

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, February 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 4:01 pm. In attendance were Board members, Ken Boroff, Taryn Lawson, Jayne Yoder, Chris Korhn, Todd Comer and Susan Mack. Staff members present: Marilyn Hite, Nancy Roehrig and Elaine Talbert.

Visitors present: Anthony Sansalone, Sylvia R, Jason LaBounty and Judy Hasch.

Judy Hasch, Chris Korhn and Jayne Yoder, and Susan Mack reported on the activities of the Sherwood Branch, Defiance and Johnson Memorial Friends groups, respectively.

Anthony Sansalone presented the Library Board with a proposal for the use of property he owns across the street from the Main Library.

4:13 pm

Jayne Yoder moved and Chris Korhn seconded the motion to go into Executive Session for the purpose of discussion of acquisition of property. Anthony Sansalone, Sylvia R and Jason LaBounty attended the session. Roll Call Ayes: Michael Wahl, Ken Boroff, Taryn Lawson, Jayne Yoder, Chris Korhn, Todd Comer, and Susan Mack. Nays: none. Motion carried.

4:51 pm

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

#### Committee Reports

The Finance Committee met on Monday, February 12, 2018 at 12:00 pm at the Main Library with Chair Ken Boroff, Michael Wahl, CFO Nancy Roehrig and Director Marilyn Hite present. Ken Boroff reported to the Board that February PLF funding was \$11,000.00 above estimates, which was a big surprise, and expenses are in line with expectations.

The Personnel Committee met on Tuesday, February 6, 2018 at 4:00 pm and Monday February 12, 2018 1:00 pm at the Main Library to prepare for hiring a new Library Director. Chair Todd Comer, Susan Mack, Michael Wahl, CFO Nancy Roehrig and Director Marilyn Hite were present at both meetings.

#### Consent Agenda

Taryn Lawson moved and Jayne Yoder seconded the motion to approve the Consent Agenda

- To approve the minutes of the regular meeting of the Library Board held on January 31, 2018 as presented.
- To approve the January 2018 financial reports as reviewed by the Finance Committee and approve payment of bills for February 2018.

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The Financial Report for January 2018:

General Fund	\$ 1,576,734.26
	+ 107,335.34
	<u>-99,967.16</u>
	\$ 1,584,102.44

STAR Ohio	\$ 1,040,366.98	STAR Ohio average yield 1.44%
STAR Plus	\$ 259,369.72	STAR Plus average yield 1.46%
CD	\$ 406,205.83	

Personnel

- To approve the 2018 vacation leave requests of the CFO and Director as per library policy:
  - Nancy Roehrig – March 26, 27 & 30, May 11-18, July 27, 30 & 31, Oct 8-12
  - Marilyn Hite – March 5-9, March 19, April 16, May 21 & 29, June 18

Motion carried.

Items for Discussion

Director's Report

- OLC Legislative day is April 11, 2018 the Library Board is encouraged to attend. Those attending can participate in the Preparing for Legislative Day Webinar on March 19<sup>th</sup>.
- The 2018 Public Library Association Virtual Conference will be Thursday and Friday, March 22 and 23, 2018. The library system has a group registration; viewing will be at the Main Library.

Susan Mack moved and Ken Boroff seconded a motion to approve an increase in 2018 revenue for the Bequest Fund – Gifts and Donations in the amount of \$6,700.00. Roll Call Ayes: Michael Wahl, Ken Boroff, Taryn Lawson, Jayne Yoder, Chris Korhn, Todd Comer and Susan Mack. Nays: none. Motion carried.

This represents funding to be raised for Sherwood Branch Library's Storywalk.

Ken Boroff moved and Susan Mack seconded a motion to approve an increase in 2018 revenue for the General Fund – Gifts and Donations in the amount of \$1,000.00. Roll Call Ayes: Michael Wahl, Ken Boroff, Taryn Lawson, Jayne Yoder, Chris Korhn, Todd Comer and Susan Mack. Nays: none. Motion carried.

Jayne Yoder moved and Chris Korhn seconded a motion to approve an increase in 2018 appropriation for the General Fund – JML Adult Books in the amount of \$1,000.00. Roll Call Ayes: Michael Wahl, Ken Boroff, Taryn Lawson, Jayne Yoder, Chris Korhn, Todd Comer and Susan Mack. Nays: none. Motion carried.

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The American Legion Ladies Auxiliary donated \$1,000.00 to Johnson Memorial Library. The money is to be used to purchase adult books.

Building and Repairs for the Main Library  
Façade Project

The contract proposal for the first phase of the façade project has been received from MidState Contractors, Inc., and has been referred to attorney Sylvia Gillis for review. If there are no changes, the contract will be signed and the project scheduled.

HVAC Controls Replacement Proposal

Smith Boughan has proposed the library move forward with replacing the controls on the HVAC system at the Main Library as it should provide significant energy savings. A new quote is being prepared; the 2015 estimate was \$40,000 to \$45,000. When visiting to renew the five-year annual maintenance contract, the Smith Boughan rep presented two options for paying for the controls - the first is to pay in full; the second is to pay in installments for five years (the life of the renewed maintenance contract). The Finance Committee will review the options at their March meeting.

Terry Howarth, a patron and Defiance Friends member, would like to donate a flag pole and light, including installation of both, and a flag to the Main Library. The flag pole will be placed in the green space in front of the west wing.

Todd Comer moved and Susan Mack seconded the motion to accept the gift of a flag pole, its installation, lights and a flag. Motion carried.

Donor Recognition

Board members Chris Korhn and Jayne Yoder have been working on the donor recognition for the Crown Jewel Project. They presented the information and the cost to the Library Board.

Todd Comer moved and Susan Mack seconded the motion to authorize Chris Korhn and Jayne Yoder to determine donor recognition for the Crown Jewel Project for an amount up to \$10,000.00. Motion carried.

5:21 PM

Todd Comer moved and Susan Mack seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees. Roll Call Ayes: Michael Wahl, Ken Boroff, Taryn Lawson, Jayne Yoder, Chris Korhn, Todd Comer and Susan Mack. Nays: none. Motion carried.

5:47 pm

Jayne Yoder moved and Taryn Lawson seconded the motion to return to regular session. Motion carried.

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The next regular meeting of the Library Board is scheduled for Wednesday, March 28, 2018, at 4:00 pm at the Johnson Memorial Library in Hicksville.

Meeting adjourned at 5:48 pm by President Michael Wahl.

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

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