

Salem Township Library Board Minutes

June 27, 2024

Attending: Stacy, Connie, John, Joy, Amber
Library Director: Lisa
Asst. Library Director: Naomi

Stacy called the meeting to order 6:02 PM.

Motion made to approve meeting agenda made by Amber, seconded by Joy. All ayes.

No Public Comment.

Motion made to approve minutes from May 16, 2024 meeting made by Joy, seconded by John. All ayes.

No Library Board correspondence.

Lisa shared the treasurer's report. Accounts are doing well. Thankful for the higher interest return. Customer service level is appreciated. Jim will provide needed information for the new treasurer after the November election.

Motion made to approve the Treasurer's Report made by John, seconded by Joy. All ayes.

Director's Report: Lisa shared the May stats concerning circulation for STL and other area libraries. The number of patrons signed up for the summer reading program are over 600 combining all ages. Programs have included large attendance numbers and positive feedback.

Lisa and Marissa attended a webinar concerning digital compliance. The STL website is at the needed level and they will confirm new pdf files are accessible, along with the STL Facebook site. All updates need to be completed by 2027.

Lisa and Marissa's onboard document meetings with Nancy, STL new hire, went well.

Lisa shared a proposed drawing concerning possible options with Tower Pinkster and future growth. Discussion concerning the septic tank location and conversations with Township Board officials.

Library Business: Recent power outage caused computer equipment damage. Electrician recommends installing a second outlet dedicated to computer equipment. He estimates the cost to be \$200. Motion made to proceed with the installation of updated electrical outlets in the maintenance room made by Joy, seconded by Amber. All ayes.

Lisa shared a new Emergency Procedures Document for STL. The Library Board appreciates the thoroughness of the information and instruction included. Lisa plans to update any information as needed and review details with the staff annually. Motion made to approve the Emergency Procedures Document made by Amber, seconded by John. All ayes.

Lisa shared information from her Co-hort class assignments which included meeting with a community member and a fourth grade teacher from Hamilton Elementary School. Lisa found

the experiences positive and plans to connect with other area school staff to build relationships.

Policy Review with Mika Meyers, PLC is in process and will continue after the Summer Reading Program has completed.

Positive Patron Interaction included a five year old's delight at obtaining their own library card; positive review of materials available for homeschool families, plus referrals made to STL from other libraries for those materials; and a patron's enthusiasm over news of possible future expansion and offering to do what they can to help.

No Public Comment.

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

Next meeting is September 19, 2024 at 6 PM.

Salem Township Library Budget Hearing Meeting June 27, 2024

Attending: Stacy, Connie, John, Joy, Amber
Library Director: Lisa
Asst. Library Director: Naomi

Meeting called to order by Stacy directly following regular Library Board meeting.

Discussion concerning Financial Report fiscal year July 1, 2023 - June 30, 2024.
Office equipment amount was higher due to miscommunication with donor providing less than the expected amount for new children's computers.

Lisa explained how some items have been moved to different categories.

Motion made to approve Financial Report fiscal year July 1, 2023 - June 30, 2024 made by Joy, seconded by John. All ayes.

Discussion concerning Proposed Budget fiscal year July 1, 2024 - June 30, 2024. Monthly copier fee has been moved to a different category. STREAM (science, technology, reading, engineering, art, math) activity kits have been very popular and had previously been funded by a grant. Naomi has been attending Overisel Township meetings quarterly and appreciates their relationship with STL. She brings along handouts to share library program and resource information.

Motion made to approve Proposed Budget fiscal year July 1, 2024 - June 30, 2024 made by Amber, seconded by Joy. All ayes.

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

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Motion made to approve Financial Report fiscal year July 1, 2023 - June 30, 2024 made by Joy, seconded by John. All ayes.

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Motion made to approve Proposed Budget fiscal year July 1, 2024 - June 30, 2025 made by Amber, seconded by Joy. All ayes.

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