

Record of Proceedings

Adams County Public Library Board of Trustees Regular Meeting West Union Public Library December 11, 2024– 5:30 p.m.

The Adams County Public Library Board of Trustees met on December 11, 2024, at 5:30 p.m. for a regular meeting at West Union Public Library.

Phil Rhonemus called the meeting to order. Members present were Kayla Bowman, Linda Stepp, Elaine Lafferty, Sarah Shelton, Holly Johnson, and Linda Worley. Others present were Executive Director Nicholas Slone, Fiscal Officer Diana Aston.

There was no public participation.

Minutes of the previous Board of Trustees meeting were reviewed and discussed.

Motion #1 made by Sarah Shelton, seconded by Linda Stepp **to approve the minutes of the regular meeting held November 13, 2024.** Motion carried. All yeas.

Report of Fiscal Officer

Motion #2 made by Elaine Lafferty, seconded by Holly Johnson **to accept the financial reports of the Fiscal Officer and approve the payment of bills.** Motion carried. All yeas.

Motion #3 made by Kayla Bowman, seconded by Holly Johnson **to approve the appropriation transfer \$5000.00 from 1000-760-740-1000(Building Improvements) to 1000-210-331-1000(Maintenance and Repair on Facilities) as recommended by the fiscal officer.** Motion carried. All yeas.

Motion #4 made by Elaine Lafferty, seconded by Sarah Shelton **to authorize appropriation transfers as necessary to close FY 2024.** Motion carried. All yeas.

Motion #5 made by Linda Worley, seconded by Linda Stepp **to approve temporary appropriations for the FY 2025 as recommended by the fiscal officer.** Roll Call – Phil Rhonemus – yea, Kayla Bowman—yea, Linda Stepp – yea, Elaine Lafferty—yea, Sarah Shelton – yea, Holly Johnson—yea, and Linda Worley—yea.

Report of Executive Director

The monthly library reports submitted by the Executive Director were reviewed and discussed. Nick submitted grants for hotspots and \$18,000 for The Imagination Library.

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Ohio Plan's Risk Manager sent their report. Recommendations for cyber security and building maintenance were received. Nick is thinking of different fundraising ideas for The Imagination Library. It was suggested by the board to create a separate line for Imagination Library.

Motion #6 made by Holly Johnson, seconded by Kayla Bowman **to accept donations, acknowledge volunteer services, and approve library support group activities as requested.** Motion Carried. All yeas.

Old Business

Nick is going to gather quotes for painters.

New Business

6:04 p.m. **Motion #7** made by Linda Worley, seconded by Sarah Shelton, **to enter into Executive Session to discuss the employment and compensation of employees.**
Roll Call – Phil Rhonemus – yea, Kayla Bowman—yea, Linda Stepp – yea, Elaine Lafferty—yea, Sarah Shelton – yea, Holly Johnson—yea, Linda Worley—yea.

7:10 p.m. Reconvene in regular session.

Holly Johnson was appointed as Chair Pro Tempore for the 2025 Organizational Meeting.

Adjournment

Motion #8 made by Linda Stepp, seconded by Elaine Lafferty **since there is no further business, the regular meeting is adjourned to meet in organizational session.**

Secretary

President

**Adams County Public Library
Organizational Meeting
West Union Public Library
December 11, 2024**

The Adams County Public Library Board of Trustees met on December 11, 2024, at the West Union Public Library for their Organizational Meeting.

Chair Pro Tempore Holly Johnson called the meeting to order.

Roll Call – Holly Johnson – yea, Linda Worley—yea, Phil Rhonemus—yea, Kayla Bowman—yea, Linda Stepp – yea, Elaine Lafferty—yea, Sarah Shelton– yea.

Nominating Committee members were present; Holly Johnson (Chair), Sarah Shelton, and Elaine Lafferty. Their nominations for the year 2025 are:

President – Phil Rhonemus

Vice-President – Holly Johnson

Secretary- Sarah Shelton

Motion # 1 made by Linda Worley, seconded by Elaine Lafferty **to close the nominations and elect the slate of officers as presented.** Motion carried. All yeas.

President Phil Rhonemus assumes the chair.

Organizational Governance

Rules for organization governance are provided in the Library Handbook Section 1.20 – Bylaws that were adopted March 12, 2003 with subsequent amendments.

Regular Meeting Schedule

Motion #2 made by Linda Stepp, seconded by Sarah Shelton **to set the regular meeting date as the second Wednesday of each month at 5:30 p.m. at alternate locations in the following order: Manchester, North Adams, Peebles, West Union.** Motion carried. All yeas.

Fiscal Management

Motion #3 made by Linda Worley, seconded by Kayla Boman **to appoint Diana Aston as fiscal officer, Tara Dryden as deputy fiscal officer, and Nicholas Slone as credit card compliance officer.** Motion carried. All yeas.

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The bond for the fiscal officer and deputy fiscal officer has been renewed for \$100,000.00 each, and other employees in the amount of \$5000.00 each.

First State Bank depository current agreement is effective until May 20, 2028.

Committee Appointments

- 1) Records Commissions (All Board Members)
- 2) Executive Committee (Board Officers)
- 3) Planning Committee –Kayla Bowman (C), Elaine Lafferty, and Linda Worley.
- 4) Audit Committee – Holly Johnson (C), Linda Stepp, Sarah Shelton, and Kayla Bowman.

Administrative Wages

Motion #4 made by Sarah Shelton, seconded by Linda Stepp **to set the wages of the fiscal officer (\$50,000), deputy fiscal officer (\$30.16/hour) and executive director (\$95,514).** Motion carried. All yeas.

Adjournment

Motion #5 made by Linda Worley, seconded by Holly Johnson **since there is no further business, the organizational meeting is adjourned to meet in regular session at the Manchester Public Library on Wednesday, January 8, 2025 at 5:30 p.m.**

Secretary

President