

Defiance Public Library Board of Trustees
Regular Board Meeting
February 27, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, February 27, 2019, 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, Chris Korhn and Taryn Lawson. Staff members present: Michael Thornton, Nancy Roehrig, Shannon McClure, and Elaine Talbert.

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.

Jayne Yoder arrived 4:07 pm.

Committee Reports

The Personnel Committee met on Wednesday, February 27, 2019 at 3:00 pm at the Defiance Public Library. Committee Chair Todd Comer, Michael Wahl and Susan Mack were present with CFO Nancy Roehrig and Library Director Michael Thornton. Todd Comer reported to the Board the evaluation tool for the Director is complete and the tool for the CFO is in process.

The Finance Committee met on Monday, February 11, 2019 at 4:00 pm at the Main Library. Committee Chair Ken Boroff, Michael Wahl, the CFO and the Director were present. Michael Wahl reported to the Board that PLF funding was lower than estimated for January and February. The Board decided that, as long as the Finance Committee reviewed the Monthly Board Report, it did not need to be included in the Board packet.

Consent Agenda

Susan Mack moved and Todd Comer seconded the motion to approve the Consent Agenda:

- Approval of the Minutes of the January Library Board Meeting held February 5, 2019 as presented.
- Approval of the January 2019 financial reports as reviewed by the Finance Committee and approval of the payment of bills for February 2019.

The Financial Report for January 2019:

General Fund	\$ 1,787,316.11
	+ 116,337.17
	- 177,505.25
	<hr/>
	\$ 1,726,148.03

STAR Ohio	\$ 1,543,199.55	STAR Ohio average yield 2.35%
Star Plus	\$ 264,714.37	STAR Plus average yield 2.35%
CD	\$ 406,665.40	

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- Approval of the Director's Report as presented.

Personnel

- Approval of the resignation of Connor Seiple as Library Aide at Defiance Public Library; 30 hours per week.

Motion carried.

Ken Boroff arrived 4:15 pm.

Items for Discussion

Director Thornton presented the revised Lost, Damaged & Incomplete Materials Policy to the Board, which included an exception to allow for the disposal of items that are determined to be unsafe to keep.

Jayne Yoder moved and Chris Korhn seconded the motion to approve the revised Lost, Damaged & Incomplete Materials Policy as presented. Motion carried.

The Director reviewed January Monthly Stats with the Board. Of note was the fact that wireless sessions at the Main Library are almost fifty percent lower than last year. This may, in part, be due to the lack of workspace in the library.

Notice of the Library's acceptance of the offer to lease Suite 1300 at 101 Clinton Street was given to Doug and Shawn McDonald. The lease will be \$1,200 per month for a term of five years.

The Library's architect, Jerry Overmier, met with Michael Thornton and Nancy Roehrig on February 26th to begin planning the Community Room project. The next step will be preparation of an estimate for the architect's time to develop the plans. Once the estimate is approved, the architect will work on the layout and develop a cost estimate for the project.

Industrial Appraisal will begin inventory of all DPLS locations on March 4th. All contents in the DOK Storage units will be moved to a rented space in the Northtowne Mall for inventory purposes. Once inventoried, library administration will decide what to keep and what to sell or donate.

The CFO discussed increasing the threshold for furniture and equipment purchases to be included in inventory from \$100.00 to \$250.00. The Board was concerned about the impact the change would have on the inventory valuation, so the CFO will research the impact further and report to the Board next month.

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Susan Mack moved and Todd Comer seconded the motion to change the threshold for furniture and equipment purchases from \$100 to \$250 for inventory purposes, subject to the results of the CFOs research and verification with the Finance Committee. Motion carried.

The CFO and Director spoke with Michelle Francis from OLC regarding the excessive General Fund balance letter received from the Defiance County Budget Commission. Michelle stated that the commission has the authority to reduce the amount of tax collected for the levy, but there are limitations to their authority. The Library has the ability to appeal to the Board of Tax Appeals if the Commission takes any action. Ms. Francis advised the funds be appropriated to avoid similar letters in the future.

The next Board meeting is scheduled for Wednesday, March 27, 2019 at 4:00 pm at the Sherwood Branch Library in Sherwood, OH.

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

Meeting adjourned by Board President Michael Wahl 4:45 pm.

_____, President

_____, Secretary