

Record of Proceedings

Adams County Public Library West Union Meeting Room Board of Trustees Regular Meeting August 13, 2025 – 5:30 p.m.

The Adams County Public Library Board of Trustees met on August 13, 2025, at 5:30 p.m. for a regular meeting at West Union Public Library.

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

We would like to welcome back Linda Stepp who has been reappointed to the Board of Trustees, effective July 1, 2025.

There was no public participation.

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

Motion #1 made by Holly Johnson, seconded by Elaine Lafferty **to approve the minutes of the regular meeting held June 11, 2025.** Motion carried. All yeas.

Report of Fiscal Officer

The financial reports submitted by the Fiscal Officer were reviewed and discussed. The estimated cash flows for the remainder of 2025 have been updated based on the revised PLF distributions and staffing changes that have taken place resulting in an approximate \$49,000 deficit for calendar year 2025.

Imagination Library fund status as of 8/7/25 was presented to the board. The fund had \$9,749.00 as of that date. The annual cost is approximately \$15,000.00 depending on enrollment. Funding sources for the Imagination Library were discussed. A \$4,500.00 Coca Cola grant has been awarded to Adams County which will be used against the monthly billing until it is exhausted. Possible grant funding through GE, AEP, and the Hayswood Foundation are available.

Motion #2 made by Linda Stepp, seconded by Linda Worley **to accept the financial reports of the Fiscal Officer and approve the payment of bills.** Motion carried. All yeas.

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Report of Executive Director

The monthly library reports submitted by the Executive Director were reviewed and discussed.

The Summer meal program has ended. Children's Hunger Alliance has donated the remaining meals for each library to hand out as snacks.

The 3D printing is currently located at North Adams due to space and staff training. It seems to be a popular activity.

The new website is coming out on September 2, 2025 which will be hosted via OPLIN at a lower cost than the previous provider with improved content.

Motion #3 made by Elaine Lafferty, seconded by Holly Johnson **to accept donations, acknowledge volunteer services and approve library support group activities.** Motion carried. All yeas.

Old Business

West Union roof has been repaired. The hot water heater at West Union has gone out and we are looking to replace it with a tankless hot water heater. Website will be live by the next meeting.

New Business

6:05 p.m. **Motion #4** made by Linda Worley, seconded by Sarah Shelton, **to enter into Executive Session to discuss the employment and compensation of employees (ORC 121.22 (G)(1)).** Roll call, Phil Rhonemus - yea, Sarah Shelton - yea, Holly Johnson - yea, Kayla Bowman - yea, Linda Worley - yea, Elaine Lafferty - yea, and Linda Stepp - yea.

6:12 p.m. Reconvened in regular session.

Motion #5 made by Sarah Shelton, seconded by Linda Stepp **to accept the verbal resignation of Sophie Teeter, effective July 25, 2025, who was asked to submit a written resignation letter but has not submitted one or responded to attempts to contact her.** Motion carried. All yeas.

Motion #6 made by Sarah Shelton, seconded by Kayla Bowman **to accept the resignation of Ireland Akers, effective August 2, 2025.** Motion carried. All yeas.

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Motion #7 made by Sarah Shelton, seconded by Holly Johnson **to approve unpaid leave for Brittany Crothers from September 22, 2025 to September 28, 2025.**

Motion carried. All yeas.

Nick asked if there were any questions regarding his state budget summary.

The \$600,000.00 minimum fund balance was originally set to cover approximately 6 months of cash flows but that is now approximately 4 month of cash flows due to increased costs.

There will probably be trickle down State Library cuts due to federal level cuts such as Ohio Digital Library, WhoFi scheduling services, and Syndetic Unbound. Also, SEO fees likely to go up if the federal funding is cut as the SEO receives \$571,000 in LSTA funds annually.

The health insurance renewal is coming up and there will most likely be an increase.

Refilling our capital projects funds is dependent on having a surplus in the general fund which is not likely to happen as things stand right now.

Nick discussed the need to change library open hours as current library staff are spread very thin at the current staffing levels with no plans to increase staffing due to the budget. This would help with staff retention and improve customer service.

Motion #8 made by Linda Stepp, seconded by Holly Johnson **to accept the revisions to Policy Section 2.100 – Library Locations, Hours, and Personnel.** Motion carried. All yeas

Motion #9 made by Sarah Shelton, seconded by Holly Johnson **to approve the proposed revisions to Policy Section 4.230 – Schedule of Fines and Fees.** Motion carried. All yeas.

Motion #10 made by Sarah Shelton, seconded by Linda Worley **to adopt the proposed Policy Section 4.810 – Website Privacy Policy.** Motion carried. All yeas.

Adjournment

Motion #11 made by Linda Worley, seconded by Sarah Shelton, **to adjourn the meeting.** The board will meet in regular session at the Manchester Public Library on Wednesday, September 10, 2025 at 5:30p.m.

Secretary

President