024 salaries, seconded by Mr. Barnwell. Motion carried. All Trustees present entered executive session at 4:40 pm. At 5:08 pm all Trustees came out of executive session. Mr. Barnwell moved to increase the Director and Fiscal Officer salary by 5% for 2024 along with an extra paid week of vacation that can be taken over a two-year period, seconded by Mrs. Goodrich. Motion carried.
- The Director and Board President Halter stated they had received an email from Trustee Mark McIntyre resigning from the Library Board. Mr. Fansler made a motion to accept Mr. McIntyre resignation effective immediately, seconded by Mr. Barnwell. Trustees asked the Director to contact the Common Pleas Judge for a replacement.
- The Fiscal Officer and Director presented a quote of \$17,580.00 for duct cleaning and disinfectant/sanitizing for the Knowlton Library. They explained that after all the construction the duct cleaning was necessary. Mrs. Goodrich made a motion for the expenditure, seconded by Mr. Tucci.
- The Director requested Logan County Libraries move to Fine Free in 2024. Mr. Goodrich made a motion to proceed with Fine Free for patrons in 2024, Mr. Barnwell seconded. Motion carried.
- Discussion of the Grand Opening date for the newly remodeled Knowlton Library. Everyone agreed for January 24 from 11 am-2 pm for the celebration.

### **DIRECTOR'S REPORT**

- **STATISTICS REPORT FOR 2023:**

- **Circulation for November 2023:**

- The system showed an overall decrease of 5,052 items compared to November 2022.
    - The Ohio Digital Library circulation was 5,755.

- **STAFF NEWS**

- All Knowlton Library staff have returned to working at the Main branch on December 11.
  - Branch locations have resumed their normal hours.

- **OTHER:**

- The rest of the wooden chairs from Library Design will be delivered on December 30
    - The patron desk filler piece is on order.
    - The insurance company will cover replacement shelving.
    - The HVAC issued was repaired by Slagle Mechanical. The Fiscal Officer notified the insurance company. An internet line was cut when the new network lines were installed.
    - A crochet group is forming and wants to use the community room every week.
    - Unattended children's revised policy will be presented for approval at the January meeting.
    - An average of 180 patrons visiting the Knowlton Library since opening.
    - Patron's comments have been incredibly positive.
    - The community room will be open to the public in January after the chairs arrive.

## TRUSTEES December 21, 2023 MEETING CONTINUED:

The next regular Board meeting will be held on Thursday, January 25 at 4:00 pm at the Knowlton Library in the Barnwell Board Room.

There being no other business, upon motion by Mr. Tucci, seconded by Mr. Barnwell the meeting was adjourned at 5:45 P.M.

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Sharon Halter, President

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Judith Goodrich, Secretary