

MINUTES OF BOARD MEETING

January 16, 2024

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Tuesday, January 16, 2024.

Trustees Present: Ms. Marcia Koenig; Mr. Jake Richards; Ms. Joni Copas; Mr. Chuck Goins; and Ms. Carol Harp, the new Board Member.

Trustees Absent: Dr. Brenda Dales, Ms. Karen Whalen

Management Present: Mr. Robert Carringer, Fiscal Officer; Mr. Garrett Turner, Deputy Fiscal Officer; and Mr. Bryan Isay, Human Resources Manager

Management Absent: Mr. Joseph Greenward, Director

- 1) The meeting was called to order by Ms. Koenig.
- 2) The Oath of Office was administered to Ms. Carol Harp by Mr. Carringer. Ms. Harp was appointed to her term by the Hamilton City School Board of Education, to serve January 2024 through December 2030.
- 3) Ms. Copas moved and Mr. Richards seconded the motion for the board to adjourn its regular meeting and to enter its Annual Reorganizational Meeting. All members present voted aye.

4) The Lane Public Library Board of Trustees for 2024 are the following:

Ms. Marcia Koenig
Dr. Brenda Dales
Mr. Jake Richards
Ms. Karen Whalen
Ms. Joni Copas
Mr. Chuck Goins
Ms. Carol Harp

5) The following slate of officers for 2024 was accepted by a motion from Mr. Goins and seconded by Ms. Copas:

President – Dr. Brenda Dales
Vice-President – Mr. Jake Richards
Secretary – Ms. Karen Whalen

All members present voted aye.

6) Ms. Koenig moved and Ms. Copas seconded the motion to appoint Mr. Joseph Greenward as Director and Mr. Robert Carringer as the Fiscal Officer for 2024. The motion carried with all members present voting aye.

7) a. The reorganizational meeting was adjourned and the regular Board meeting was restarted by a motion from Ms. Copas. This was seconded by Mr. Goins, and all those present voted aye.

b. In the absence of the Board President, the regular Board Meeting was called to order and presided over by the Vice-President, Mr. Richards.

c. The Board went into Executive Session following a motion from Ms. Koenig, seconded by Ms. Copas, with all those present voting aye. The Executive Session was to discuss updates on personnel issues. Ms. Koenig presented a motion to end the Executive Session and go back into the regular Board Meeting. This was seconded by Ms. Copas, and all members present voted aye.

8) Director and Fiscal Officer Reports

a. Director's Report

As Mr. Greenward was unable to attend the Board Meeting, no director's report was given.

b. Fiscal Officer's Report

The Library's 2023 General Fund Revenues were \$9.363 million compared to CY 2022 revenues of \$9.131 million. The \$232K increase can be attributed to the following:

State Funds (PLF)	\$101K Increase
Property Taxes	18K Increase
Earnings on Investments	89K Increase
Miscellaneous	24K Increase

The Library's 2023 General Operating Expenses were \$8.408 million compared to CY 2022 expenses of \$6.969 million. The \$1.439 million increase can be attributed to the following:

- Salaries/Benefits	\$343K Increase
- Supplies	6K Increase
- Purchased & Contracted Services	77K Increase
- Library Materials	497K Increase
- Capital Outlays	9K Increase
- Other	7K Increase
- Fund Transfer	500K Increase

The General Operating Fund had a Net Surplus of \$955K for 2023.

The Audit for CY 2022/2023 is schedule to resume in January 2024. Hopefully, It will be completed in a timely manner.

9) All items under the consent agenda were approved by a motion of Ms. Koenig, seconded by Ms. Copas, with all members present voting in the affirmative. The items under the consent agenda were:

a. Approval of the minutes of December 2023 Board Meeting

b. Acceptance of the Fiscal Officer's Financial Statements for December 2023 - \$25,541,131.24

c. Approval of investments as of December 31, 2023 - \$21,112,453.26

(Exhibit #2023-12-01)

d. Approval and acknowledgement of gifts received in the month of December 2023

(Exhibit #2023-12-02)

e. Approval of staff changes for December 2023 **(Exhibit #2023-12-03)**

f. December 2023 Stats **(Exhibit #2023-12-04)**

10) Citizen's Input: None

11) Old Business

a. Update on New Fairfield Township Library Project

Community Design Alliance (CDA) has prepared a Request for Proposal and a Request for Qualifications, which are designed to create a pool of potential construction managers. The library committee will work with CDA to conduct interviews and hire a firm based on the responses from these proposals, which are due by January 18. CDA is also working on the initial design of the new branch and anticipates presenting it to the library committee soon.

