

## Rock Creek Public Library Board of Directors

June 28, 2022

The meeting of the Rock Creek Public Library Board of Trustees was called to order by President Pat French at 5:30 PM. Roll Call was taken with the following members present: Barbara Hale, Vicki Ritter, Ken Brown, Eric Carrel, Kathy Perry and Beverly Martin. Also present was Director Ed Worso Fiscal Officer Joanne Clapp. Guest Present: Sally Fell

Fiscal Officer Clapp swore in Kathy Perry and then swore in remaining library board members, after they mention that they did not remember being sworn in after they were appointed.

22-72 A motion was made by Ken Brown, seconded by Eric Carrel, to approve the minutes of the May 24, 2022 regular meeting. The motion passed with all members in favor.

22-73 A motion was made by Eric Carrel, seconded by Barbara Hale, to approve the Treasurer's Reports for May 2022 as presented. The motion passed with all members in favor.

### Fiscal Officer Report:

Made the Board aware of the recent back flow testing invoice and that in the fall we do not have it completed again by Brown Sprinkler System; the increase in book delivery services fees. She informed Board the current budget will need to be increase to cover the additional delivery services and property maintenance. Recommended that prior to placing the renewal Levy on the ballot the Board review the levy law changes on how they are allowed to promote the levy.

### Director's Report:

Provide the Board with a copy of the OLC administrator's handbook. The Board reviewed items that were "On the Book Checklist" and the following items were completed gas line installed into the building, swearing in Board Members, July Board Meeting date; library hours change; hiring of fulltime employees. Website is scheduled to go live July 1<sup>st</sup>; new HVAC estimated install date is 4 weeks and library artifacts- Board members to review prior to next Board meeting. Ken Brown and Vicki Ritter are not in favor of removing the artifacts. Vicki Ritter suggested holding a Rock Creek History Month.

Board members decided that the July meeting will be scheduled for July 19<sup>th</sup> at 5:00 PM.

Board members reviewed and discussed Materials Selection Policy. Beverly Martin and Vicki Ritter requested clarification that they were reading it correctly the Library Director has the authority to decide what material comes into the library and that they weren't comfortable with the Library Director having the all the responsibility.

22-74 A motion was made by Eric Carrel, seconded by Barbara Hale to approve the Materials Selection Policy. The motion passed with six members in favor and No-Vicki Ritter.

Board members reviewed and discussed changing the Library hours of operation, employee work hours and insurance.

22-75 A motion was made by Eric Carrel, seconded by Ken Brown to approve to change the library hours of operation as follows: Monday through Thursday 9:00AM – 7:00 PM; Friday and Saturday 9:00AM – 5:00 PM and closed on Sunday and notice of operation hours are to be advertised in the newspaper website and social media. The motion passed with six members in favor and No- Vicki Ritter.

22-76 A motion was made by Barbara Hale, seconded by Pat French to approve the posting internally for 15 days to promote a part-time employee to full-time Reference Associate at \$16.35 per hour. The motion passed with five members in favor and No-Vicki Ritter and Ken Brown.

22-77 A motion was made by Eric Carrel, seconded by Barbara Hale change the Library Director position for part-time to full-time at a salary of \$50,000 and eliminate insurance stipend effective July 3<sup>rd</sup>. The motion passed with five members in favor and No-Vicki Ritter and Ken Brown.

22-78 A motion was made by Pat French, seconded by Kathy Perry to request the Fiscal Officer to research more health insurance quotes with one being Jefferson Local Schools. The motion passed with all members in favor.

22-79 A motion was made by Eric Carrel, seconded by Ken Brown to authorize the Fiscal Officer to convert employee PTO time to vacation as follows: Employee Autumn Briggs and Nick Hiltz 40 hours; Alisha Campbell 120 hours. The motion passed with all members in favor.

Board members discussed transferring general money fund to building capital funds. Fiscal Officer requested they wait until their next meeting so they would have resolution and they can state the figure at that meeting.

Vicki Ritter inquired to the Director – when are we going to be getting more programs? Who is in charge of finding programs? Director informed that they are working and getting more programs and that the Board members are more than welcome to a program.

Vicki Ritter provided the Board with a Library survey that she would like them to review and provide her with their opinion, so a survey could be available in July.

Ken Brown inquired about what would the Board like to do for Diana Johnson retirement?

Boards members request that the Library Director get information and quotes for a new digital sign for the front of the building.

Public Comments (limited to 3 minutes)

Sally Fell- Stated that she would email her comments to the Library Director and informed the Board that she is please that they are listening to Ed and that he was good person that they hired.

22-80 A motion was by Beverly Martian, seconded by Kathy Perry to adjourn the meeting at 8:24 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, July 19, 2022 at 5:00 PM.

---

President

---

Fiscal Officer

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