

LOGAN COUNTY LIBRARIES

KNOWLTON LIBRARY
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LOGAN COUNTY LIBRARIES BOARD OF TRUSTEES MEETING MINUTES – February 29, 2024

The Logan County Libraries Board of Trustees met in regular session on Thursday, February 29, 2024 at 4:00 PM at the Knowlton Library, Bellefontaine, Ohio 43311.

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

There was no public participation this month.

The Secretary read the minutes from the January 25, 2024 meeting. Mr. Henry made a motion to approve the minutes, seconded by Mr. Tucci. Motion Carried.

FINANCIAL REPORT:

The Fiscal Officer gave the monthly financial report ending January 31, 2024:

- The General Fund showed a cash balance of \$542,849.75.
- The Capital Project Fund showed a cash balance of \$682,291.18.
- The Susie Parker Trust Fund showed a total balance of \$64,698.22.
- The Hazel G Moore Memorial Fund showed a cash balance of \$26,518.02.

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

The Director reviewed the Public Library Fund revenue for February. She noted a decrease of \$10,209 compared to PLF received in February 2023.

UNFINISHED BUSINESS

- No unfinished business this month

TRUSTEES February 29, 2024 MEETING CONTINUED:

NEW BUSINESS

- The Director read a certificate of commendation from Secretary of State Frank LaRose for the Knowlton Library remodeling after the flooding in December 2022. He commended all who collaborated on the endeavor for hard work and commitment to excellence earning the respect and appreciation of our community.
- The Director and Fiscal Officer recommended to contract with Clemans, Nelson & Associates, Inc to review and update the current Personnel Policies and Procedures Manual along with the Position Descriptions customized for Logan County Libraries at a cost of \$10,000.00. This will be a six-month process or longer to finalize, review, and adopt. Mrs. Goodrich made a motion to approve the contract and stated it was essential for the update, seconded by Mr. Tucci. Motion carried.
- The Director passed out Library Board of Trustees By-Laws for Trustees to review and discuss at future meetings for adoption.

DIRECTOR'S REPORT

- **STATISTICS REPORT FOR 2023:**
 - **Circulation for January 2023:**
 - The system showed an overall increase of 15,166 items compared to January 2023.
 - The Ohio Digital Library circulation was 6,711.
- **STAFF NEWS**
 - Twelve employees received CPR/First Aid/AED training and certification through Cintas. They are CPR and AED certified for two years until 2026.
 - Forty-six job applications were received for the open positions. The interviewing process has begun with the prospective applicants.
 - All staff will participate in a Staff Development Day on May 6. All locations will be closed to the public. Sessions will include the Fire Department, weather safety, Logan County Sheriff Department, Logan County Children Services etc.
 - Employees will form a team again this year to participate in the annual AAUW Trivia Bee in March.
- **OTHER:**
 - Eclipse glasses will be distributed to the public beginning March 1.
 - The Director highlighted the March Library events.

Mr. Fansler requested to move the monthly Board meetings to the first, second, or third Thursday and keep the same meeting time. After some discussion, Mr. Fansler made a motion to begin meeting the third Thursday of each month beginning in June, Mr. Henry seconded the motion. Motion carried.

The next regular Board meeting will be held on Thursday, March 28 at 4:00 pm at the Knowlton Library in the Barnwell Board Room. There being no other business, upon motion by Mr. Fansler, seconded by Mr. Tucci the meeting was adjourned at 4:50 P.M.