

Rock Creek Public Library Board of Directors

July 19, 2022

The meeting of the Rock Creek Public Library Board of Trustees was called to order by Vice-President Eric Carrel at 5:00 PM. Roll Call was taken with the following members present: Barbara Hale, Vicki Ritter, Ken Brown, Kathy Perry, Beverly Martin and Pat French (arrived at 5:15 PM). Also present was Director Ed Worso Fiscal Officer Joanne Clapp. Guest Present: None

22-80 A motion was made by Beverly Martin, seconded by Vicki Ritter, to approve the minutes of the June 28, 2022 regular meeting. The motion passed with all members in favor.

22-81 A motion was made by Ken Brown, seconded by Barbara Hale, to approve the Treasurer's Reports for June 2022 as presented. The motion passed with all members in favor.

Fiscal Officer Report:

Fiscal Officer Clapp explained Resolution No. 2022-05 is being presented to the Board to allow for the Board transfer money into to cover Earned Benefits (sick leave and vacation) that are paid out when they leave the library per the Employee Personnel Manual.

Resolution No. 2022-05

A resolution establishing the "2003 Earned Benefits Liability Fund" of Rock Creek Public Library, Rock Creek, Ohio and declaring an emergency.

22-82 A motion was made Beverly Martin, seconded by Ken Brown to pass Resolution No. 2022-05. The motion passed with all members in favor.

Fiscal Officer Clapp explained to Board that she was hired by them as a part-time salary employee and at the time when offer the position she was required to be in person for their Board meeting and payroll, accounting payables along with other financial items would be sent to her via email. She inquired from them if this required has changed because if it has she would not be able to continue to be their Fiscal Officer. Board indicated that no it has not changed. She then explained to the Board that she felt the Ohio Library Council Survey was misleading because it shows the first bracket for showing revenue (for comparison) starts at \$600,000 and below. She stated there should be at least another bracket because our revenue is \$285,000. She recommended to the Board to wait on approving offering health insurance by approving the Stark COG. She explained their options: 1) you do not have to offer insurance; 2) if you want to offer employees insurance have them complete FormFire so they could receive actual quotes(rates) or 3) offer an approve Board amount monthly stipend each month provided the employee presents a current invoice/statement in their name.

22-83 A motion was made by Pat French, seconded by Barbara Hale to approve the Stark COG health single coverage insurance. The following member in favor Barbara Hale, Ken Brown, Kathy Perry, Beverly Martin, Pat French and Eric Carrel. No vote- Vicki Ritter

22-84 A motion was made by Eric Carrel, seconded by Ken Brown to review health insurance rates within six months with FormFire for price comparison. The following member in favor Barbara Hale, Ken Brown, Kathy Perry, Beverly Martin, Pat French and Eric Carrel. No vote- Vicki Ritter

22-85 A motion was made by Beverly Martin, seconded by Ken Brown to offer only single health insurance to employees and employees are to pay 20% of their premium. The following member in favor Barbara Hale, Ken Brown, Kathy Perry, Beverly Martin, Pat French and Eric Carrel. No vote- Vicki Ritter

Fiscal Officer provide the Board that transfers of money from the General Fund may only be made at the end of any fiscal year per the OLC Ohio Public Library Accounting Handbook copyrighted 2014 (page 9 under transfers). Transfers are used to permanently reallocate money from one fund to another. The provisions of ORC 5705.14 through 5705.16 (<http://codes.ohio.gov/orc/5705.14>), which govern transfers for many other Ohio governmental entities, do not apply to Ohio's public libraries. Because of this, money may be transferred to the General Fund from any other fund by simple resolution approved by the library board. Transfers from the General Fund may only be made at the end of any fiscal year. Since transfers permanently change the total fund appropriations, an amended certificate of estimated resources should be obtained from the county auditor.

Fiscal Officer informed the Board that the current employee handbook was developed from our prior handbook and other libraries though out the State of Ohio.

Director's Report:

Director explained the Profit-Sharing Agreement to sell books using ThriftBooks and the Ashtabula Assistant Prosecutor has reviewed the agreement and provided recommend changes.

22-86 A motion was made by Ken Brown, seconded by Eric Carrel to approve and authorizing the Director to enter into an agreement with ThriftBooks. The motion passed with all members in favor.

Director presented the Board with the information and pricing he found about having a digital sign installed out front of the Library. The Board decided not to proceed any farther at this time.

Director informed the Board that he has received the Friends of the Library check. Fiscal Officer requested the Board to pass a Resolution to establish a new fund to assure the funds are being spent as per the Friends of the Library request.

Resolution No. 2022-06

A resolution establishing the "2004 Friends of the Library Fund" of Rock Creek Public Library, Rock Creek, Ohio and declaring an emergency.

22-87 A motion was made Beverly Martin, seconded by Ken Brown to pass Resolution No. 2022-06. The motion passed with all members in favor.

22-88 A motion was made by Pat French, seconded by Beverly Martin to authorize the Director to request Centra Fuel to remove the existing fuel oil from tank, estimated cost is \$100. The following member in favor Barbara Hale, Ken Brown, Kathy Perry, Beverly Martin, Pat French and Eric Carrel. No vote- Vicki Ritter

A records retention committee meeting will be scheduled for 5:25 PM on August 23, 2022, to review the records disposal list.

Vicki Ritter made the Board members aware library parking problems and would it be possible to park at the school.

Pat French inquired if it would be possible to remove the outside tables and use that area to expand (add a new room) the library. After discussion it was decide that the would wait until the book weeding was completed and new rolling books shelves are in place.

Ken Brown informed the Board there maybe the possible in the future to build a new library on Rt. 45.

Beverly Martin inquired if Sally Fell emailed the Director her questions and comment from the June meeting. Director stated she has and the Board was carbon copied.

Pat French informed the Board that her house has sold and that she will be moving to Concord, however she will continue to serve on the Board. The Board stated they will have to review their by-laws to assure if this is allowable.

The Board review the items "On the Book Checklist". Items that were completed were removed.

Public Comments (limited to 3 minutes)

None

22-89 A motion was by Beverly Martian, seconded by Kathy Perry to adjourn the meeting at 7:06 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, August 23, 2022 at 5:30 PM.

President

Fiscal Officer