

Rock Creek Public Library Board of Directors

February 22, 2022

The meeting of the Rock Creek Public Library Board of Trustees was called to order by Vice-President Vicki Ritter. Roll Call was taken with the following members present: Barbara Hale, Eric Carrel, Beverly Martin, Yvonne Gibson, Ken Brown and via phone (Governor DeWine signed House Bill 51) Patricia French . Also present was Fiscal Officer Joanne Clapp. Public present – Sally Fell

22-14 A motion was made by Beverly Martin, seconded by Ken Brown, to elect the following officers: President Patricia French; Vice-President Eric Carrel; and Secretary Barbara Hale. The motion passed with all in favor.

22-15 A motion was made by Eric Carrel, seconded by Barbara Hale, to approve to leave the Library hours the same as the previous year, 2021. The motion passed with all in favor.

22-16 A motion was made by Beverly Martin, seconded by Yvonne Gibson, to authorize the Fiscal Officer to pay the bills for year 2022 as they come due and make transfers as needed, and to sign all purchase orders. The motion passed with all in favor.

22-17 A motion was made by Barbara Hale, seconded by Beverly Martin, to approve for the petty cash drawer to remain at \$100 and the cash drawer at \$30.00 The motion passed with all in favor.

22-18 A motion was made by Eric Carrel, seconded by Yvonne Gibson, to have the meeting date for the Board to be held the fourth Tuesday of the month beginning at 5:30 PM.

22-19 A motion was made by Eric Carrel, seconded by Barbara Hale, to approve the minutes of the January 25, 2022 meeting. The motion passed with all in favor.

22-20 A motion was made by Ken Brown, seconded by Beverly Martin, to approve the Treasurer's Reports for January 2022 as presented. The motion passed with all in favor.

22-21 A motion was made by Eric Carrel, seconded by Yvonne Gibson, to remove former Library Director Katherine Blauvelt from all bank accounts and credit cards. The motion passed with all in favor.

22-22 A motion was made by Eric Carrel, seconded by Barbara Hale, to apply a for a new credit card under the heading "Rock Creek Public Library – Director" with no name. The motion passed with all in favor.

22-23 A motion was made by Eric Carrel, seconded by Barbara Hale, to authorized the employees to spend up to \$1,000 for books and material for the month of March, because of currently not having a Library Director. The motion passed with all in favor.

22-24 A motion was made by Eric Carrel, seconded by Beverly Martin to close the current Amazon account. The motion passed with all in favor.

Fiscal Officer Report:

Informed the Board that Year 2021 Year End Report has been completed, submitted to the State Auditors and a copy has been left with the Staff for the public review upon request.

Recommend to the Board that library create a Standard Operations Procedures for every position to include opening/closing library, balancing, etc. This is not to eliminate anyone's position, it is a tool to assist when someone new starts or if someone needs to step in to fill the position on a temporary basis. This should be reviewed annually.

Director's Report:

Vicki Ritter informed the Board that she has directed the employees to reach out to Diane Johnson or Alisha Campbell in reference to items the Library Director would handle and if Diane or Alisha are not here they are to take a message.

Vicki Ritter informed the Board that she is reaching out to our Electrician Josh Adkins to inquire if he knows a maintenance person who would recommend to do the Library maintenance.

The Board discuss and recommended doing a workshop to work on completing a survey to sent out in reference to what patrons would be interested in being offer at the Library.

Vicki Ritter informed the Board that Tax forms for this year tax season and the Golden Buckeye applications have never been ordered or received.

Vicki Ritter informed the Board she has placed ad in "The Jefferson Gazette", Ohio Library Council and internet for this week and next week for Library Director position.

Vicki Ritter informed the Board she contacted our HVAC contractor and requested the thermostat be program at 70 degrees during the day and 68 degrees at night for the winter.

Yvonne Gibson left the meeting at 6:31PM.

The Board discussed if the new membership cards have been ordered.

Friends of the Library Report:

Sally Fell stated that the Friends of the Library has disbanded and they will be donating to the Library with them recommend request to funds be used for staff development or adult education.

Public Comments (limited to 3 minutes)

Sally Fell inquired from Ken Brown what experience he had and why he decides to join the Library Board.

22-25 A motion was made by Beverly Martin, seconded by Barb Hale to go into executive session at 6:45 to discuss contracts and possible employee hiring/compensation, invite Fiscal Office in with possible action being taken afterwards. The motion passed with all in favor.

Board Meeting reconvene at 7:32 PM.

22-26 A motion was made by Eric Carrel, seconded by Beverly Martin to hire a human resource attorney to review/rewrite employee handbook and new hires agreements not to exceed \$3,500.00. The motion passed with all in favor.

22-27 A motion was made by Beverly Martin, seconded by Barbara Hale to terminate Leave it to Weaver cleaning contract effective March 31, 2022. The motion passed with all in favor.

22-28 A motion was made by Ken Brown, seconded by Barbara Hale to hire cleaning person (employee), to work Monday, Wednesday and Friday for a total of six (6) hours per week at \$12.00 to do basic cleaning, vacuum, dust, empty the trash, clean window, clean bathrooms and mop. The library to provide cleaning supplies. The motion passed with all in favor.

22-29 A motion was by Ken Brown, seconded by Barbara Hale to adjourn the meeting at 7:35 PM. The motion passed with all in favor.

The meeting was adjourned with the next scheduled meeting of the Rock Creek Public Library to be held on Tuesday, March 22, 2022 at 5:30 PM.

President

Fiscal Officer

These Board minutes are not considered official minutes until approved by Library Board.