

Defiance Public Library Board of Trustees  
Regular Board Meeting  
November 28, 2018

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, November 28, 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 4:00 pm. In attendance were Board members: Ken Boroff, Susan Mack, Todd Comer, Taryn Lawson, and Chris Korhn. Jayne Yoder was absent. Staff members present: Michael Thornton, Nancy Roehrig, Shannon McClure, and Elaine Talbert.

Visitors present: Judy Hasch

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

#### Committee Reports

The Finance Committee met on Friday, November 16, 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 November and the PLF was above projections for October. November PLF will also be above estimates. The Semiannual Cash Flow Projection was also reviewed.

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.

The Personnel Committee met on Wednesday, November 28, at 3:00 pm at the Main Library. Todd Comer, Committee Chair, Michael Wahl, and Susan Mack were present, along with the CFO and Director. Todd Comer reported to the Board that the Library did not receive suitable applicants for the thirty hour Library Aide Position, so the Director and Circulation Manager recommend dividing the position into two twelve hour Shelver positions (formerly known as Library Pages). The hope is to get high school students to apply. The committee also reviewed the Job Description for the Shelver position and recommends it be approved by the Board. Finally, the committee is working on the evaluation process and form for the Director and CFO.

Taryn Lawson moved and Susan Mack seconded the motion to approve the Shelver Job Description as presented. Motion carried.

#### Consent Agenda

Ken Boroff moved and Taryn Lawson seconded the motion to approve the Consent Agenda:

- Approval of the Minutes of regular Library Board Meeting held October 31, 2018 as presented.
- Approval of the October 2018 financial reports as reviewed by the Finance Committee and approval of the payment of bills for November 2018.

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The Financial Report for October 2018:

General Fund	\$ 1,908,399.03
	+ 114,002.99
	<u>- 143,356.79</u>
	\$ 1,879,045.23

STAR Ohio	\$ 1,384,166.13	STAR Ohio average yield 2.22%
STAR Plus	\$ 263,134.92	STAR Plus average yield 2.15%
CD	\$ 406,665.40	

- Approval of the Director’s Report as presented.

Personnel

- Approval of the termination of Larry Simpson as Library Aide at Defiance Main Library effective November 2, 2018.

Revenue and Appropriations Adjustments

- Approval of the following revenue and appropriation adjustments from the refund of Lynda.com services, which will be applied to the library system’s Hoopla account:
  - Increase in General Fund Revenue - Refunds & Reimbursements - \$5,250.00
  - Increase in General Fund Appropriations - Databases - \$5,250.00
- Approval of the following transfer to cover the cost of Holiday presenters at the Sherwood Branch Library:
 

From: SBL Adult Supplies – 101.02.52110	\$40.00
To: SBL Speaker Services – 101.02.53720	\$40.00
- Approval of the following transfer from DPL Children’s Supplies to cover the cost of a large roll paper cutter wall unit:
 

From: DPL Children’s Supplies – 101.03.52132	\$275.00
To: DPL Furniture & Equipment – 101.03.55500	\$275.00

Motion carried.

Items for Discussion

Todd Comer moved and Susan Mack seconded the motion to approve the 2019 Estimated Revenue of All funds to be filed with the Defiance County Auditor:

General Fund	\$ 1,889,250.00
Building & Repair fund	43,300.00
Permanent Improvement Fund	4,300.00
Bequest Fund	<u>3,400.00</u>
	\$ 1,940,250.00

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

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Chris Korhn moved and Todd Comer seconded the motion to approve the 2019 A-O Wage Schedule for Administrative, Professional, and Management Staff and the 2019 salaries of the Chief Fiscal Officer and Library Director. Motion carried.

Chris Korhn moved and Susan Mack seconded the motion to approve the 2019 Wage and Salary List for all Library System employees. Motion carried.

