

Defiance Public Library Board of Trustees
Regular Board Meeting
June 24, 2020

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, June 24, 2020, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:01 pm. In attendance were Board members: Susan Mack, Jayne Yoder, Laura Connor, Beth Michel and Ken Boroff. Staff members present: Cara Potter, Nancy Roehrig and Elaine Talbert.

Visitors present: Judy Hasch and Mary Williams.

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

The Finance Committee met on Thursday, June 11, 2020 at 4:00 pm at the Defiance Public Library to review May 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 May's PLF was below plan, as were expenses. Both were expected because all libraries are closed due to the Coronavirus pandemic. June's PLF will also be below plan.

The Personnel Committee met on Tuesday, June 2, 2020 at 4:00 pm at the Defiance Public Library. Committee Chair Chris Korhn, Susan Mack, Laura Connor, the CFO and the Director were in attendance. Chris Korhn reported that the committee reviewed the director's recommendation of Taryn Lawson for the open Communications Coordinator position, which they support.

The Policy Committee met on Thursday, June 18, 2020 at 11:30 am via Zoom virtual meeting. Ken Boroff, Beth Michel, the CFO and Director were in attendance. Beth Michel reported to the Board that the committee recommends approving revisions of the Dress Code and Holidays Eligibility Policies.

Consent Agenda

Ken Boroff moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular meeting from May 27, 2020 held virtually via Zoom Meetings.
- Approval of the May 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for June 2020.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 1,985,243.23
Revenue	+ 930,483.73
Expenses	- 661,198.30
Month End Balance	<hr/> \$ 2,254,528.66

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May PLF \$ 89,010.05

- Approval of an increase in revenue in General Fund – Unrestricted Contributions & Gifts by \$1,000.00.
- Approval of the following appropriation increases in the General Fund for the Friends of Sherwood Library \$1,000.00 donation for the Library van:
 - Van and Fuel Supplies \$150.00
 - Salaries – Admin \$425.00
 - Salaries – Staff \$425.00
- Approval of the Director’s Operations Report.
- Approval of vacation days on July 1 and 2 for Director Cara Potter.

Motion carried.

Items for Discussion

Jayne Yoder moved and Beth Michel seconded the motion to approve the June 2, 2020 resignation of Taryn Lawson from the Library Board. Motion carried.

Jayne Yoder moved and Laura Connor seconded the motion to approve the hiring of Taryn Lawson as 30 hour Communications Coordinator at a rate of \$18.18 per hour, effective June 8, 2020. Motion carried.

Beth Michel moved and Jayne Yoder seconded the motion to approve the appointment of Laura Connor as Vice-President of the Board and as a member of the Building and Lands Committee, replacing Taryn Lawson. Motion carried.

Susan Mack moved and Beth Michel seconded the motion to approve the following locations for previously determined Board meeting dates and times:

- July 29, 2020 - Johnson Memorial Library, Hicksville
- August 26, 2020 – Defiance Public Library
- September 30, 2020 – Sherwood Branch Library, Sherwood
- October 28, 2020 – Defiance Public Library
- November 18, 2020 – Defiance Public Library
- December 16, 2020 – Defiance Public Library

Motion carried.

Susan Mack moved and Jayne Yoder seconded the motion to approve the proposed revisions to the Personnel Policy Section 5.3 Holidays. Motion carried.

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Ken Boroff moved and Beth Michel seconded the motion to approve the proposed revision of Personnel Policy Section 7.12 Dress Standards. Motion carried.

Laura Connor moved and Beth Michel seconded the motion to approve the Professional Design Services Proposal with Beilharz Architects for the Defiance Public Library Main Entrance Step Replacement for a lump sum of \$9,500.00 plus reimbursable expense allowance of \$150.00. Motion carried.

4:40 pm

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

5:05 pm

Jayne Yoder moved and Laura Connor seconded the motion to return to regular session. Motion carried.

Other Items for Consideration:

Susan Mack thanked the Director for coordinating the summer lunch program in Hicksville.

The next regular meeting of the Library Board is scheduled for Wednesday, July 29, 2020 at 4:00 pm at Johnson Memorial Library in Hicksville.

Laura Connor moved and Susan Mack seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned by Board President Chris Korhn at 5:08 pm.

_____, President

_____, Secretary