

# **Salem Township Library Board Meeting Minutes November 18, 2021**

Meeting attended by Library Board Members: Stacy, Jim, Connie, John, Joy, and Amber  
Library Director: Lisa  
Assistant Library Director: Wanda  
Salem Township Supervisor: James Pitch  
Salem Township Treasurer: Ashley Brower

Meeting called to order 6:05 PM

Motion to approve the agenda made by John, seconded by Stacy. All ayes.

Motion to approve the minutes from the September 16, 2021 meeting made by John, seconded by Amber. All ayes.

Treasurer's report made by Jim on July 2021, August 2021, October 2021.  
Progress has been made concerning the move to a new financial institution, awaiting clearance of some outstanding checks for completion. Jim plans to simplify the Treasurer's Report to share clearly with less paper. Motion to approve made by Joy, seconded by Amber. All ayes.

No Public Comment

Lisa shared the library stats.

Lisa shared she has completed her Advanced Director Training. The staff has also received training in assisting patrons with computer use. Jenny has received online social media training.

Lisa has attended monthly zoom meetings with other new directors.

There is online training available for trustees and Lisa will share the links with the Library Board.

## **Library Business**

The new copier has been delayed due to supply chain issues.

The LED rebate has been received.

Lisa has created a Maintenance Schedule of routine needs for the library.

State aid reporting is in progress.

Some interviews for library job openings have taken place with more scheduled.

Two different titles have been challenged with one patron returning the necessary form. Lisa will determine the next steps after attending a zoom meeting on book challenges with other area libraries who have had similar situations.

Lisa has updated and reformatted our library bylaws and policies. Motion to approve with edit of meeting times made by Jim, seconded by Stacy. All ayes.

Lisa is in process of updating the personal handbook and staff discipline policy.

Lisa has completed an update of job descriptions for staff to provide focus for each employee. Discussion on employee pay scale and how we compare to other libraries of similar size. Paychecks are issued through the township, so they will check on information. Carol Dawe, the LLC Director, will also be consulted.

Discussion on how Lisa's position may require more hours in the future.

Discussion concerning future plans and how our library can best serve our community.

Lisa has created a new library logo as well as promotional material to share our values and the plan to move forward on TRACK (Teamwork, Respect, Access, Curiosity, and Kindness).

Lisa has compiled response from staff and the community concerning library goals. Board members will share their thoughts concerning priority for each item.

Wanda has announced her plans to retire in February. She has served our community well for 24 years and will be dearly missed.

Motion to adjourn made by John, seconded by Amber. All ayes.

Next meeting **January 20, 2022 at 6 PM.**