

Defiance Public Library Board of Trustees  
Regular Board Meeting  
May 27, 2020

The Board of Trustees of Defiance Public Library met virtually for its monthly meeting on Wednesday, May 27, 2020, via a Zoom Meetings; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:02 pm. In attendance were Board members: Taryn Lawson, Ken Boroff, Laura Connor and Susan Mack. Jayne Yoder and Beth Michel were absent. Staff members present: Cara Potter, Nancy Roehrig and Elaine Talbert.

Visitors present: Judy Hasch

Chris Korhn expressed her sincere sympathy to Jayne Yoder and her family for the loss of her mother. Condolences were also extended to the family of Madonna Hammons, a longtime employee of the Defiance Public Library, who passed away on May 16, 2020. Madonna worked for the library for 36 years, retiring in January of 2012.

Judy Hasch, Susan Mack and Cara Potter reported on the activities of the of the Sherwood Branch, Johnson Memorial and the Defiance Public Libraries Friends' groups, respectfully.

The Finance Committee met on Monday, May 11, 2020 at 4:00 pm, via Zoom Meetings, to review April 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 April's PLF amount was below expectations, but is above budgeted amounts year to date. May PLF is expected to be well below plan due to the effects of the Coronavirus Pandemic.

The Personnel Committee met on Friday, May 8, 2020 at 11:00 am via Zoom Meetings. Committee Chair Chris Korhn, Susan Mack, Laura Connor, the CFO and the Director were present. Chris Korhn reported to the Board the committee approved adding five hours per week to the Technical Services Assistant position to address the persistent backlog of books waiting to be processed and cataloged.

The Policy Committee met on Wednesday, May 27, 2020 at 3:45 pm. In attendance were Committee Chair Taryn Lawson, Ken Boroff and the Director. Taryn Lawson reviewed a requested change to the Vacation policy with the Board.

#### 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 April 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for May 2020.
- Approval of the Fiscal Officer's Report as presented.

Defiance Public Library Board of Trustees  
Regular Board Meeting  
May 27, 2020

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

Beginning Balance	\$ 1,985,243.23
Revenue	+ 831,912.31
Expenses	- 554,360.77
Month End Balance	\$ 2,262,794.77

April PLF \$ 94,872.67

- Approval of the Director's Operations Report.
- Approval of the addition of five hours per week to the Technical Services Assistant position in the Cataloging and Processing department, bringing the position's weekly hour to 30.

Motion carried.

Items for Discussion

Laura Connor moved and Taryn Lawson seconded the motion to approve appointing Trustee Beth Michel to the Personnel and Policy Committees. Motion carried.

Communications Coordinator Position

The Director reported that twenty-one applications were received for the Communications Coordinator position. Screening phone interviews were held which led to two in-person interviews. A Personnel Committee meeting will be held to discuss filling the position.

Vacation Policy Clarification

The current vacation policy does not state if benefit time is accrued when an employee is laid off or on an unpaid leave of absence. The proposed change to the policy defines that earned vacation is based on the average weekly hours worked in the previous fiscal year.

Ken Boroff moved and Susan Mack seconded the motion to approve revisions to the Library System's Vacation Policy to read: The Formula for earned vacation time is calculated using the average weekly hours worked during the previous fiscal year.

Motion carried.

Reinstatement of Library services

The library will begin curbside pickup at all locations on June 2<sup>nd</sup>. Curbside service will be available on Tuesdays, Thursdays and Saturdays with limited hours.

Wi-Fi Internet service is being installed in the Library van, which will travel to pre-determined locations throughout Defiance County on Mondays, Wednesdays and Fridays. Along with the Internet service, books will also be available in the van for patrons to check out.

Opening all Library locations with limited hours will be the next step. The initial reopening date is yet to be determined.

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May 27, 2020

Other Items for Consideration:

Taryn Lawson moved and Susan Mack seconded the motion to accept a donation of \$1,000.00 from the Johnson Memorial Library Friends' group. The donation will be used to set up Internet service in the Library van. Motion carried.

Susan Mack moved and Ken Boroff seconded the motion to increase revenue in the General Fund – Unrestricted Contributions, Gifts by \$1,000.00. Motion carried.

Laura Connor moved and Susan Mack seconded the motion to increase appropriations in the General Fund as follows:

- Furniture & Equipment                      \$ 359.00
- Administrative Supplies                      \$ 65.00
- Defiance Telephone                          \$ 576.00

Motion carried.

4:39 pm

Laura Connor moved and Susan Mack seconded the motion to enter into Executive Session for the purpose of discussing the acquisition and sale of property. Roll Call Ayes: Chris Korhn, Taryn Lawson, Ken Boroff, Susan Mack, Laura Connor. Nays: none. Motion carried.

Beth Michel arrived at 4:41 pm.

4:56 pm

Susan Mack moved and Taryn Lawson seconded the motion to return to regular session. Motion carried.

The next regular meeting of the Library Board is scheduled for Wednesday, June 24, 2020 at 4:00 pm. The meeting will be held at the Main Library in Defiance. The Board will determine if the meeting will also be held virtually before the meeting is posted.

Beth Michel moved and Laura Connor seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned by President Chris Korhn at 4:59 pm.

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

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