

RECORD OF PROCEEDINGS

0725

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held December 18

20 24

The Selover Public Library Board of Trustees met at the library on Wednesday, December 18th, 2024 for their annual reorganizational meeting. In attendance were Charlotte Chipps, Linda Goare, Jon Jensen, Jeff Jordan, Joyce Ray, Ronda Siegfried, Kristin Weaver and Director Martha Wall.

President Jon Jensen called the meeting to order at 6:10 P.M. following the regular monthly meeting.

The agenda was accepted as presented with one addition.

24-18 Joyce Ray made a motion to appoint Candace Thompson to fill the remaining term of retiring board member Linda Goare. Kristin Weaver seconded the motion. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

24-19 Joyce Ray made a motion to appoint Jeff Jordan as Fiscal Officer for a one year term beginning January 1, 2025 (per ORC 3375.32) Kristin Weaver seconded the motion. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – abstain, Ray – aye, Siegfried – aye, Weaver – aye.

The oral oath of office was read to Fiscal Officer Jeff Jordan by Jon Jensen, Trustee and Notary Public.

Jon: "Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the fiscal officer of the Selover Public Library, Morrow County, Ohio to the best of your abilities and in accordance with the laws now in effect and herein after to be enacted, during your continuance in said office and until your successor is elected and qualified?"

Jeff: "I do."

The oral oath of office was read to Jon Jensen, Trustee, by Jeff Jordan, Fiscal Officer and Trustee.

Jeff: "Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as trustee of the Selover Public Library, Morrow County, Ohio to the best of your abilities and in accordance with the laws now in effect and herein after to be enacted, during your continuance in said office and until your successor is elected and qualified?"

Jon: "I do."

24-20 Linda Goare made a motion to elect Jon Jensen as President of the Board of Trustees for a one year term beginning January 1st, 2025 (per ORC 3375.32). Jeff Jordan seconded the motion. Vote on the motion is as follows: Chipps – aye, Goare – aye, Jensen – abstain, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

24-21 Joyce Ray made a motion to elect Kristin Weaver as Vice President of the Board of Trustees for a one year term beginning January 1st, 2025 (per ORC 3375.32). Ronda Siegfried seconded the motion. Vote on the motion is as follows: Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – abstain.

24-22 Joyce Ray made a motion to rescind the 24-21 motion to elect Kristin Weaver as Vice President. Charlotte Chipps seconded the motion. Vote on the motion is as follows: Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – abstain.

24-23 Kristin Weaver made a motion to elect Joyce Ray as Vice President of the Board of Trustees for a one year term beginning January 1st, 2025 (per ORC 3375.32). Ronda Siegfried

Held December 18 (cont.)

20 24

seconded the motion. Vote on the motion is as follows: Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – abstain, Siegfried – aye, Weaver – aye.

24-24 Joyce Ray made a motion to elect Kristin Weaver as Secretary of the Board of Trustees for a one year term beginning January 1st, 2025 (per ORC 3375.32). Linda Goare seconded the motion. Vote on the motion is as follows: Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – abstain.

24-25 Joyce Ray made a motion to approve the following eight previously discussed items that are listed on the consent agenda:

