

Trustees' Meeting  
Arcanum Public Library  
December 20, 2018

Present: Barb Garrison, Randy O'Dell, Rose Lambert, Deb Dynes, Curtis Schafer, Jan Roestamadji, Mark Wright Jean Miller, Paul Myers.

President Jan Roestamadji called the meeting to order at 6:00 p.m.

1. Minutes: A change was made the minutes of the last meeting under C of New Business removing the phrase *and not have to be rewritten each year*.

Motion: Paul made a motion to accept the revised minutes of the last meeting of the Board of Trustees. Barb seconded the motion. All voted yea.

2. Financials: The financial reports were reviewed by the Board of Trustees.

Motion: Paul made a motion to approve the financial reports. Barb seconded the motion. All voted yea.

A. 2019 Salary and Wages: The review and discussion of the 2019 Salary and Wages was made by the Board of Trustees.

Motion: Randy made a motion to increase the 2019 wages by 5% with 1% longevity. Barb seconded the motion. All voted yea.

Below is the 2019 salary and wages scale with changes in italics made from the 2018 salary and wage scale.

Base pay/hour for librarians	determined as needed – never to be below asst. librarian
Base pay/hour for clerk/treasurer	determined as needed
Base pay/hour for asst. librarian	9.00 (raised to 9.50 after 90 days)
Base pay/hour for storyteller	9:00
Base pay/hour for sub asst. librarian	8.75 (raised to 9.00 after 90 days)
Base pay/hour for custodian	State of Ohio Minimum Wage Rate (raised to 9:00 after 90 days)
Base pay/hour for page/comp aide	State of Ohio Minimum Wage Rate
(Raises are contingent upon an acceptable evaluation)	

## Payroll Policy:

Paul made a motion for the following addition to be included in the Payroll Policy,

Unused personal leave benefits will be allowed to accumulate until the employee has a total of 15 calendar days (120 hours) worth of personal leave benefits. If at the time additional hours are accrued that would cause the balance to go over 120 hours, then any hours over 120 would be forfeited.

Personal leave benefits are intended solely to provide income protection in the event of illness, injury, or pregnancy, and may not be used for any other absence, unless approved by the board. Unused personal leave benefit will not be paid to employees while they are employed or upon termination of employment.

A change to verbiage under the existing Vacation/personal leave was in the 4th sentence when the word personal was removed to read *Vacation days may not be carried over to the next year.*

Barb seconded the motion. All voted yea.

## B. Temporary Appropriations:

Motion: Randy made a motion for 2019 Temporary Appropriations not to exceed 25% of the 2018 budget. Barb seconded the motion. All voted yea.

## C. Appointment of Fiscal Officer:

Motion: Rose made a motion for the 2019 appointment of Deb Dynes as the Fiscal Officer to The Arcanum Public Library. Barb seconded the motion. All voted yea.

## D. Transfer of Funds:

Motion: Jean made a motion for the following transfer of the funds: 1. \$2,000 from 1000-760—750-0000 Furniture and Equipment to 1000-100-411-0000 Books and Pamphlets. 2. \$22 from 1000-760-750-0000 Furniture and Equipment to 1000-100-372-1000 UAN Fees. C. \$4000 from 1000-100-390-0000 Purchased and Contracted Services to 1000-100-331-0000 Maintenance and Repair on Facilities.

Barb seconded the motion. All voted yea.

## 3. Approval of Invoices:

A. Invoice:

Motion: Randy made a motion to pay the Cotterman quote in the amount of \$1,550.00. Barb seconded the motion. All voted yea.

B. OhioNET COOL Consortium:

Motion: Barb made a motion to pay the invoice to OhioNET COOL Consortium Membership Fees In the amount of \$5,777.00. Paul seconded the motion. All voted yea.

4. Reimbursements: There were no reimbursements this month.

5. Withdrawals:

Motion: Rose made a motion to approve the withdrawals. Barb seconded the motion. All voted yea.

Withdrawals: 699 cataloged books, 1 book on CD, 1 magazine.

6. Deaccess Casio PCR-360:

Motion: Barb made a motion to deaccess the Casio PCR-360 cash register, APL tag #00121. Mark seconded the motion. All voted yea.

7. Donations: There were no donations this month.

8. Maintenance: 11/27/18 K & K Electronics worked on computers; 12/15/18 Cotterman Roofing repaired a leak in the rolled rubber roof.

9. Updates: Curtis reminded the Board Members of the session with the author for One Book, Many Communities. Also, he stated that Santa Claus visited the library with an evening attendance for children and the community along with other activities.

10. New Business:

A. Credit Card:

Motion: Mark made a motion to accept the Credit Card Policy. Barb seconded the motion. All voted yea.

B. Slate of Officers proposed for 2019: President: Paul Myers  
Vice President: Rose Lambert  
Secretary: Jean Miller

Motion: Barb made a motion to accept the following slate of officers for 2019: President- Paul Myers, Vice-President – Rose Lambert, Secretary – Jean Miller. Mark seconded the motion. All voted yea.

The Director and Board of Trustee Members expressed their appreciation and gratitude to Barb Garrison for her time serving on the Arcanum Public Library Board of Trustees. Thank you, Barb.

Randy made a motion to adjourn the meeting. Barb seconded the motion. All voted yea.

The meeting was adjourned at 8:00 p.m.

The next meeting of the Board of Trustees will be the **second Thursday, January 10<sup>th</sup>, 2019** (to be in compliance of the Revised Law of Ohio).

Respectfully submitted,  
Jean Miller, Secretary



