

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, October 31, 2018, at the Sherwood Branch Library, 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: Taryn Lawson, Jayne Yoder, Chris Korhn, Todd Comer, Ken Boroff and Susan Mack. Staff members present: Michael Thornton, Nancy Roehrig, Shannon McClure, Elaine Talbert and Kathy Holtsberry.

Visitors present: Judy Hasch

Judy Hasch, Susan Mack and Chris Korhn reported on the activities of the Sherwood Branch, Johnson Memorial and Defiance Library Friend's groups, respectively.

Kathy Holtsberry reported to the Board that the StoryWalk posts and displays have been installed, and the acrylic covers will be mounted soon. The Village of Sherwood plans to apply for a grant to install a pathway around the StoryWalk installation.

#### Committee Reports

The Finance Committee met on Tuesday, October 17, at 4:00 pm at the Main Library. Committee Chair Ken Boroff, Michael Wahl the CFO and Director were present. Ken Boroff reported to the Board that expenses exceeded revenues for October, the PLF was above projections, and expenses were below budgeted amounts. The final collected amount for property taxes was higher than estimated, but levy election expenses resulted in net collections being less than projected.

The Policy Committee met on Monday, October 29, at noon at the Main Library. Committee Chair Taryn Lawson, Ken Boroff and Christine Korhn met with the CFO and Director. Taryn Lawson reported the committee reviewed the Publicity & Marketing Privacy and MakerSpace policies, along with revisions to the Donation Receipt Form, which is part of the Collection Development policy. The committee recommended approval of all policies. Several revision options were presented for the Vacation policy, but the Board requested additional input before making a decision on the changes.

Ken Boroff moved and Taryn Lawson seconded the motion to approve the MakerSpace Policy, the Publicity & Marketing Privacy Policy and the Donation Receipt Form. Motion carried.

The Personnel Committee met on Wednesday, October 31, at 3:00 pm at the Sherwood Branch Library to review recommended revisions to the Position Descriptions for the Director, CFO and Circulation Manager. Committee Chair Todd Comer, Michael Wahl and Susan Mack met with the CFO and Director. Todd Comer reported the revised job descriptions are appropriate and suggested the Board approve all three.

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

Jayne Yoder moved and Susan Mack seconded the motion to approve the Job Descriptions for Director, CFO and Circulation Manager, with recommended changes. Motion carried.

Consent Agenda

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

- Approval of the Minutes of regular Library Board Meeting held September 26, 2018 as presented.
- Approval of the September 2018 financial reports as reviewed by the Finance Committee and approval of the payment of bills for October 2018.

The Financial Report for September 2018:

General Fund	\$	1,878,017.28
	+	151,993.97
	-	<u>121,612.22</u>
	\$	1,908,399.03

STAR Ohio	\$	1,381,518.89	STAR Ohio average yield 2.11%
STAR Plus	\$	262,636.98	STAR Plus average yield 2.10%
CD	\$	406,665.40	

- Approval of the Director’s Report as presented.

Personnel

- Approval of the hiring of Christina Pergram as Branch Services Assistant, Sherwood Branch Library, 20 hours per week at a rate of \$9.82 per hour, starting on October 22, 2018.
- Approval of the hiring of Larry Simpson as Library Aide at Defiance Main Library, 30 hours per week at a rate of \$8.98, starting October 29, 2018.
- Approval of an exception to the policy requirement for scheduling two full-week vacations for the Chief Fiscal Officer for 2018.

The Library will be working with a new inventory appraiser, Industrial Appraisal Company, for a full inventory valuation. The intent is to then maintain the listing in-house.

- Approval of the contract with Industrial appraisal Company for inventory valuation services in the amount of \$2,740.00.

Revenue and Appropriations Adjustments

- Approval of the following transfers to cover the cost of an acrylic floor display stand for JML:

From: JML Library Service Supplies – 101.01.52100 \$290.00			
JML Adult Supplies	–	101.01.52110	\$100.00
To: JML Furniture & Equipment		– 101.01.55500	\$390.00

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

Motion carried.

Items for Discussion

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.

On October 22, Circulation Manager Melanie Hinchcliff informed the Director of her intention to resign for the purpose of retirement, effective the end of business on December 29, 2018. The Director posted the position internally and several candidates within the library system have applied. The Director hopes to fill the position two to three weeks before Melanie retires.

Jayne Yoder moved and Taryn Lawson seconded the motion to approve the 2019 Holiday and Closings Calendar as presented. Motion carried.

PAID FULL DAY HOLIDAYS

- New Year's Day - Tuesday January 1, 2019
- Memorial Day - Monday May 27, 2019
- Independence Day - Thursday July 4, 2019
- Labor Day - Monday September 2, 2019
- Thanksgiving Day - Thursday November 28, 2019
- Christmas Eve - Tuesday December 24, 2019
- Christmas Day - Wednesday December 25, 2019
- Day after Christmas - Thursday December 26, 2019

PAID EARLY HOLIDAYS

- New Year's Eve - Tuesday December 31, 2019 - Library System Closes at Noon

UNPAID EARLY HOLIDAYS

- Good Friday - Friday April 19, 2019 - Library System Closes at 4:00pm
- Thanksgiving "Eve" - Wednesday November 27, 2019 - Library System Closes at 6:00pm

NON-HOLIDAY CLOSINGS

- Staff Summer Programs - Wednesday May 15, 2019 - Library System Opens at 1:00pm
- Staff Development Day - Wednesday September 11, 2019 - Library System Closed

JOHNSON MEMORIAL LIBRARY

- JML Friends Fall Sale - Saturday October 5, 2019 - Branch Open 10:00am – 5:00pm (maybe October 12)

SHERWOOD BRANCH LIBRARY

- SBL Friends Spring Fling - Thursday May 16, 2019 - Branch Open 9:00am – 5:30pm
- SBL Friends Spring Fling - Friday May 17, 2019 - Branch Open 9:00am – 5:30pm

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The IT Specialist prepared the 2018-2019 Internet Improvement Plan which was reviewed with the Board. The plan's focus is on the library's IT infrastructure, with an emphasis on Internet speeds.

A proposal was received from Library Design for furniture for the small meeting space in the West Mezzanine. Remaining funds designated for this space will likely go into technology.

Plans to return the Community Room to its original intended use continue to be pursued. The Director will discuss options with administrative staff and DPL managers, and will then prepare a proposal to present to the Building and Lands committee. There is currently no timeline for this project.

Todd Comer moved and Susan Mack seconded the motion to transfer funds as follows for the purchase of two acrylic floor stands for the Adult Services Department:

From: DPL Adult Supplies	–	101.03.52110	\$750.00
To: DPL Furniture & Equipment	–	101.03.55500	\$750.00

Motion carried.

The annual Staff Recognition luncheon for 2018 will be held on Wednesday, December 5<sup>th</sup> from 12:00 noon to 1:30 pm at Kissner's, 524 Clinton Street in Defiance.

The next two Board meetings are scheduled for November 28 and December 19, 2018. Both meetings will be held at 4:00 pm at the Main Library.

Jayne Yoder moved and Chris Korhn seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Michael Wahl 5:17 pm.

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

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