<b>First Name</b>	<b>Last Name</b>	<b>Rate</b>
Elizabeth	Alexander	12.49
Cara	Bolley	17.802
Claire	Buchman	10.14
Joan	DeSota	10.21
Michele	Doenges	10.05
Mindy	Enderle	18.382
Brenda	Froelich	9.66
Amber	Headley	10.11
Melanie	Hinchcliff	24.125
Katherine	Holtzberry	19.277
Renee	Hopper	17.706
Krista	Kirsch	10.11
Pamela	Kranenburg	18.190
Chris	Krumnow	19.079
Kristin	Leaders	10.05
Sarah	Marshall	13.07
Shannon	McClure	14.862
Marja	McGuire	21.217
Craig	Miller	10.30
Christina	Pergram	10.05
Kristy	Pollock	10.09
Angela	Powell	18.822
Zachary	Ridgway	9.22
Patricia	Rigg	14.23
Nancy	Roehrig	28.905
Gail	Rutherford	19.613
Hannah	Short	10.14
Donna	Smith	15.35
Tabitha	Sullivan	18.22*
Elaine	Talbert	17.008
Michael	Thornton	29.423
Emily	Waisner	12.32
Emily	Wells	10.09
Victoria	Westrick	12.55

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First Name	Last Name	Rate
Lora	Wood	10.33
Jennifer	Ziegler	16.747

\*Pay rate in “Proposed” schedule superseded by hiring motion in 11-28-18 Board meeting.

Ken Boroff moved and Chris Korhn seconded the motion to approve the reassignment of Tabitha Sullivan as Circulation Services Manager with the following stipulations:

1. That she will be “Circulation Services Manager Designate” effective Monday, December 3, 2018, working 40 hours a week at a rate of \$18.22 per hour.
2. That she will divide her time during the month of December between her current duties and training with the retiring Circulation Services Manager. The division of those hours will be determined as dictated by the needs of the department.
3. That her first official day as Circulation Services Manager will be Monday, December 31, 2018, and her pay will increase to \$18.58 per hour.
4. That her reassignment is contingent on the satisfactory completion of management and supervisory training plans to be determined by the Library director in the first and second six months of employment, starting December 31, 2018.

Motion carried.

Taryn Lawson moved and Susan Mack seconded the motion to approve the Marketing and Public Relations Policy as presented. Motion carried.

#### GENERAL PATRON PRIVACY POLICY

The Defiance Public Library System (“DPLS”) feels a duty to respect and protect the privacy of its patrons. Therefore:

- DPLS assumes that its patrons have a reasonable expectation of privacy during general use of library facilities.
- If the Library wants an identifiable photo or recording of a patron or group of patrons in the course of their regular use of the library, the library will obtain written and signed permission to use their likeness and/or voice.

#### PRIVACY AT CLASSES & EVENTS

With the patron’s general right to privacy in mind, the library does carve out some exceptions to this policy where classes, events, and other library programming are concerned. This is because DPLS puts a great deal of effort planning, developing, and staging courses and events for the education and entertainment of the communities we serve. All of these events are freely open to the public, and only charge, when necessary, to cover the expenses of the program. The success of events is often dependent on documentation, promotion, and marketing supported by photography, audio, and video recording. Therefore, when patrons enter a Defiance Public Library System (“DPLS”) event or program,

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they should understand they are entering an area where photography, audio, and video recording may occur.

**THEREFORE, UNLESS A PATRON TAKES ACTIVE STEPS TO DECLINE CONSENT:**

- By attending an event (that is, by entering the location in which an event is occurring with the intent to participate either actively or passively), patrons consent to photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by DPLS and its partners.
- Images, photos and/or videos may be used to promote similar DPLS events in the future, highlight the event and exhibit the capabilities of DPLS. Patrons release DPLS, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or or sound recordings.
- By attending an event, patrons waive all rights they may have to any claims for payment or royalties in connection with any use, exhibition, streaming, web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee of any kind is charged.
- Patrons also waive any right to inspect or approve any photo, video, or audio recording taken by DPLS or the person or entity designated to do so by DPLS.