12) New Business

a. Permission to sell/discard library materials

Mr. Goins moved and Ms. Copas seconded the motion to give the Library the approval to sell and discard library materials throughout the year. All members present voted aye.

b. Director and Fiscal Officer Signing Authority

During the normal course of library business with investment firms, legal counsel, and other vendors, the Director and Fiscal Officer are asked to prove they have the authority to sign documents for the library. This authorization is requested from the Board on an annual basis.

Ms. Koenig presented a motion to authorize the Director and Fiscal Officer to sign documents for the Library. This was seconded by Ms. Copas, and all those present voted aye.

c. 2024 Trustee Listing and Board Committee Appointments **(Exhibit #2023-12-05)**

The Board was given a listing of current Board Trustees with contact information and Board Committee assignments.

13) General Comments

a. None

14) The meeting was adjourned at 4:35 p.m. on a motion from Ms. Copas, seconded by Ms. Koenig, with all members present voting aye.

c. The next regularly scheduled meeting of the Board will be held on Monday, February 12, 2024 at 4:00 pm.

Respectfully submitted,

Mr. Jake Richards
Vice President

Mr. Robert Carringer
Acting Secretary

MINUTES OF BOARD MEETING

LPL INVESTMENTS
As of December 31, 2023

Exhibit #2023-12-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	January 1, 2024	\$ 85,636.40	30	2.30%	January 31, 2024	\$ 161.89	12	GIFTS & MEM 110
FIRST FINANCIAL	January 1, 2024	\$ 66,773.49	30	2.30%	January 31, 2024	\$ 126.23	10	ARCHIVES FUND 220
FIRST FINANCIAL	January 1, 2024	\$ 13,467.75	30	2.30%	January 31, 2024	\$ 25.46	56	ARCHIVES 220
FIRST FINANCIAL	January 1, 2024	\$ 83,467.33	30	2.30%	January 31, 2024	\$ 157.79	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	January 1, 2024	\$ 235,393.11	30	2.30%	January 31, 2024	\$ 444.99	28	GENERAL FUND 101
FIRST FINANCIAL	January 1, 2024	\$ 154,165.50	30	2.30%	January 31, 2024	\$ 291.44	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	January 1, 2024	\$ 343,722.62	30	2.30%	January 31, 2024	\$ 649.78	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	January 1, 2024	\$ 188,044.88	30	2.30%	January 31, 2024	\$ 355.48	69	BUILDING MAINT 405
FIRST FINANCIAL - CD	April 28 2023	\$ 1,000,000.00	30	2.30%	April 28 2024	\$ 1,890.41	6	GENERAL FUND 101
FIRST FINANCIAL - CD	Oct 28 2023	\$ 1,535,647.40	30	2.30%	April 28 2024	\$ 2,903.00	5	CAPITAL PROJECTS 401
STAR OHIO	January 1, 2024	\$ 224,261.12	30	4.58%	January 31, 2024	\$ 844.20	2	GENERAL FUND 101
STAR OHIO	January 1, 2024	\$ 2,578,507.09	30	4.58%	January 31, 2024	\$ 9,706.49	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	January 1, 2024	\$ 69,455.19	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	January 1, 2024	\$ 7,841,507.91	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,631,014.92					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,061,388.55					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 21,112,453.26						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-12-02						
Dec-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
15-Dec-2023	Ann C. Regan	Unrestricted Donation		Robert T. Regan	FFB	\$1,000.00
18-Dec-2023	Anonymous	Unrestricted Donation			FFB	\$5.00
					TOTAL	\$1,005.00

Dec-23

**STAFF CHANGES
EXHIBIT #2023-12-03**

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
14-Dec-2023	Sarah Turner	Public Services Librarian	37.5	4	1101	BKM
23-Dec-2023	Valerie Simmons	Branch Manager	37.5	6	1102	FFB

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
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