

Defiance Public Library Board of Trustees  
Regular Board Meeting  
February 19, 2020

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, February 19, 2020, at the Defiance Public Library in Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:00 pm. In attendance were Board members: Susan Mack, Jayne Yoder, Michael Wahl, Laura Connor, Ken Boroff and Taryn Lawson. Staff members present: Cara Potter, Nancy Roehrig and Elaine Talbert.

Visitors present: Judy Hasch and Todd Comer.

President Chris Korhn welcomed the new Library Director Cara Potter. Ms. Potter thanked the Board and updated them on her first three days of serving as Director.

President Korhn also gave a proper "Thank You" to past Board member Todd Comer by presenting him with a gift from the Board. Mr. Comer responded that his time on the Board was very rewarding and enjoyable.

Judy Hasch, Susan Mack and Chris Korhn reported on the activities of the Sherwood Branch, Johnson Memorial and Defiance Public Libraries Friends' Groups, respectively.

The Finance Committee met on Monday, February 10, 2020 at 12:00 pm at the Main Library for the review of January finances. Committee Chair Ken Boroff, Michael Wahl, Chris Korhn and CFO, Nancy Roehrig were present. Ken Boroff reported to the Board that January's PLF was \$6,000 above estimates for the month, and expenditures were below plan.

The Personnel Committee met on Wednesday, February 19, 2020 at 3:30 pm at the Defiance Public Library to discuss compensation of library personnel. Committee Chair Chris Korhn, Susan Mack and the Library Director were present. Chris Korhn will report to the Board during the executive session.

#### Consent Agenda

Michael Wahl moved and Jayne Yoder seconded the motion to approve the Consent Agenda.

- Approval of the corrected Minutes of the regular meeting on December 18, 2019 at the Defiance Public Library.
- Approval of the Minutes of the Annual Organizational meeting on January 22, 2020 at the Defiance Public Library.
- Approval of the Minutes of the regular meeting on January 22, 2020 at the Defiance Public Library.
- Approval of the December 2019 financial reports which were omitted from the January 22, 2020 Board packet.
- Approval of the January 2020 financial reports as reviewed by the Finance Committee, and approval of the payment of bills for February 2020.
- Approval of the Fiscal Officer's Report as presented.

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The Year-to-Date General Fund Activity for January 2020:

Beginning Balance	\$ 1,985,243.23
Revenue	+ 111,632.01
Expenses	- 143,600.36
Month End Balance	<u>\$ 1,953,274.88</u>

January PLF \$107,600.64

- Approval of the Library Operations Report.
- Approval of the hiring of Gwen Kraber, 30 hour Youth Services Assistant at the Main Library in Defiance at a rate of \$10.22 per hour, effective January 29, 2020.
- Approval of the hiring of Francine Ankney, 20 hour Branch Services Assistant at Johnson Memorial Library at a rate of \$10.22 per hour, effective February 17, 2020.
- Accept the resignation of Gwen Kraber, 30 hour Youth Services Assistant at the Main Library in Defiance, effective February 4, 2020.

Motion carried.

Items for Discussion

Huntington Bank Account Signature Card Resolution

Susan Mack moved and Michael Wahl seconded the motion to approve the “Resolution to Open and Maintain a Bank Account” for Huntington Bank.

**Resolution to  
Open and Maintain a Bank Account  
(Public Entity)**

The undersigned hereby certifies to The Huntington National Bank that: I am the

Chief Fiscal Officer

(insert official title)

and, as such, I am familiar with the records and proceedings of:

DEFIANCE PUBLIC LIBRARY

(insert name of governmental  
entity)

(the “Public Entity”), a governmental entity duly organized and existing under the laws of the State of Ohio.

the following is a true, accurate and compared copy of resolutions duly adopted by the Public Entity, and that the resolutions have not been rescinded, modified or revoked and are in full force and effect.

RESOLVED, that:

- (i) The Huntington National Bank (the “Bank”), as a national banking association, is qualified

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under applicable law and regulations to be a depository for the Public Entity and is hereby designated as a depository of the Public Entity;

