

Defiance Public Library Board of Trustees  
Regular Board Meeting  
January 31, 2018

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, January 31, 2018 at the Main Library in Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Michael Wahl called the meeting to order at 4:03 pm. In attendance were Board members, Taryn Lawson, Todd Comer, Ken Boroff, Susan Mack, Chris Korhn and Jayne Yoder. Staff members present: Marilyn Hite, Nancy Roehrig and Elaine Talbert. Visitors present: Judy Hasch

Judy Hasch, Chris Korhn and Susan Mack reported on the activities of the Sherwood, Defiance, and Johnson Memorial Friends groups, respectively.

Committee Reports

The Finance Committee met on Monday, January 22, 2018, at 4:00 pm with Chair Ken Boroff, Michael Wahl, CFO Nancy Roehrig and Director Marilyn Hite present. Ken Boroff reported to the Board the PLF for December was lower than expected, ending 2017 with revenues 1.2% below estimates. 2017 expenses were lower than estimated because of reduced expenses related to the main level of the Defiance Library being closed over the summer. Overall, the revenues exceeded expenses for the year. Mr. Boroff also noted that January 2018 PLF came in less than 1% under estimates.

Consent Agenda

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

- To approve the Library Board minutes of the regular meeting held on December 20, 2017, and the 2018 Organizational Meeting held on January 10, 2018, as presented.
- To approve the December 2017 financial reports as reviewed by the Finance Committee and approve payment of bills for January 2018.

The Financial Report for December 2017:

General Fund	\$ 1,909,084.88
	+ 108,375.59
	<u>-440,726.21</u>
	\$ 1,576,734.26

STAR Ohio	\$ 1,039,107.55	STAR Ohio average yield 1.38%
STAR Plus	\$ 259,048.71	STAR Plus average yield .95%
CD	\$ 406,205.83	

Directors Report

Personnel

- To confirm the hiring of Heather Gear as a 20 hour Branch Services Assistant assigned to the Sherwood Branch Library at an hourly wage of \$9.82 effective January 15, 2018.

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- To accept the resignation of Laura Martin, Youth Services Assistant for a 20 hour work week, effective February 1, 2018.

Motion Carried.

Items for Discussion

Repairs for the Main Library Façade

The Director and CFO spoke with legal counsel in mid-January to review options for proceeding with the Façade project for the Main Library. The options discussed included doing the work in parts or in a single project. MidState Contractors, Inc. prepared estimates for both options of the repair project, which were reviewed at the meeting. The Board discussed the options at length taking into consideration timing, cost and the availability of resources.

Ken Boroff moved and Chris Korhn seconded the motion to request a contract for the proposal for repairs prepared by MidState Contractors for the South Elevation Façade Project at a cost of \$48,761.00 for labor and materials, to begin as soon as the weather permits. Motion carried.

Jayne Yoder moved and Todd Comer seconded the motion to accept \$155,250.00 from the Lois Behm Estate, to be deposited in the Bequest Fund. Motion carried.

Taryn Lawson moved and Susan Mack seconded the motion to appropriate \$40,000.00 from the Lois Behm Estate Distribution to the 2018 Bequest Fund - Defiance Furniture and Equipment for the purpose of furnishing and equipping the Main Library.

Roll Call Ayes: Michael Wahl, Taryn Lawson, Todd Comer, Ken Boroff, Susan Mack, Chris Korhn and Jayne Yoder. Nays: none. Motion carried.

The Board requested Director Marilyn Hite find out if the possible estate donation has any conditions attached before they will answer the requested questions.

5:07 PM

Jayne Yoder moved and Susan Mack seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees.

Roll Call Ayes: Michael Wahl, Taryn Lawson, Todd Comer, Ken Boroff, Susan Mack, Chris Korhn and Jayne Yoder. Nays: none. Motion carried.

5:28 pm

Todd Comer moved and Susan Mack seconded the motion to return to regular session. Motion carried.

The next regular meeting of the Library Board is scheduled for Wednesday, February 28, 2018, at 4:00 pm at the Main Library.

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The Executive Board recommends the March 28th meeting be held at the Johnson Memorial Library Branch in Hicksville, and the April 25th meeting be held in the Community Room of the Sherwood Branch Library. The Library Board would return to the Main Library for its May 30th meeting.

The meeting was adjourned at 5:31 pm by President Michael Wahl.

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

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