

Record of Proceedings

**Adams County Public Library
Board of Trustees Regular Meeting
Manchester Public Library
September 10, 2025– 5:30 p.m.**

The Adams County Public Library Board of Trustees met on September 10, 2025, at 5:30 p.m. for a regular meeting at Manchester Public Library.

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

Elaine Lafferty was excused.

There was no public participation.

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

Motion #1 made by Linda Stepp, seconded by Holly Johnson **to approve the minutes of the regular meeting held August 13, 2025.** Motion carried. All yeas.

Report of Fiscal Officer

The reports submitted by the fiscal officer were reviewed and discussed. The volume of financial information provided in the monthly board packet was discussed and it was decided less bank statement information was needed in the packet.

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

Motion #3 made by Holly Johnson, seconded by Linda Worley **that The Board of Trustees adopts the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor.** Roll call Phil Rhonemus-yea, Linda Stepp-yea, Linda Worley-yea, Holly Johnson-yea, Kayla Bowman-yea, and Sarah Shelton-yea.

Report of Executive Director

The monthly library statistics were presented by Nick and discussed.

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Nick discussed the Imagination Library enrollment. The state now has an enrollment question in the birth certificate application process to enroll newborns. Nick prepared an AEP Foundation grant application to be submitted by Leadership Adams for the Imagination Library. David Richey of Leadership Adams and Nick met with the AEP Foundation to discuss the grant and should know the results in October. The establishment of a foundation for the Imagination Library was discussed.

The library will not be receiving any additional COVID test kits.

The new library website is now in use.

The library is working on the cyber security plan as required by the recently passed state budget. This needs to be in place by June 30, 2026.

Motion #4 made by Holly Johnson, seconded by Sarah Shelton **to accept donations, acknowledge volunteer services, and to approve library support group activities as requested.** Motion carried. All yeas.

Old Business

Nick discussed his plan to reduce library operating hours on Friday and Saturday in order to provide better staff coverage of the libraries. Friday hours would be 1:00 to 5:00 and Saturday hours would be 10:00 to 2:00. These changes would take effect on October 1, 2025. The reduction in hours is deemed necessary due to losing 69 hours of weekly coverage over the summer as a result of staff leaving. Also, due to the budgetary constraints, there is no plan to replace additional staff losses if they occur. This would allow the library to handle up to two more staff departures before requiring additional operating hour reductions.

Motion #5 made by Sarah Shelton, seconded by Linda Stepp, **to revise Policy Section 2.100 – Library Hours, Locations, and Personnel effective October 1, 2025 as recommended by the Executive Director.** Motion carried. All yeas.

New Business

Nick discussed changing subscriptions to the *Wall Street Journal* and *The New York Times* from paper to electronic delivery as cost saving moves.

6:16 p.m. **Motion #6** made by Linda Worley, seconded by Holly Johnson, **to enter into Executive Session to discuss the employment and compensation of employees (ORC 121.22 (G)(1)).** Roll call Phil Rhonemus-yea, Linda Stepp-yea, Linda Worley-yea, Holly Johnson-yea, Kayla Bowman-yea, and Sarah Shelton-yea.

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6:21 p.m. Reconvened in regular session.

Motion #7 made by Sarah Shelton, seconded by Linda Stepp **to approve the change of Brittany Crothers to no fixed assignment.** Motion carried. All yeas.

Adjournment

Motion #8 made by Linda Worley, seconded by Kayla Bowman, **to adjourn the meeting.** The board will meet in regular session at the North Adams Public Library on Wednesday, October 8, 2025 at 5:30 p.m.

Secretary

President