

Rock Creek Public Library Board of Directors  
Regular Meeting  
April 25, 2023

The meeting of the Rock Creek Public Library Board of Trustees was called to order by Ken Brown at 5:30 PM. Roll Call was taken with the following members present: Vicky Ritter, Ken Brown, Kathy Perry, Beverly Martin, Sally Fell and Sean Ratican. Megan Krippel absent.

23-032 A motion was made by Beverly Martin, seconded by Ken Brown, to approve the minutes of the March 28, 2023 special meeting. The motion passed with all members present in favor.

23-033 A motion was made by Beverly Martin, seconded by Kathy Perry, to approve the March Treasurer financial reports. The motion passed with all members present in favor.

Fiscal Officer informed the Library Board the State Audit is close to being completed and once the Audit is completed an exiting Audit Report with the State Auditors will be scheduled with the Library Board of Trustees.

Library Director Report: (Sally Fell – Volunteer Interim Director)

Staffing: Awesome team with complimentary skills and dedication; performance goal determined; need for 40/hr. week director; please direct trustee concerns to director.  
Programming: Implementing kids' chess club; NorthStar computer learning estimate cost is \$500.00 per year; Food program – 19 attendees; Disney Fan club – 18 people; Harry Potter club-11 people; summer lunch program – every day during summer school break; book donation from Ashtabula Department of Development Disabilities; Hoopla training; new magazines. Trustee topics: Terrorism insurance policy; policies in process- circulation, donation, meeting room. Administrative: OLC Annual statistics done; Amazon Prime; 2024 budget cycle starts next month (tax budget due May 31) ; Outreach- meeting with Rock Creek Council; National Library week – April 23-29 poster, bookmarks, pizza; Facility: Furniture budget; ordered more bookends; toilet repairs; baby changing station; whiteboard; landscape maintenance and spring cleanup; Electric costs—NOPEC and Illuminating Co. Other: Oscar winning movies; Poetry month; In kind donations – Spring cleanup and microwave.

23-034 A motion was made by Sean Ratican, seconded by Ken Brown to spend up to \$5,000.00 for restrooms repairs and assure they are up to ADA standards. The motion passed with five members present in favor. Sally Fell abstained.

The Library Board of Trustees discussed the upcoming renewal levy and Fiscal Officer provided draft resolutions which should be review by legal counsel prior to acting.

Library Director search—Sally Fell to update the job description.

Sally Fell informed the Library Board Trustees the Strategic goals have been placed on the Library website.

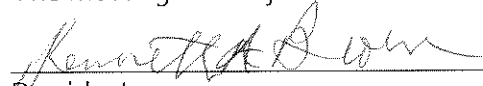
Sally Fell informed the Library Board of Trustees that three trustees still should take the trustees training and she requested them to provide dates when they would available.

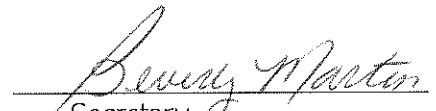
Discussion was held about the bill paying process. Fiscal Officer stated that employees get the bills out of the mailbox, Library Director is the approval and invoices are to scan to her, and scan invoices scanned during the week are normally paid by Saturday of that week. The payments are submitted to bank (ACH) to be paid.

Public Comment: None

23-035 A motion was made by Beverly Martin, seconded by Kathy Perry to adjourn the meeting at 7:34 PM. The motion passed with all in favor.

The meeting was adjourned.

  
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President

  
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Secretary

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