

Rock Creek Public Library Board of Directors

March 22, 2022

The meeting of the Rock Creek Public Library Board of Trustees was called to order by Vice-President Eric Carrel. Roll Call was taken with the following members present: Barbara Hale, Vicki Ritter, Beverly Martin, Yvonne Gibson, Ken Brown. Also present was Director Ed Worso Fiscal Officer Joanne Clapp.

22-34 A motion was made by Barbara Hale, seconded by Ken Brown, to approve the minutes of the February 22, 2022 meeting. The motion passed with all in favor.

22-35 A motion was made by Beverly Martin, seconded by Yvonne Gibson, to approve the minutes of the March 5, 2022 meeting. The motion passed with all in favor.

22-36 A motion was made by Beverly Martin, seconded by Barbara Hale, to approve the Treasurer's Reports for February 2022 as presented. The motion passed with all in favor.

Resolution No. 2022-01

A resolution approving the permanent appropriations fund for the Rock Creek Public Library for the Year 2022 and declaring an emergency.

22-37 A motion was made by Beverly Martin, seconded by Vicki Ritter to suspend the three reading rules. The motion passed with all in favor.

22-38 A motion was made Beverly Martin, seconded by Yvonne Gibson to pass Resolution No. 2022-01. The motion passed with all in favor.

Resolution No. 2022-02

A resolution establishing, approving and adopting the public records policy of the Rock Creek Public Library and declaring an emergency.

22-39 A motion was made by Yvonne Gibson, seconded by Beverly Martin to suspend the three reading rules. The motion passed with all in favor.

22-40 A motion was made Vicki Ritter, seconded by Barbara Hale to pass Resolution No. 2022-02. The motion passed with all in favor.

Resolution No. 2022-03

A resolution to establish a credit card policy compliant with the newly enacted provisions of the Ohio Revised Code and declaring an emergency.

22-41 A motion was made by Ken Brown, seconded by Beverly Martin to suspend the three reading rules. The motion passed with all in favor.

22-42 A motion was made Barbara Hale, seconded by Yvonne Gibson to pass Resolution No. 2022-03 with the limit for Board members \$5,000; Director \$5,000 and Fiscal Officer \$5,000. The motion passed with all in favor.

Resolution No. 2022-04

A resolution approving and adopting a records retention policy for the Rock Creek Public Library and approving the RC2 schedule and directing the Library Director and/or Fiscal Office to forward to the State for approval and declaring an emergency.

22-43 A motion was made by Yvonne Gibson, seconded by Beverly Martin to suspend the three reading rules. The motion passed with all in favor.

22-44 A motion was made Beverly Martin, seconded by Barbara Hale to pass Resolution No. 2022-04. The motion passed with all in favor.

Fiscal Officer Report:

Still working with HR attorney on updating the Employee Personnel Policies Manual.

Director's Report:

Informed the Library Board he purchased on door counter from SenSource, created a spreadsheet for door count, program attendance, program count, etc., with the Board Ok he would like to switch the employee schedule and time clock to CLEVNET Microsoft Teams (MicrosoftShifts) this would allow the Board access to seeing employee schedules. The Board is Ok with trying the online for six months before making it permanent. He has only received one application for circulation clerk position. He is considering changing the employee's positions title and descriptions, will report back to the Library Board. He completed the State Statistical Report to the State Library of Ohio. He informed the Library Board that all employees current and new hires should be background check prior to starting because of working with children.

22-45 A motion was made by Barbara Hale, seconded by Yvonne Gibson to approve and authorize the Library Director to enter into a contract with JanPro for cleaning library at \$325.00 per month. The motion passed with all in favor.

22-46 A motion was made by Beverly Martin, seconded by Yvonne Gibson to approve and authorize the Library Director to enter into a contract with Rivistas for magazines for \$593.70. The motion passed with all in favor.

22-47 A motion was made by Yvonne Gibson, seconded by Beverly Martin to approve and authorize the Library Director to enter into a contract with OPLIN website hosting for initial set up of \$795.00 and \$360.00 per year thereafter. The motion passed with all in favor.

22-48 A motion was made by Ken Brown, seconded by Barbara Hale to approve and authorize the Library Director to hire MK Roofing for gutter repair for \$1,720.00. The motion passed with all in favor.

Public Comments (limited to 3 minutes)

No public present.

22-49 A motion was made by Beverly Martin, seconded by Yvonne Gibson to go into executive session at 7:26 to discuss contracts and employee compensation, invite Library Director and Fiscal Officer in with action being taken afterwards. The motion passed with all in favor.

Board Meeting reconvene at 7:51 PM.

22-50 A motion was made by Beverly Martin, seconded by Vicki Ritter to authorize the Fiscal Officer to pay a one-time bonus of \$400.00 each to Diane Johnson and Alisha Campbell; \$250.00 each to Autumn Briggs and Nick Hiltz for taking on the additional responsibility until the new Library Director was hired. The motion passed with all in favor.

22-51 A motion was made by Ken Brown, seconded by Vicki Ritter to authorize the Fiscal Officer to pay Diane Johnson 209 vacation hours at \$18.00 per hour. The motion passed with all in favor.

22-52 A motion was made by Yvonne Gibson, seconded by Ken Brown to authorize the Library Director to spend up to \$5,000 per month for expenditures that may occur outside the original budget items that approved by the Library Board. The motion passed with all in favor. (Note: Library Director will explain the expenditures to the Library Board at their next meeting.)

22-53 A motion was by Barbara Hale, seconded by Beverly Martin to adjourn the meeting at 7:54 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, April 26, 2022 at 5:30 PM.

President

Fiscal Officer

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