

Defiance Public Library Board of Trustees  
Regular Board Meeting  
December 19, 2018

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, December 19, 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 Susan Mack, Todd Comer, Ken Boroff, Chris Korhn and Jayne Yoder. Staff members present: Michael Thornton, Nancy Roehrig, Shannon McClure, and Elaine Talbert.

Visitors present: None

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

#### Committee Reports

The Finance Committee met on Monday, December 10, 2018 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 November PLF was above projections, and December will also be higher than estimated. The proposed 2019 budget was also reviewed by the committee.

The Personnel Committee met on December 5, 2018 at 1:00 pm at Kissner's Restaurant, after the employee appreciation luncheon. Committee Chair Todd Comer, members Michael Wahl and Susan Mack, the Library Director and CFO were present. The six month review of the Adult and Technical Services Manager was discussed, as were tools and processes for evaluating the Library Director and Chief Fiscal Officer.

The Personnel Committee met again on December 19, 2018 at 3:00 pm at the Main Library. Committee Chair Todd Comer, members Michael Wahl and Susan Mack, the CFO and Director were present. The discussion of evaluations for Library Director and Chief Fiscal Officer was continued, and the transfer of an employee to a new department was considered.

Todd Comer reported to the Board that documents for evaluations of the Library Director and CFO will be presented at the next committee meeting for thoughts and referral to the Board. An update on the open Library Aide position was also discussed. An additional candidate was interviewed for the open position, and it was decided to offer the job to the candidate, who accepted. The two Shelver positions, which were intended to replace the Library Aide opening, will still be sent to OAPSE to determine if they will be eligible for Union status. The positions will be available for future use, as needed.

Taryn Lawson arrived at 4:05 pm

#### Consent Agenda

Susan Mack moved and Chris Korhn seconded the motion to approve the Consent Agenda:

- Approval of the Minutes of regular Library Board Meeting held November 28, 2018 as presented.

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- Approval of the November 2018 financial reports as reviewed by the Finance Committee, and approval of the payment of bills for December 2018.

The Financial Report for November 2018:

General Fund	\$ 1,879,045.23	
	+ 116,954.71	
	- 132,827.15	
	\$ 1,863,172.79	

STAR Ohio	\$ 1,536,819.62	STAR Ohio average yield 2.29%
Star Plus	\$ 263,632.72	STAR Plus average yield 2.30%
CD	\$ 406,665.40	

- Approval of the Director’s Report as presented.

Personnel

- Approval of the transfer of the Circulation Assistant Position held by Kristy Pollock to the Adult & Technical Services Department with no other changes. The appointment of Tabitha Sullivan as Circulation Services Manager necessitates the transfer of Kristy Pollock to remain in compliance with the Library’s policy regarding the appointment of relatives.
- Approval of the correction to the hourly pay rate for Tabitha Sullivan to \$18.706, effective December 31, 2018.
- Approval of the correction to the hourly pay rate for Emily Waisner to \$12.39, effective December 17, 2018.

Revenue and Appropriation Adjustments

- Approval of the following transfers:

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

The transfer for the Youth Services large roll paper cutter, approved at the November Board meeting requires adjustment. Funds from a specific donation were to be used for the purchase, and the funds were already in the Furniture and Equipment account, so the original transfer was not necessary.

From:	DPL Utilities – 101.03.53600	\$600.00
To:	DPLS Furniture & Equipment – 101.00.55500	\$600.00

The purchase of some IT equipment planned for 2019, which was based on the 2018-2020 Technology Replacement Plan, was moved up to 2018. This transfer will cover the purchase.

- Approval of special hours of operation for Defiance Public Library System on December 31, 2018:

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- Johnson Memorial Library – Open at 11:00 am and close at 2:00 pm
- Sherwood Branch Library and Defiance Express Branch – Open at 10:00 am and close at 12 noon.

Motion carried.

