

**Adams County Public Library
Zoom Meeting Room (online)
Board of Trustees Regular Meeting
December 09, 2020– 5:30 p.m.**

The Adams County Public Library Board of Trustees met on December 09, 2020 at 5:30 p.m. for their regular meeting online in a Zoom Meeting Room.

President Phil Rhonemus called the meeting to order. Members present were Josie Winterhalter, Alan Foster, Elaine Lafferty, Linda Worley, Linda Stepp, and David Hook. Others present were Executive Director Nicholas Slone and Fiscal Officer Amy Werring.

There was no public participation.

Minutes of the previous Board of Trustees meeting were reviewed and discussed. **Motion #1** made by Josie Winterhalter, seconded by Alan Foster **to approve the minutes of the regular meeting held November 11, 2020.** Motion carried. All yeas.

Report of Fiscal Officer

The financial reports submitted by the Fiscal Officer were reviewed and discussed. **Motion #2** made by Linda Worley, seconded by Josie Winterhalter **to accept the financial reports of the Fiscal Officer and approve the payment of bills.** Motion carried. All yeas.

Motion #3 made by Elaine Lafferty, seconded by David Hook **to authorize appropriation transfers from the General Fund (1000) to the Permanent Improvement Fund (4005) as needed.** Motion carried. All yeas.

Motion #4 made by Alan Foster, seconded by Josie Winterhalter **to authorize appropriation transfers as necessary to close FY 2020.** Motion carried. All yeas.

Motion #5 made by Alan Foster, seconded by Linda Worley **to approve temporary appropriations for the FY 2020 as recommended by the fiscal officer.** Roll Call – Josie Winterhalter - yea, Phil Rhonemus - yea, Elaine Lafferty - yea, Linda Worley – yea, Linda Stepp – yea, David Hook – yea, Alan Foster-yea.

Record of Proceedings

Motion #6 made by Alan Foster, seconded by Linda Stepp **to approve the appropriation of the grant revenue from the Foundation for Appalachian Ohio for the activation and circulation of T-mobile hotspots.** Motion carried. All yeas.

Report of Executive Director

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

Executive Session

6:04 p.m. Motion #7 made by Alan Foster, seconded by Elaine Lafferty **to enter into executive session to discuss the employment and compensation of employees.** Roll Call – Josie Winterhalter - yea, Phil Rhonemus - yea, Elaine Lafferty – yea, Linda Worley – yea. Linda Stepp – yea, David Hook – yea, Alan Foster-yea.

6:09 p.m. Reconvened in regular session.

Motion #8 made by Linda Stepp, seconded by David Hook **to approve the following policy revisions: Section 2.500 – Staff Titles and Descriptions, Section 2.600 – Staff Assignments 2021, effective December 20, 2020.** Motion carried. All yeas

Motion #9 made by Josie Winterhalter, seconded by Elaine Lafferty **to approve the following policy revision: Section 2.610 – Wage and Salary Schedule 2021, effective December 20, 2020.** Motion carried. All yeas

6:15 p.m. Motion #10 made by Alan Foster, seconded by Josie Winterhalter **to enter into executive session to discuss the employment and compensation of employees.** Roll Call – Josie Winterhalter - yea, Phil Rhonemus - yea, Elaine Lafferty – yea, Linda Worley – yea. Linda Stepp – yea, David Hook – yea, Alan Foster-yea.

6:36 p.m. Reconvened in regular session.

Motion #11 made by Josie Winterhalter, seconded by David Hook **to approve a one-time bonus for the Executive Director in the amount of \$2500 and the Fiscal Officer in the amount of \$2000 in appreciation of their service since March 13, 2020.** Motion carried. All yeas.

Record of Proceedings

David Hook was appointed as Chair Pro Tempore for the 2021 Organizational Meeting.

Adjournment

Motion #12 made by Linda Worley, seconded by Linda Stepp **since there is no further business, the regular meeting is adjourned to meet in organizational session.**

Secretary

President

**Adams County Public Library
Zoom Meeting Room (online)
Organizational Meeting
December 09, 2020**

The Adams County Public Library Board of Trustees met on December 09, 2020, in the Zoom Meeting Room, for their Organizational Meeting.

Chair Pro Tempore David Hook called the meeting to order.

Roll Call – Josie Winterhalter - yea, Phil Rhonemus - yea, Linda Worley – yea, Elaine Lafferty - yea, Linda Stepp – yea, David Hook – yea, Alan Foster - yea.

Nominating Committee members were present; Linda Worley (Chair), David Hook and Elaine Lafferty. Their nominations for the year 2021 are:

President – Phil Rhonemus
Vice-President – Linda Stepp
Secretary- David Hook

Motion # 1 made by Linda Stepp, seconded by Josie Winterhalter **to close the nominations.** Motion carried. All yeas.

Motion # 2 made by Elaine Lafferty, seconded by Josie Winterhalter **to elect the slate of officers as presented.** Motion carried. All yeas.

President Phil Rhonemus assumes the chair.

Organizational Governance

Rules for organization governance are provided in the Library Handbook Section 1.20 – Bylaws that were adopted March 12, 2003 with subsequent amendments.

Regular Meeting Schedule

Motion #3 made by Linda Stepp, seconded by Alan Foster **to set the regular meeting date as the second Wednesday of each month at 5:30 p.m. at alternate locations in the following order: Manchester, North Adams, Peebles, West Union, with Zoom video as a substitute meeting option when necessary, due to the COVID-19 pandemic.** Motion carried. All yeas.

Fiscal Management

Motion #4 made by Linda Worley, seconded by Alan Foster **to re-appoint Amy Werring as fiscal officer, Tara Dryden as deputy fiscal officer, and Nicholas Slone as credit card compliance officer.** Motion carried. All yeas.

The bond for the fiscal officer and deputy fiscal officer has been renewed for \$100,000.00 each, and other employees in the amount of \$5000.00 each.

First State Bank depository current agreement is effective until May 20, 2023.

Committee Appointments

- 1) Records Commissions (All Board Members)
- 2) Executive Committee (Board Officers)
- 3) Planning Committee –Josie Winterhalter, Linda Stepp and Linda Worley.
- 4) Audit Committee – Alan Foster, Elaine Lafferty, and David Hook (C).

Administrative Wages

Motion #5 made by Linda Stepp, seconded by David Hook **to set the wages of the fiscal officer (\$40709.00), deputy fiscal officer (\$15.57/hour) and executive director (\$70269.00).** Motion carried. Six yeas, with one abstention.

Adjournment

Motion #6 made by Linda Worley, seconded by Linda Stepp **since there is no further business, the organizational meeting is adjourned to meet in regular session, in the Zoom online meeting room, Wednesday, January 13, 2021 at 5:30 p.m.**

Secretary

President