

Defiance Public Library Board of Trustees
Regular Board Meeting
April 1, 2020

The Board of Trustees of Defiance Public Library met virtually for its monthly meeting on Wednesday, April 1, 2020, via a Zoom Meeting; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:04 pm. In attendance were Board members: Michael Wahl, Taryn Lawson, Jayne Yoder, Laura Connor, Susan Mack, and Ken Boroff. Staff members present: Cara Potter, Nancy Roehrig and Elaine Talbert
Visitors present: Beth Michel

There were no Friends' Group reports.

The Finance Committee met on Wednesday, March 11, 2020 at 4:00 pm at the Main Library for the review February financials. Committee Chair Ken Boroff, Michael Wahl and Chris Korhn were present with CFO Nancy Roehrig and Director Cara Potter. Ken Boroff reported that the PLF for February exceeded expectations and is 7% above estimates for the year. Overall, expenses are in order, except supplies which are skewed because of Summer Reading purchases. The Finance Committee also met on Wednesday, April 1, 2020 at 3:45 pm at the Main Library to discuss gross-up for the Director's moving expenses and the CFO's bonus.

The Policy Committee met on Wednesday, March 18, 2020 at 12:00 pm at the Defiance Public Library to discuss policy updates. Committee Chair Taryn Lawson, Michael Wahl, Ken Boroff, the Library Director and CFO were present. Taryn Lawson reported on proposed changes to the 3Star Card, MakerSpace and Sick Leave Usage policies, and a new policy for Wi-Fi Hotspot Fees.

Laura Connor moved and Taryn Lawson seconded the motion to approve proposed changes to the 3Star Card Policy, MakerSpace Policy and Sick Leave Usage Policy. Motion carried.

Consent Agenda

Michael Wahl moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular meeting on February 19, 2020 at the Defiance Public Library.
- Approval of the Minutes of the Emergency Meeting on March 19, 2020 at the Defiance Public Library.
- Approval of the February 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for March 2020.
- Approval of the Fiscal Officer's Report as presented.

Year-to-Date General Fund Activity for February 2020:

Beginning Balance	\$ 1,985,243.23
Revenue	+ 256,313.79
Expenses	<u>- 290,487.15</u>
Month End Balance	\$ 1,951,069.87

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Motion carried.

Michael Wahl moved and Taryn Lawson seconded the motion for the Defiance Public Library to cover the cost of membership for The Society of Human Resource Management, the American Library Association and The Defiance Rotary (dues only) for Director Potter. Motion carried.

Other Items for Consideration

Jayne Yoder moved and Ken Boroff seconded the motion to approve the costs proposed by Midstate Contractors. Inc., for exterior façade cleaning and front door rehabilitation at the Main Library. The Front Door Rehabilitation project, estimated at \$6,578.00, will be charged to the Building and Repair Fund. The Exterior Façade Cleaning & Masonry Repairs project, estimated at \$21,588.00, will be charged to the Permanent Improvement Fund. Motion carried.

Taryn Lawson moved and Laura Connor seconded the motion to approve grossing-up the Director's moving expenses so that her reimbursement would total \$5,000.00, which is the amount approved in her hiring motion on December 18, 2019. Motion carried.

The next regular meeting of the Library Board is scheduled for Wednesday, April 29, 2020 at 4:00 pm. The meeting will be held virtually, via Zoom Meetings, in order to comply with the State of Ohio Department of Health's COVID-19 Stay at Home order.

Taryn Lawson moved and Susan Mack seconded the motion to adjourn the meeting.

Meeting adjourned by President Chris Korhn at 4:57 pm.

_____, President

_____, Secretary