

# LOGAN COUNTY LIBRARIES

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KNOWLTON LIBRARY  
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## LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – January 25, 2024

The Logan County Libraries Board of Trustees met in regular session on Thursday, January 25, 2024 at 4:00 PM at the Knowlton Library, Bellefontaine, Ohio 43311.

Members present were President Sharon Halter, Judith Goodrich, Robert Barnwell, John Tucci, Stephen Henry, and Steve Fansler along with Director Beverly Arlequeeuw and Fiscal Officer Stacy Sandy. Trustees welcomed Lauren Ater as the newest Trustee to replace Mark McIntyre who resigned in December. She will shadow as a Library Trustee until the March meeting. Mrs. Ater shared information on her life. She was a former Librarian at the Ridgeway Public Library for eight years and currently works as a court investigator for Logan County Family Court and the Logan County Adult Recovery System.

There was no public participation this month.

The Secretary read the minutes from the December 21, 2023, meeting. Mr. Barnwell made a motion to approve the minutes, seconded by Mr. Fansler. Motion Carried.

### **FINANCIAL REPORT:**

The Fiscal Officer gave the monthly financial report ending December 31, 2023:

- The General Fund showed a cash balance of \$543,024.97.
- The Capital Project Fund showed a cash balance of \$676,301.06.
- The Susie Parker Trust Fund showed a total balance of \$64,416.20.
- The Hazel G Moore Memorial Fund showed a cash balance of \$26,512.93.

Mr. Henry made a motion to accept the Fiscal Officer's report, seconded by Mr. Tucci. Motion carried.

The Director reviewed the Public Library Fund revenue for January. She noted a decrease of \$17,913 compared to PLF received in January 2023.

### **UNFINISHED BUSINESS**

- The Social Media policy was tabled until next month meeting.
- The Fiscal Office reported no company would guarantee the heat tape on pipe in the southwest corner of the building. Slagle Mechanical mentioned heat coil. Discussion tabled.
- The Director and Fiscal Officer reported on issue/problems with the HVAC system. Slagle Mechanical has been troubleshooting and repair.

## TRUSTEES January 25, 2024, MEETING CONTINUED:

### **NEW BUSINESS**

- The Fiscal Officer reviewed the 2024 Permanent Budget totaling \$2,941,346.19. Mrs. Goodrich made a motion to approve the 2024 Budget as presented, seconded by Mr. Fansler. Roll vote: Henry, yes; Tucci, yes; Barnwell, yes; Fansler, yes; Goodrich; yes; Halter, yes. Motion carried.
- Mr. Barnwell made a motion to appoint Stacy Sandy as Fiscal Officer for 2024 and approval to pay all invoices and interest earned for 2024 to the Funds, seconded by Mr. Henry. Motion carried. The Fiscal Officer salary was approved in December 2023.
- Mrs. Goodrich made a motion to appoint Beverly Arlequeeuw as Library Director for 2024, seconded by Mr. Barnwell. Motion carried. The Library Director salary was approved in December 2023.
- Mr. Henry made a motion to keep the same slate of Officers for 2024, seconded by Mr. Fansler. Motion carried.
  - President Sharon Halter
  - Vice-President Robert Barnwell
  - Secretary Judith Goodrich
- The Director presented a revised Unattended Children & Vulnerable Adult Policy. After some discussion, the policy was tabled for further review and clarification.

### **DIRECTOR'S REPORT**

- **STATISTICS REPORT FOR 2023:**
  - **Circulation for December 2023:**
    - The system showed an overall increase of 1,597 items compared to December 2022.
    - The Ohio Digital Library circulation was 5,722.
  - **STAFF NEWS**
    - Several open positions at the Main Library will be posted soon.
    - It was noted the Technology Coordinator Rebecca Hatton will retire on June 30, 2024. A search for the position will begin soon.
  - **OTHER:**
    - The Director and Fiscal Officer attended a Logan County Chamber event on the Community Health Plan that is offered in Logan County.
    - Library Design completed the furnishings on January 18.
    - Link Construction has a few more items to complete.
    - The Goodrich Community Room will reopen for public use and reservations on February 5.
    - The Director highlighted the February Library events.

The next regular Board meeting will be held on Thursday, February 29 at 4:00 pm at the Knowlton Library in the Barnwell Board Room.

There being no other business, upon motion by Mr. Barnwell, seconded by Mr. Tucci the meeting was adjourned at 5:25 P.M.

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Sharon Halter, President

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Judith Goodrich, Secretary