

Defiance Public Library Board of Trustees
 Regular Board Meeting
 December 18, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, December 18, 2019, at the Defiance Public 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: Todd Comer, Susan Mack, Chris Korhn, Jane Yoder and Ken Boroff. Taryn Lawson was absent. Staff members present: Nancy Roehrig and Elaine Talbert.

Visitors present: Laura Connor and Judy Hasch

Judy Hasch and Nancy Roehrig reported on the activities of the Sherwood Branch and Defiance Public libraries Friends' Groups, respectively.

The Finance Committee met on Thursday, December 5, 2019 at 12:00 pm at the Main Library for the review of November financials and the 2020 Appropriations for all Funds. Committee Chair Ken Boroff, member Michael Wahl and Nancy Roehrig, CFO were present. Ken Boroff reported that November's PLF came in 5% above expectations and expenses were lower than planned.

The Personnel Committee met on Friday, December 13, 2019 at 11:00 am at the Defiance Public Library to discuss the visit of Cara Potter, candidate for Library Director, DPLS on December 11. Committee Chair Todd Comer and Michael Wahl were present; Susan Mack was absent.

Consent Agenda

Jayne Yoder moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the Minutes for the Special Meeting on November 12, 2019.
- Approval of the Minutes for the Special Meeting on November 19, 2019.
- Approval of the Minutes of the Regular meeting on November 20, 2019.
- Approval of the November 2019 financial reports as reviewed by the Finance Committee and approval of the payment of bills for December 2019.
- Approval of the Fiscal Officer's Report as presented

The Year-to-Date General Fund Activity for November 2019:

| | |
|--------------|----------------------------|
| General Fund | \$ 1,787,316.11 |
| | + 1,917,162.40 |
| | - 1,614,398.71 |
| | <hr style="width: 100%;"/> |
| | \$ 2,090,079.80 |

| | |
|--------------|--------------|
| November PLF | \$113,039.78 |
|--------------|--------------|

- Approval of the Library Operations Report

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2019 Appropriation Transfers

- Approval of the following transfer for the purchase of hard drives for computer repairs, and an organizer cart and surge protector for the Makerspace:
 From: Furniture & Equipment 101.00.55500 \$1,150.00
 To: Administrative Supplies 101.00.52100 \$1,150.00
- Approval of the following transfer to cover the cost to purchase printer toner cartridge sets:
 From: Rent/Lease 101.00.53500 \$1,860.00
 To: PR Supplies 101.00.52180 \$1,150.00
 Admin Supplies 101.00.52100 \$ 710.00
- Approval of corrections to the minutes of the October 30 Board meeting.

Motion carried.

Items for Discussion

Susan Mack moved and Todd Comer seconded the motion to approve the 2020 Appropriation of All Funds as presented.

| 2020 Appropriations Budget | |
|---|------------------|
| General Fund | |
| Salaries & Benefits Total | 1,333,200 |
| Supplies Total | 58,088 |
| Purch & Contract Srv Total | 426,851 |
| Library Mat'ls Total | 227,750 |
| Capital Outlay Total | 64,500 |
| Other Total | 8,700 |
| Contingency | 64,000 |
| Transfers Out | 40,000 |
| TOTAL General Fund | 2,223,089 |
| Building & Repair Fund | |
| Purchased & Contractual Services | 5,000 |
| Capital Outlay | 35,000 |
| Transfer | - |
| TOTAL Bldg & Repair Fund | 40,000 |
| Permanent Improv Fund | |
| Purchased & Contractual Services | 95,000 |
| Capital Outlay | 20,000 |
| Transfer | - |
| TOTAL Permanent Improvement Fund | 115,000 |
| Bequest Fund | |
| Supplies | 700.00 |
| Purchased & Contractual Services | 2,000 |
| Capital Outlay | 198,000 |
| Transfer | - |
| TOTAL Bequest Fund | 200,700 |

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

Year End Transfer from the General Fund

Chris Korhn moved and Ken Boroff seconded the motion to approve an increase in appropriation from the cash balance for the General Fund, Transfers Out of \$40,000.00. Motion carried.

Jayne Yoder moved and Susan Mack seconded the motion to approve an increase in Revenue in the Building and Repair Fund, Transfers In of \$40,000.00. Motion carried.

Ken Boroff moved and Jayne Yoder seconded the motion to approve the year end transfer of \$40,000.00 from the 2019 General Fund to the Building & Repair Fund. Roll Call Ayes: Michael Wahl, Todd Comer, Susan Mack, Chris Korhn, Jayne Yoder and Ken Boroff. Nays: None. Motion carried.

2020 Mileage Reimbursement Rate

The IRS had not published the Mileage Reimbursement Rate for 2020 as of the date of the meeting.

Credit Card Rewards Reconciliation

The credit card rewards reconciliation report, which is required by HB312 to be presented to the Board at the end of each year, was reviewed during the meeting.

Chaney Donation:

Jayne Yoder moved and Susan Mack seconded the motion to approve the deposit of the \$50,000.00 gift from Gary Chaney, when received, into the Bequest Fund as Unrestricted Gifts & Donations. The Board will determine how best to use the monies as needs arise. Motion carried.

Other Items for Consideration:

Todd Comer thanked those Board members and staff present for making his tenure on the Library Board enjoyable. Michael Wahl thanked Mr. Comer for his service.

4:26 pm

Jayne Yoder moved and Todd Comer seconded the motion enter into executive session for the purpose of discussing the employment and compensation of personnel. Roll Call Ayes: Michael Wahl, Todd Comer, Susan Mack, Chris Korhn, Jayne Yoder and Ken Boroff. Nays: None. Motion carried.

4:48pm

Chris Korhn moved and Todd Comer seconded the motion to return to regular session. Motion carried.

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Todd Comer moved and Jayne Yoder seconded the motion to approve the hiring of Cara Potter as Library Director at an annual salary of \$87,500, with a tentative start date of February 17, 2020, with the following:

- Benefits as provided in policy;
- 160 hours of vacation for 2020;
- An allowance for moving expenses up to \$5,000.

Ms. Potter's hiring is contingent on acceptable results of a background check, and a positive check of references.

Todd Comer moved and Jayne Yoder seconded the motion to adjourn the meeting.

Meeting adjourned by President Michael Wahl at 4:50 pm.

The date and time for the next regular meeting will be determined at the Organizational Meeting which is scheduled for January 8, 2020.

_____, President

_____, Secretary