- (ii) one or more account(s) may be opened and maintained in the name of the Public Entity, in accordance with the rules and regulations or procedures of the Bank pertaining to such accounts as amended by the Bank from time to time, or as otherwise amended by a written agreement between the Public Entity and Bank;
- (iii) any of the individuals whose names are set forth in (iv), below or, whose genuine signatures appear on separate cards dated and filed with the Bank, (collectively the "Authorized Signatories" and individually an "Authorized Signatory") are hereby authorized to act individually on behalf of the Public Entity and in its name to:
  - a. sign checks, drafts, notes, bills of exchange, acceptances, or other orders for payment of funds from any account maintained by the Public Entity;
  - b. indorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the Public Entity for deposit in any such account, or for collection or discount by the Bank;
  - c. identify, approve and guarantee the indorsements of any and all checks and drafts drawn by the Public Entity;
  - d. waive demand, protest, and notice of protest, or dishonor of any check, draft, note, bill, certificates of deposit or other instruments made, drawn, or indorsed by the Public Entity;
  - e. act for the Public Entity in the transaction of all other business (whether or not it is of the kind, nature or character specified in this certificate) on the Public Entity's behalf with the Bank, including but not limited to executing contracts and delegating person to engage in transaction in connection with such contracts;
  - f. open and maintain an account in the name of the Public Entity (any account so opened shall be bound by the provisions of this certificate);
  - g. certify to the Bank the names of the Authorized Signatories and shall certify such change to the Bank, and the Bank shall be fully protected in relying on such certification, or refusing to honor the signature of any individual not so certified;
  - h. delegate other person(s) to perform any of the foregoing acts;

(iv) Names or Titles of Authorized Signatories:

NANCY ROEHRIG  
ELAINE R TALBERT  
TARYN LAWSON  
CHRISTINE KORHN  
JAYNE E YODER

(When only titles are used, this resolution must be accompanied by an Incumbency Certificate)

FURTHER RESOLVED, that:

- (i) the Bank is authorized to honor, receive, certify, or pay all instruments signed in accordance with this certificate even though drawn or indorsed to the order of any Authorized Signatory signing the same, tendered for cash, or in payment of a personal obligation or for deposit into a personal

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account of said Authorized Signatory and the Bank is not required or obligated to inquire into the circumstances of the issuance or use of any instrument signed in accordance with this certificate, or the application, or disposition of such instrument, or the proceeds thereof;

(ii) overdrafts, if any, shall not be considered to be a loan; and

(iii) the provisions of this certificate shall remain in full force and effect until written notice of its amendment or rescission shall have been received by the Bank and the Bank has a reasonable amount of time to act upon such notice, and that receipt of such notice shall not affect any action taken by the Bank prior thereto.

FURTHER RESOLVED, that the undersigned be, and hereby is, authorized and directed to certify to the Bank the foregoing resolutions and that the provisions thereof are in conformity with the laws and regulations governing the Public Entity.

I further certify that there is no provision in the law or regulations governing the Public Entity which limits the power of the Public Entity to pass the foregoing resolutions and that the same are in conformity with the law and regulations governing the Public Entity, have not be modified or rescinded and are in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name this \_\_\_\_ day of \_\_\_, 20\_\_\_\_

Public Official:

Witness:

\_\_\_\_\_

\_\_\_\_\_

Motion carried.

#### DPL Fire Alarm Panel Replacement

The fire alarm panel in the Main Library is old and replacement parts are expensive and difficult to find. Torrence Sound Equipment recommends the panel be replaced and has provided a quote of \$5,415.00 for the panel, with additional costs of \$35,000.00 to bring the entire building up to current code. Jerry Overmier, the Library's architect, confirmed the building will need to be brought to code if the panel is replaced. Additional estimates are being sought

#### 2020 Vacation for CFO

Michael Wahl moved and Jayne Yoder seconded the motion to approve the following vacation days in 2020 for the CFO:

- May 11 -18
- July 27 to August 3

Motion carried.

The CFO and Library Director gave the Board an update on an employee who has a serious illness and will be off work for an extended period.

4:23 pm

Ken Boroff moved and Taryn Lawson seconded the motion to enter into executive session for the purpose of discussing employment and compensation of personnel. Roll Call Ayes: Chris

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Korhn, Susan Mack, Jayne Yoder, Michael Wahl, Laura Connor, Ken Boroff and Taryn Lawson.  
Nayes: none. Motion carried.

4:47 pm

Jayne Yoder moved and Susan Mack seconded the motion to return to regular session. Motion carried.

Laura Connor moved and Taryn Lawson seconded the motion to give CFO Nancy Roehrig a bonus of \$10,067.31 to acknowledge the commitment she has exhibited to the Defiance Public Library in dealing with personnel issues in 2019, and serving as Interim Director. Motion carried.

Ken Boroff moved and Susan Mack seconded the motion to approve a 15% pay increase for CFO Nancy Roehrig, effective March 1, 2020. Motion carried.

The next regular meeting of the Library Board is scheduled for Wednesday, March 25, 2020 at 4:00 pm at the Sherwood Branch Library in Sherwood, Ohio.

Taryn Lawson moved and Jayne Yoder seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 4:50 pm.

\_\_\_\_\_, President

\_\_\_\_\_, Secretary