

Defiance Public Library Board of Trustees  
Regular Board Meeting  
October 30, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, October 30, 2019, at the Sherwood Branch Library in Sherwood, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Michael Wahl called the meeting to order at 4:00 pm. In attendance were Board members: Ken Boroff, Susan Mack, Chris Korhn, Todd Comer, Jane Yoder and Taryn Lawson. Staff members present: Nancy Roehrig, Elaine Talbert and Kathy Holtsberry.

There were no visitors present.

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

Committee Reports

The Finance Committee met on Friday, October 11, 2019 at 12:00 pm at the Main Library for the monthly review of library finances. Committee Chair Ken Boroff, Michael Wahl, and CFO Nancy Roehrig were present. Ken Boroff reported to the Board that October's PLF was again above expectations, and year to date expenses continue to run below estimates.

Consent Agenda

Taryn Lawson moved and Todd Comer seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the September 25, 2019 meeting at the Defiance Public Library.
- Approval of the September 2019 financial reports as reviewed by the Finance Committee and approval of the payment of bills for October 2019.
- Approval of the Fiscal Officer's Report as presented

Year-to-Date General Fund Activity for September 2019:

General Fund	\$ 1,787,316.11
	+ 1,672,499.11
	- 1,344,352.17
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	\$ 2,115,463.05

September PLF                      \$119,966.13

- Approval of the Library Operations Report

Account Adjustment

- Approval of the following journal entry to correct a posting error for the cost of the new water heater at DPL:

From:	DPL Maintenance Supplies	\$930.00
To:	Furniture & Equipment	\$930.00

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Personnel

- Approval of the hiring of Cynthia Allen, 20 hour Johnson Memorial Library Branch Assistant, at a rate of \$10.02 per hour, effective October 23, 2019.
- Approval of the rescheduling of one day of the CFO's vacation from September 27 to November 29, and to allow the CFO to schedule her two remaining vacation days any time between November 1 and December 14, 2019.

Motion carried.

Items for Discussion

Library System 2020 Holiday and Closings Calendar

Susan Mack moved and Chris Korhn seconded the motion to approve the proposed calendar:

<b>2020 HOLIDAY AND CLOSINGS CALENDAR</b>			
<b>PAID FULL HOLIDAYS</b>			
New Year's Day	Wednesday	January 1, 2020	
Memorial Day	Monday	May 25, 2020	
	Friday &		
Independence Day	Saturday	July 3 & 4, 2020	
Labor Day	Monday	September 7, 2020	
Thanksgiving Day	Thursday	November 26, 2020	
Christmas Eve	Thursday	December 24, 2020	
	Friday &		
Christmas Day	Saturday	December 25 & 26, 2020	
Day After Christmas	Monday	December 28, 2020	
<b>PAID EARLY HOLIDAYS</b>			
New Year's Eve - DPL	Thursday	December 31, 2020	Library System closes at Noon (9:00am - noon)
New Year's Eve - SBL	Thursday	December 31, 2020	Library System closes at Noon (10:00am - noon)
New Year's Eve - JML	Thursday	N/A - Closed	
<b>UNPAID EARLY HOLIDAYS</b>			
Good Friday	Friday	April 10, 2020	Library System Closes at 4:00pm
Thanksgiving "Eve"	Wednesday	November 25, 2020	Library System Closes at 6:00pm
<b>NON-HOLIDAY CLOSINGS</b>			
Summer Program Orientation	Wednesday	May 6, 2020	System closed from 12:00pm to 4:00pm
Staff Development Day	Wednesday	September 9, 2020	System closed all day
Staff Recognition Luncheon	Wednesday	December 2, 2020	System closed from 11:30am to 2:00pm
<b>JOHNSON MEMORIAL LIBRARY</b>			
JML Friends Fall Sale	Friday	October 2, 2020 or October 9, 2020	Regular hours
JML Friends Fall Sale	Saturday	October 3, 2020 or October 10, 2020	Extended hours 10:00am to 5:00pm
<b>SHERWOOD BRANCH LIBRARY</b>			
SBL Friends Spring Fling	Thursday	May 14, 2020	Extended hours 9:00am to 5:30pm
SBL Friends Spring Fling	Friday	May 15, 2020	Open 9:00am to 5:30pm
<b>DEFIANCE PUBLIC LIBRARY</b>			
Santa's Arrival	Saturday	November 28, 2020	Extended hours 10:00am to 4:00pm
Claire's Day	Saturday	May 2, 2020	Extended hours 10:00am to 4:00pm
<b>DEFIANCE EXPRESS BRANCH</b>			
Comic Con	Saturday	April 11, 2020	Extended hours 10:00am to 4:00pm

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Motion carried.

Sherwood State Bank Depository Agreement Renewal

Jayne Yoder moved and Ken Boroff seconded the motion to approve the Agreement for Deposit of Public Funds with the Sherwood State Bank in accordance with Ohio law governing public fund deposits and investments:

<u>Term</u>	<u>Active Deposits</u>	<u>Interim Deposits</u>	<u>Inactive Deposits</u>
10/30/2019 to 10/29/2021	\$250,000	\$0	\$0

Semi-Annual Review of the Stakeholders Report

CFO Nancy Roehrig reviewed the Cash Flow Summary report with the Board. The report includes five year income and expenditure projections for the library system for the purpose of informing library stakeholders of the long-term financial picture of the library system.

2020 Estimated Revenue

Chris Korhn moved and Susan Mack seconded the motion to approve the 2020 Estimated Revenue of All funds to be filed with the Defiance County Auditor.

General Fund	\$1,992,250
Building & Repair Fund	42,400
Permanent Improvement Fund	3,100
Bequest Fund	<u>2,500</u>
Total	<u>\$2,040,250</u>

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

Board Member Terms

The terms of four Board members will expire at the end of 2019. The members were asked to determine if they want to renew their terms or wish to resign, and to let the CFO know of their decision at the November Board meeting.

4:30 pm

Todd Comer moved and Jayne Yoder seconded the motion to enter into executive session for the purpose of discussing the employment and compensation of personnel.

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

5:15 pm

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

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The next regular meeting of the Library Board is scheduled for Wednesday, November 20, 2019 at 4:00 pm at the Defiance Public Library, Defiance, Ohio.

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

Meeting adjourned by Board President Michael Wahl 5:19 pm.

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

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