Items for Discussion

Ken Boroff moved and Todd Comer seconded a motion to approve the 2019 Library Appropriation of All Funds as presented. Roll Call Ayes: Susan Mack, Todd Comer, Ken Boroff, Michael Wahl, Chris Korhn, Taryn Lawson and Jayne Yoder. Nays: None. Motion carried.

<b>2019 Appropriations Budget</b>	
<b>General Fund</b>	
Salaries & Benefits Total	1,238,925
Supplies Total	46,700
Purch & Contract Srv Total	291,700
Library Mat'ls Total	215,275
Capital Outlay Total	17,350
Other Total	8,200
Contingency	31,000
Transfers Out	40,000
<b>TOTAL General Fund</b>	<b>1,889,150</b>
<b>Building &amp; Repair Fund</b>	
Purchased & Contractual Services	5,000
Capital Outlay	90,236
Transfer	-
<b>TOTAL Bldg &amp; Repair Fund</b>	<b>95,236</b>
<b>Permanent Improv Fund</b>	
Purchased & Contractual Services	1,000
Capital Outlay	40,000
Transfer	-
<b>TOTAL Permanent Improvement Fund</b>	<b>41,000</b>
<b>Bequest Fund</b>	
Purchased & Contractual Services	-
Capital Outlay	28,575
Transfer	-
<b>TOTAL Bequest Fund</b>	<b>28,575</b>

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Jayne Yoder moved and Susan Mack seconded a motion to approve the year end transfer of \$40,000 from the 2018 General Fund to the Building & Repair Fund. Roll Call Ayes: Susan Mack, Todd Comer, Ken Boroff, Michael Wahl, Chris Korhn, Taryn Lawson and Jayne Yoder. Nays: None. Motion carried.

The federal mileage rate set by the IRS will increase from \$.545/mile to \$.58/mile effective January 1, 2019. The Board confirmed the library's policy to reimburse at the federal rate.

Todd Comer moved and Chris Korhn seconded a motion to approve the following rates for both copies and printing:

- Black & White - \$0.15 per page
- Color - \$0.50 per page

Motion carried.

Taryn Lawson moved and Susan Mack seconded a motion to eliminate the requirement that Renee Hopper, Adult & Technical Services Manager, receive an MLS in six years from her hiring agreement. Motion carried.

This change to the agreement was presented by the Director to bring the requirements for this manager's position in line with other manager positions in the library system. Note that the pay included in the reassignment motion for Renee supersedes the Salary List approved at the November 28, 2018 meeting.

Chris Korhn moved and Todd Comer seconded a motion to approve the deaccession of materials listed at the end of this minutes documents. Motion carried.

The Library Director and Kathy Holtsberry, Sherwood Branch Library Manager, met with Sherwood Village Administration on December 13, 2018 to discuss a new lease agreement for the Community Room. The agreement will remain as is with the following clarifications:

- Utilities – In 2019 the Village of Sherwood will start billing the library for its portion of utility bills (25%), as defined in the previous agreement. The library will be billed quarterly.
- Cleaning – Will be per the Village's schedule.
- Security System – The security system is not being used so the monthly fee will no longer be paid by the Village. The system is still physically in place, it will just not be activated.

The Village plans to begin making further use of the space above the community room for storage, and expressed interest in opening access on the second floor to the space above the library as well. The intent is to share the storage space with the library.

Susan Mack moved and Ken Boroff seconded the motion to approve the Sherwood Library Community Room License Agreement as presented. Motion carried.

Jayne Yoder moved and Chris Korhn seconded the motion to set Wednesday, January 9, 2019 at 12 noon as the date for the 2019 Organizational Meeting. The meeting will be held at the Main Library. Motion carried.

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The Director, administrative staff and management team met on December 19th to discuss the Defiance Community Room and Administrative Office Space Project. The group was briefed on the progress of the project and were solicited to provide feedback. The Director provided an update to the Board, who then discussed the options for administrative office space. It was decided to have the Building and Lands committee discuss the options further and report back to the Board at the next meeting.

