

Defiance Public Library Board of Trustees  
Regular Board Meeting  
April 29, 2020

The Board of Trustees of Defiance Public Library met virtually for its monthly meeting on Wednesday, April 29, 2020, via Zoom Meetings; 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: Laura Connor, Beth Michel, Ken Boroff, Taryn Lawson, Jayne Yoder, Susan Mack and Michael Wahl. Staff members present: Cara Potter, Nancy Roehrig and Elaine Talbert.

Visitors present: Cindy Mack and Judy Hasch

Chris Korhn expressed her sincere thanks to Michael Wahl for his service to the Library. Mr. Wahl thanked those present and said he enjoyed serving on the Library Board.

Michael Wahl left the meeting at 4:07 pm.

Susan Mack, Judy Hasch and Cindy Mack reported on the activities of the Johnson Memorial, Sherwood Branch and Defiance Public Libraries Friends' groups, respectively. Events have been canceled for the near future for all three Friends' groups.

The Finance Committee met on Wednesday, April 15, 2020 at 4:00 pm, via Zoom Meeting, to review March monthly finances. Committee Chair Ken Boroff, Chris Korhn, CFO, Nancy Roehrig and Director, Cara Potter were in attendance. Ken Boroff reported to the Board that March expenditures were in line with the budget and PLF and levy revenues were higher than expected. The effects of the coronavirus pandemic on revenues are unknown at this point but are expected to have a significant impact on PLF revenues.

The Personnel Committee met on Wednesday, April 22, 2020 at 11:00 am via Zoom Meetings. Committee Chair Chris Kohn, Susan Mack and Laura Connor were in attendance with the CFO and the Director. Items from this meeting will be addressed in the Executive session.

Consent Agenda

Susan Mack moved and Taryn Lawson seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular meeting on April 1, 2020 held virtually via Zoom Meetings.
- Approval of the March 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for April 2020.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 1,985,243.23
Revenue	+ 721,902.78
Expenses	- 426,607.04
Month End Balance	<u>\$ 2,280,538.97</u>

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March PLF \$ 94,872.67

2020 Appropriation Adjustment

- Approval of the following General Fund appropriation transfer:

From: Contingency: 101.00.58900	\$2,000.00
To: Unemployment: 101.00.51670	\$2,000.00

The transfer will cover the cost of an unemployment claim filed by a former Library employee. The Library is a reimbursing employer and pays claims when filed.

Motion carried.

Items for Discussion

New Board member Beth Michel was sworn in on Friday, April 24, 2020 at Defiance Public Library by Dave McMaster, Defiance City Council President.

Do you solemnly swear, or affirm 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 a member of the board of trustees of the Defiance Public Library, Defiance County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

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The Board considered the option of eliminating fines for overdue books. Discussion included the costs to administer and collect overdue fines and the fact that fines are not an effective tool for getting patrons to return materials. Additionally, eliminating the fines removes a barrier to Library use for some patrons, which is good for the community.

Taryn Lawson moved and Beth Michel seconded the motion to forgive accumulated overdue fines for all patrons, and to no longer charge fines for overdue books. Both will take effect when the Library System reopens after the initial COVID-19 pandemic shutdown. Motion carried.

Laura Connor moved and Jayne Yoder seconded the motion to approve the Change Order for \$300.00 from Midstate Contractors for cleaning the concrete cheek walls at both side entrances of the Main Library. Motion carried.

Jayne Yoder moved and Ken Boroff seconded the motion to approve changing the Community Relations position as budgeted for 2020 to a Communications Coordinator position, and to approve the Communications Coordinator job description. Motion carried.

Laura Connor moved and Taryn Lawson seconded the motion to approve depository agreements with the following financial institutions in accordance with Ohio law governing public fund deposits and investments:

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Institution	Term	Active Deposits	Interim Deposits	Inactive Deposits
State Bank & Trust	5/25/2020 to 5/24/2025	\$500,000	\$500,000	\$500,000
Farmers and Merchants Bank	5/25/2020 to 5/24/2025	\$250,000	\$0	\$0

Motion carried.

4:42 pm

Jayne Yoder moved and Susan Mack seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of personnel. Roll Call Ayes: Chris Korhn, Beth Michel, Taryn Lawson, Susan Mack, Ken Boroff, Laura Connor and Jayne Yoder. Nays: none. Motion carried.

5:10 pm

Jayne Yoder moved and Taryn Lawson seconded the motion to return to regular session. Motion carried.

Jayne Yoder moved and Taryn Lawson seconded the motion to approve moving the 30-hour Assistant position currently held by Hannah Short from the Youth Services Department to the Circulation Department, and moving the Teen Librarian position currently held by Pam Kranenburg from Youth Services to Adult Services. Motion carried.

Susan Mack moved and Ken Boroff seconded the provisional plan for Library System staffing for the remainder of the COVID-19 pandemic. Motion carried.

The plan for Library System staffing is as follows:

- All non-administration staff will be laid off, except for the Technical Services staff.
- The Interim Community Relations and librarian positions will be laid off.
- Laid off staff have the option to cash out any or all of their accrued vacation time.
- Staff with health insurance from the library will not lose their coverage. The cost will continue to be shared by DPLS and the laid-off employee.
- The Library Director, CFO, Department and Branch Managers, and the DFO will continue working their full schedule either from their work location or home.

Staff will be called back as needed for training, special projects and to prepare the buildings for opening when the Ohio Department of Health at-home orders are lifted.

Other Items for Consideration:

The next regular meeting of the Library Board is scheduled for Wednesday, May 27, 2020 at 4:00 pm. The meeting will be held at Defiance Public Library and virtually, via Zoom Meetings, in order to comply with the State of Ohio Department of Health's COVID-19 Stay at Home order.

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Taryn Lawson moved and Laura Connor seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned by President Chris Korhn at 5:24pm.

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