**PROCESS FOR DECLINING CONSENT**

- Patrons may decline consent to be photographed or recorded by the library at an event or class without being barred from the event in question.
- Patrons who decline consent should do so in writing using the standard photo permissions form which includes an area to either approve or decline use.
- Patrons will never be required to give a reason for declining consent.
- Every reasonable effort should then be made to exclude identifiable portions of them from photos taken.
- It is expected that patrons who decline consent will cooperate fully with Library staff in their efforts to comply with their decision to decline consent, up to and including requests that they relocate and/or sit in locations that will be outside a shot or out of range of recording equipment.
- This consideration will be secondary to any ADA access considerations that may apply.

**SITUATIONS REQUIRING SPECIAL CONSENT**

There will be times when the library wishes to utilize a photo or recording from a class or event that, in its determination, clearly “singles out” or otherwise highlights an individual attendee or small group of attendees in a manner that might suggest an explicit or implicit endorsement or approval on the part of the patron(s), as opposed to a “crowd shot”. In such

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occasions, the library will request permission from these individuals or their guardians before using the image for promotional or otherwise public uses as we would in the case of patrons making general use of the library.

If permission is not forthcoming, a photo or applicable portion of the recording will not be used for anything other than internal library use.

#### USE OF IMAGES AND RECORDINGS OF MINORS

It is of overriding importance that the personal safety of minors will be respected when using their images and recordings.

- Consent of parents or guardians will be obtained in all cases where this policy requires consent of the patron.
- If a child attends with an adult who is not their parent or guardian, a request form will be sent home with the adult.
- The library will not provide information that combined with an image or recording could enable contact with a child.
- If names are to be used in combination with images, generally only first names will be used.
- The first letter of a last name will be appended only when absolutely necessary.
- Under no circumstances should an identifiable photo of a child's face appear on any public facing library communications unless a signed parental release form has been obtained.

#### COMMUNICATION OF THE POLICY

The library will make a good faith effort to communicate this policy to the public at all events using the following methods:

#### CROWD NOTICES

- A general crowd notice will be prominently posted at every class and event sponsored by DPLS summarizing this policy. A notice will also be included with all registration materials (tickets, sign-up sheets, newsletters, event calendar postings, etc.)

#### VERBAL NOTICES

- Prior to every library event in which the format and circumstances of the event make it practical, the following will be read:
  - "Attendees to today's event are advised that they may be photographed, filmed, and/or otherwise recorded. Your attendance constitutes your consent to such photography, filming, and/or recording for the educational and promotional use by the Defiance Public Library System unless you explicitly decline consent. If you have any questions or concerns please contact a member of the library staff."

The Library Director shared some observations and information regarding available rental spaces for administrative office space. The administrative staff and managers will meet to discuss options and share ideas.

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The Library Director also briefly discussed the Library Journal Index of Public Library Service and 2018 Star Libraries. The information from this index could be used to keep staff and board members aware of our growth, and to set goals for becoming a better library.

4:53 pm

Todd Comer moved and Taryn Lawson seconded the motion enter into Executive Session to discuss the employment and compensation of personnel. Ayes: Ken Boroff, Susan Mack, Todd Comer, Taryn Lawson, Michael Wahl and Chris Korhn. Nays: none. Motion carried.

5:08 pm

Todd Comer moved and Taryn Lawson seconded the motion to return to regular session. Motion carried.

Todd Comer moved and Chris Korhn seconded the motion to approve an increase in hours from 30 per week to 40 per week for Mindy Enderle, Youth Services Librarian. Motion carried.

The next Board meeting is scheduled for Wednesday, December 19, 2018 at 4:00 pm at the Main Library in Defiance, OH.

Susan Mack moved and Taryn Lawson seconded the motion to adjourn.

Meeting adjourned by Board President Michael Wahl at 5:09 pm.

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

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