Michael Wahl left the meeting at 5:02 pm.

Other Items for Consideration

The CFO reported she received an email from Tom Kemper of Midstate Contractors requesting a meeting to discuss outstanding building projects. A date for the meeting has not been set.

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

Meeting adjourned by Vice President Susan Mack 5:11 pm.

The date and time for the next regular meeting will be determined at the Organizational Meeting on January 9, 2019.

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

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

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<b>Item</b>	<b>Donor (year donated)</b>
Bickensdereer typewriter in wooden box	Gordon Dix
Claw Hammer with green handle	M.T. Oberwegner
Coffee mug - Shawnee Scout Reservation	Local Boy Scouts (1991)
6 inch ruler for Watkins Brothers	Jean Latty
Name plate for the Defiance City Bank	Jean Latty
Lost item tag for the National Bank	Jean Latty
Lost Item and Reward Tag for 600 Harrison Ave.	Jean Latty
Metal sign from the VFW Post #3985 Evansport, OH	
Metal tray depicting the buildings of the Defiance College campus	Elizabeth DeLait
Black iron candle holder/flagholder marked WRC (Women's Relief Corps)	
Pen from First Federal Savings and Loan	
12 pieces from the Fort Defiance dig	
5 pens marked GM Powertrain 50th anniversary	Richard Caryer
Round disc made at GM marked GM Powertrain 50 years 1948-1998	Richard Caryer
Picture of first all girl band	Lois Eis
Defiance College print	
Turnbull Wagon Company Photograph	Bob Weaks
Unframed photo of house at 609 Holgate Ave	
Framed picture of East Side Citizens Band in front of Defiance Post Office	Jo Lantz?
Large framed picture of group of individual men (35"x40")	
Large framed picture of group of men (24"x20")	
Bicentennial plate with Spencer School name	
Defiance throw	
Framed picture of 1860s	Nellie Gary
Framed picture of 1860s	Wayne Ort
Framed painting of 2nd Ward School	Pauline Reineke
Framed drawing of the city of Defiance est. 1836	Jane Boehm (1983)
Framed picture of Turnbull Wagon Works Employees	R.C. Morris or Bob McKeen

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<b>Item</b>	<b>Donor (year donated)</b>
Framed picture of the Defiance High School Football team c. 1905-1906	Maureen Miller Weygandt
Framed picture of the Elks Concert Band B.P.O.E. #147 Defiance Ohio	
Framed certificate presented to Charles E. Slocum	
Framed picture of the DHS class of 1925	Rita Meier
Justin Coressel Collection - Box of 3 arrowhead projectiles	Justin Coressel
Lead shot found on Fort Grounds	Mary Bennet
Doug Marihugh Collection	Ruth Leiby
Herman Hunt Collection	Herman Hunt
Wendell Collection	Mr. & Mrs. Leslie Wendell
Shreve collection	Ted & Ethel Shreve (1982)

<b>Ashton Collection</b>		
<i>Box 1 of 12</i>	<i>Contents:</i>	<i>8 Items</i>
<b>Title</b>	<b>Time period</b>	<b>Description</b>
Unlabeled		
No.17		
Unlabeled		
Unlabeled		
Unlabeled		
Unlabeled		
Unlabeled		
Unlabeled		
Unlabeled		