1. Approve depository of funds with Park National Bank.
2. Approve investment of funds with StarOhio administered by the Ohio Treasurer of State.
3. Approve Fiscal Officer to invest public funds and pay bills for the library.
4. Transfer of funds from the General Fund to Building Fund:
 - a. Fiscal Officer recommends no transfer to the Building Fund. (Fund currently has over \$11,000.00).
5. Approve purchase of a surety bond for the fiscal officer (ORC 3.061) – through the Rinehart, Walters and Danner Insurance Agency in Mansfield, Ohio.
6. Authorize fiscal officer to set mileage reimbursement rate for employees at IRS rate. (Rate has not been determined as of date of this meeting, the rate for 2024 was 67 cents per mile).
7. Set the library hours of operation as Tuesday, Wednesday and Thursday – 10:00 A.M. to 7:00 P.M., Friday – 10:00 A.M. to 5:00 P.M., and Saturday – 10:00 A.M. to 3:00 P.M.
8. Approval of the following holidays to be paid to eligible employees. The library will be closed on those holidays unless otherwise decided upon by the Director. If the library is open to the public on a paid holiday, the employee working that day will receive regular hourly pay and holiday pay.
 - a. New Year's Day (Wednesday, January 1st, 2025)
 - b. Memorial Day (Monday, May 26th, 2025)
 - c. Independence Day (Friday, July 4th, 2025)
 - d. Labor Day (Monday, September 1st, 2025)
 - e. Thanksgiving Day (Thursday, November 27th, 2025)
 - f. Day after Thanksgiving (Friday, November 28th, 2025)
 - g. Christmas Eve (Wednesday, December 24th, 2025)
 - h. Christmas Day (Thursday, December 25th, 2025)
 - i. Day after Christmas (Friday, December 26th, 2025)
 - j. New Year's Eve (Wednesday, December 31st, 2025)

Kristin Weaver seconded the motion. Vote on the motion is as follows: Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

24-26 Charlotte Chipps made a motion to enter into executive session for the purpose of discussing salaries for employees. Ronda Siegfried seconded the motion. Motion passed with Chipps – aye, Goare – aye, Jensen – aye, Jordan – aye, Ray – aye, Siegfried – aye, Weaver – aye.

Director Martha Wall and Fiscal Officer Jeff Jordan were excused from the executive session when their respective salaries were discussed.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held December 18 (cont.)

20 24

24-27 Joyce Ray made a motion to move from executive session back to the regular reorganization meeting. Kristin Weaver seconded the motion. Motion passed with Chipps - aye, Goare - aye, Jensen - aye, Jordan - aye, Ray - aye, Siegfried - aye, Weaver - aye.

24-28 Kristin Weaver made a motion to set the starting salary for new librarians at \$13.50 per hour, to increase librarian wages and the Director's wages according to the following schedule, and to increase the annual salary of the Fiscal Officer as discussed, all effective on January 1st, 2025. Ronda Siegfried seconded the motion. Motion passed with Chipps - aye, Goare - aye, Jensen - aye, Jordan - abstain, Ray - aye, Siegfried - aye, Weaver - aye.


Librarian	Rate Per Hour	Holidays	Vacation
Julie Brown	\$16.50	4	5
Ally Colley (Teen Intern)	\$11.50	0	0
Abby Hawk	\$13.50	0	0
Connie Henthorn	\$23.50	10	15
Brielle Kincaid	\$18.00	6	10
Hope Messmer	\$16.50	5	10
Sharon Monigold	\$14.00	1	1
Lindsay Starcher	\$14.00	1	1
Mark Tingley	\$15.00	3	5
Alan Wall	\$20.50	10	15
Martha Wall	\$ 25.88	10	15

The annual salary for Fiscal Officer Jeff Jordan (holiday pay and vacation pay are currently included in the salary) will increase to \$25,500.00

24-29 Charlotte Chipps made a motion to accept the appropriations for fiscal year 2025 as presented by the fiscal officer. Jon Jensen seconded the motion. Motion passed with Chipps - aye, Goare - aye, Jensen - aye, Jordan - aye, Ray - aye, Siegfried - aye, Weaver - aye.

24-30 Joyce Ray made a motion to set the date and time of the regular monthly board meetings as the third Wednesday of each month at 6:00 P.M. at the library. The reorganization meeting for 2026 will be held immediately following the regular monthly meeting on December 17th, 2025 which will begin at 5:00 P.M. Ronda Siegfried seconded the motion. Motion passed with Chipps - aye, Goare - aye, Jensen - aye, Jordan - aye, Ray - aye, Siegfried - aye, Weaver - aye.

24-31 Jeff Jordan made a motion to adjourn the reorganization meeting at 7:38 P.M. Kristin Weaver seconded the motion. Motion passed with Chipps - aye, Goare - aye, Jensen - aye, Jordan - aye, Ray - aye, Siegfried - aye, Weaver - aye.


Jon Jensen, President

Linda Goare, Secretary