

Defiance Public Library Board of Trustees
 Regular Board Meeting
 January 22, 2020

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, January 22, 2020, at the Defiance Public Library in Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:19 pm. In attendance were Board members: Michael Wahl, Ken Boroff, Taryn Lawson, Laura Connor, Jane Yoder and Susan Mack. Staff members present: Nancy Roehrig, Elaine Talbert and Shannon McClure.

Visitors present: Mary Williams

Mary Williams, Susan Mack and Chris Korhn reported on the activities of the Sherwood Branch, Johnson Memorial and Defiance Public libraries Friends' Groups, respectively.

The Finance Committee met on Friday, January 17, 2020 at 12:00 pm at the Main Library for the review December 2019 finances. Committee Chair Ken Boroff, Michael Wahl and Nancy Roehrig, CFO, were present. Ken Boroff reported to the Board that December's PLF again came in above expectations. 2019 PLF ended approximately \$44,000 above budget, and revenue from the gas pipeline in Defiance County contributed to higher County/levy income.

The Policy Committee met on Wednesday, January 22, 2020 at 3:30 pm at the Defiance Public Library to discuss the 3 Star Card Policy. Committee Chair Taryn Lawson, Chris Korhn and Ken Boroff were present, along with the CFO. The topic will be discussed under Items for Discussion.

Consent Agenda

Jayne Yoder moved and Taryn Lawson seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular meeting on December 18, 2019 at the Defiance Public Library.
- Approval of the December 2019 financial reports as reviewed by the Finance Committee and approval of the payment of bills for January 2020.
- Approval of the Fiscal Officer's Report as presented.

General Fund	\$ 1,787,316.11
	+ 2,034,937.00
	- 1,837,009.88
	\$ 1,985,243.23

December PLF	\$113,570.84
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- Approval of the Library Operations Report.
- Accept the resignation of Cynthia Allen, Branch Assistant at Johnson Memorial Library, effective January 31, 2020.

Motion carried.

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Items for Discussion

The new Library Director, Cara Potter, has confirmed her first day of work for the Defiance Public Library System will be Monday, February 17, 2020.

Susan Mack moved and Michael Wahl seconded the motion to approve special hours for the Sherwood and Hicksville branches on February 18, 2020, to delay opening until 2:00 pm so that staff can attend the welcome gathering for the new Director. Motion carried.

The federal mileage rate set by the IRS will be decreasing effective January 1, 2020 from \$.58/mile to \$.575/mile. The library's policy directs reimbursement at the federal mileage rate. The policy was discussed, and the Board confirmed continued use of the current IRS rate.

3 Star Card Policy

Taryn Lawson, Policy Committee chair, presented the 3 Star Card policy to the Board. The card will allow students to check out up to three print items at a time, and includes access to all Defiance Public Library e-media. The card has its own borrowing restrictions and fine policy. The committee feels it is an excellent way to get books into the hands of school age children, and recommended the Board approve the policy.

Ken Boroff moved and Michael Wahl seconded the motion to approve the 3 STAR Library Card policy as presented. Motion carried.

Chris Korhn extended a "Thank-You" to Marja McGuire and all staff involved in preparing this opportunity for students of Defiance County.

Update to the 2020 Holiday and Closing Calendar.

Santa's arrival in Defiance has been changed from Saturday, November 28, 2020 to Friday, December 4, 2020, requiring a schedule change for the event.

Laura Connor moved and Michael Wahl seconded the motion to approve a change to the 2020 Holiday and Closings Calendar for the Main Library for Santa's arrival to December 4, 2020, and to extend the closing time to 8:00 pm for the event. The Main Library will be open for regular hours, 10:00 am to 2:00pm on Saturday, November 28, 2020. Motion carried.

Other Items for Consideration

Kevin McDonald again emailed the CFO for an update on the new Library Director and the plans to move Administration staff into the McDonald building. He stated that a settlement amount would be due for work performed in the office space. The CFO responded with the new Director's start date, and requested a detailed list of work he expects to be reimbursed.

Michael Wahl extended a "Thank-You" to Nancy Roehrig for serving as Interim Library Director.

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The next regular meeting of the Library Board is scheduled for Wednesday, February 19, 2020 at 4:00 pm at the Defiance Public Library, Defiance, Ohio.

Taryn Lawson moved and Jayne Yoder seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 4:53 pm.

_____, President

_____, Secretary