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<b>Ashton Collection</b>		
<i>Box 2 Of 12</i>	<i>Contents:</i>	<i>10 Items</i>
<b>Title</b>	<b>Time period</b>	<b>Description</b>
No.54		
No.82		
Unlabeled		
No.56		
No.59		
Unlabeled		
Unlabeled		
Unlabeled		
Unlabeled		
Unlabeled		
<i>Box 3 Of 12</i>	<i>Contents:</i>	<i>12 Items</i>
<b>Title</b>	<b>Time period</b>	<b>Description</b>
No. 35		
No.57		
No.48		
No. 43		
No. 30		
No. 62		
No. 73		
No. 52		
Unlabeled		
No. 71		
No. 26		
Unlabeled		
<i>Box 4 Of 12</i>	<i>Contents:</i>	<i>12 Items</i>
<b>Title</b>	<b>Time Period</b>	<b>Description</b>
Rock No. 84		
Rock No. 61		
Rock No. 46		
Rock No. 31		
Rock No. 53		
Rock No. 41		
Rock No. 29		
Rock No. 81		
Rock No. 38		
Rock No. 79		
Rock No. 74		
Rock No. 58		420



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**Ashton Collection**

*Box 5 Of 12*                      *Contents:*                      *15 Items*

<b>Title</b>	<b>Time period</b>	<b>Description</b>
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- Rock No. A78
- Rock No. 25
- Rock No. 76
- Rock No. A84
- Rock No. A85
- Rock No. 85
- Rock No. 28
- Rock No. 50
- Rock No. 91
- Rock No. 21
- Rock No. 88
- Rock No. A76
- Rock No. 63
- Rock No. 89
- Rock No. A57

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*Box 6 Of 12*                      *Contents:*                      *10 Items- Anvil Stones, depression in center*

<b>Title</b>	<b>Time period</b>	<b>Description</b>
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- Unlabeled
- No. 78
- No. 65
- Unlabeled
- No. 32
- Unlabeled
- No. 67
- No. 60
- No. 83
- No. 82

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<b>Ashton Collection</b>		
<i>Box 7 Of 12</i>	<i>Contents:</i>	<i>15 Items</i>
<b>Title</b>	<b>Time period</b>	<b>Description</b>
Unlabeled		
No. 34		
Unlabeled		
No. 22		
No. 42		
Unlabeled		
No. 77		
No. 67		
No. 87		
No. 19		
No. 80		
No. 70		
Unlabeled		
No. 68		
No. 39		
<i>Box 8 Of 12</i>	<i>Contents:</i>	<i>9 Items</i>
<b>Title</b>	<b>Time period</b>	<b>Description</b>
Green box		
Unlabeled		
No. 45		
No. 55		
No. 49		
Unlabeled		
No. 66		
No. 27		
Unlabeled		
Unlabeled		
<i>Box 9 Of 12</i>	<i>Contents:</i>	<i>6 Items</i>
<b>Title</b>	<b>Time period</b>	<b>Description</b>
Unlabeled		
No. 33		
No. 40		
No. 90		
Unlabeled		
No. 18		

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<b>Ashton Collection</b>		
<i>Box 10 Of 12</i>	<i>Contents:</i>	<i>10 Items</i>
<b>Title</b>	<b>Time period</b>	<b>Description</b>
No. 64		
Unlabeled		
Unlabeled		
Unlabeled		
No. 69		
No. 36		
No. 93		
No. 16		
Unlabeled		
Unlabeled		
<i>Box 11 Of 12</i>	<i>Contents:</i>	<i>Native American Headress</i>
<b>Title</b>	<b>Time period</b>	<b>Description</b>
Native American Headress	Undated	Native American Headress preserved in plastic
<b>Ashton Collection</b>		
<i>Box 12 Of 12</i>	<i>Contents:</i>	<i>A framed picture of Chief Wolfe Robe, 4 small frames with points, 1 medium frame with points, 5 large frames with points, 4 loose unlabeled rocks</i>
<b>Title</b>	<b>Time period</b>	<b>Description</b>
Framed picture	Undated	Framed picture of Chief Wolfe Robe
4 small frames	Undated	51 points total in frames
1 medium frame	Undated	21 points in frame
5 large frames	Undated	167 points total in frames
Unlabeled rock	Undated	
Unlabeled rock	Undated	
Unlabeled rock	Undated	
Unlabeled rock	Undated	