

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, March 27, 2019, at the Sherwood Branch Library in Sherwood, 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, Jane Yoder, and Taryn Lawson. Absent were Chris Korhn, Todd Comer, and Susan Mack. Staff members present: Michael Thornton, Nancy Roehrig, Shannon McClure, Elaine Talbert and Kathy Holtsberry

Visitors present: Judy Hasch

Judy Hasch, and Kathy Holtsberry reported on the activities of the Sherwood Branch Friends Group. There were no updates for the Johnson Memorial or Defiance Friends groups.

Committee Reports

The Finance Committee met on Monday, March 11, 2019 at 4:00 pm at the Main Library. Committee Chair Ken Boroff, Michael Wahl, CFO Nancy Roehrig and Library Director Michael Thornton were present. Ken Boroff reported that February PLF was lower than estimated, expenses for the month were within budget, and timing differences were causing General Fund revenue estimates to appear behind schedule.

The Policy Committee met on Wednesday, March 27, 2019 at 3:30 pm at the Sherwood Branch Library. Committee Chair Taryn Lawson, Ken Boroff, the CFO and the Library Director were present. The committee met to review updates to the credit card policy, which were precipitated by changes in Ohio law. The committee agreed to present the policy to the Board with a change to include designation of the Finance Committee Chair as the Compliance Officer.

Ken Boroff moved, and Taryn Lawson seconded the motion to approve the revised Credit Card Policy as presented, and to appoint the Finance Committee Chair as the Compliance Officer. Motion carried.

**Defiance Public Library
Credit Card Policy**

This policy facilitates library purchases and establishes rules for the distribution and use of credit cards issued by the Library. The authorization, handling and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used to circumvent the general purchasing procedures established by state law and Board policy. Library credit cards must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii)

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payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.

2. This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.
3. The Library will not obtain or maintain any debit cards.
4. The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and also to determine which store credit card accounts the Library will utilize.
 - a. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
 - b. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
 - c.
5. Credit cards will be established in the name of the Defiance Public Library and the specific name of an individual with a maximum credit limit for each set by the Library. Temporary increases to credit limits may be made at the discretion of the Fiscal Officer. Credit cards may be issued to:
 - a. Library Director with a credit limit up to \$5,000
 - b. Fiscal Officer with a credit limit up to \$5,000
 - c. Deputy Fiscal Officer with a credit limit up to \$500
 - d. Department and Branch Managers with a credit limit up to \$500
 - e. Public Relations Coordinator with a credit limit up to \$500
 - f. Administrative Assistant with a credit limit up to \$500
 - g. IT Specialist with a credit limit up to \$500
 - h. Fiscal Officer for Amazon purchases only, with a credit limit up to \$6,000

A credit card may not be used by anyone other than the individual to whom it is issued.

6. All Amazon orders will start as a List. An approved Purchase Requisition for the list must be submitted to the Business Office, where an order will be created.
7. Certain credit cards will be kept in the Business Office and may be signed out to authorized Library personnel as needed. The credit card should be promptly returned to the Business Office once the purchases for which it was checked out have been made. These credit cards include:
 - a. Visa, with a credit limit of \$7,562
 - b. Lowe’s, with a credit limit \$2,500

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- c. Mastercard for online purchases, with a credit limit of \$11,000 (\$11,500 limit for 5a-g plus 7c)

These credit cards may be signed out to the following Library personnel:

- a. Library Director
- b. Fiscal Officer
- c. Deputy Fiscal Officer
- d. Department and Branch Managers
- e. Public Relations Coordinator
- f. Administrative Assistant
- g. IT Specialist
- h. Librarian
- i. Associate/Specialist

A credit card may not be used by anyone other than the individual to whom it is signed out.

- 8. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures. Credit cards are the property of the library and must be returned to the Fiscal Officer upon termination of employment with the library.
- 9. The Board authorizes the use of Library credit cards for use in connection with Board-approved or Library-related activities and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.
- 10. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase.
- 11. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action including revocation of credit or other disciplinary action, termination of employment and referral to criminal prosecution.
- 12. No employee of the library may personally benefit from any kind of rewards program offered through the use of the library credit card, for example, frequent flyer miles. Any rewards for usage of the card belong to the Defiance Public Library System.
- 13. The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer and Library

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Director may not also serve as the Compliance Officer.

14. The Compliance Officer may not authorize Library personnel to use a credit card.
15. If a credit card is lost or stolen, or if Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer. The Fiscal Officer will immediately report to the issuing credit card company, Director and Compliance Officer. Notification must be given to the library board at its next meeting.
16. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Defiance Public Library. Ensuring receipts are submitted for all charges, and processing of the payment is the responsibility of the Business Office. Payment of the monthly statements shall be paid from library funds in a timely fashion so that finance charges and late payment fees are not incurred.
17. On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

Consent Agenda

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

- Approval of the Minutes of the February Library Board Meeting as presented.
- Approval of the February 2019 financial reports as reviewed by the Finance Committee and approval of the payment of bills for March 2019.
- Approval of the Director's Report as presented.

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

General Fund	\$ 1,787,316.11
	+ 224,592.98
	- 299,477.65
	<hr style="width: 100%;"/>
	\$ 1,732,431.44

February PLF	123,472.60
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Revenue & Appropriations.

- Approval of an increase in revenue of \$500.00 in the General Fund – Unrestricted Contributions, Gifts.
- Approval of an increase in appropriations of \$500.00 in the General Fund – DPL Adult/Reference books.

A donation was made to honor Tom McDonald from Dan McDonald and Maria Elizondo. The funds are to be used to purchase Adult books.

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Motion carried.

Items for Discussion

Taryn Lawson moved, and Jayne Yoder seconded the motion to approve a Change Order in the amount of \$7,425.00 from Midstate Contractors for Cornice Stabilization for the North Façade project. Motion carried.

MidState Contractors are currently working on the Windows Restoration project. When work started on the windows above the west ramp entrance, significant damage to the window and steel frame was discovered. The repair work is outside the skill set of MidState, so Leever Glass was contacted to provide an estimate for the repair.

Legislative day is April 9, 2019 at the Ohio Statehouse Atrium in Columbus, Ohio. Michael Thornton, Nancy Roehrig and Jennifer Ziegler will attend. Library presence is of much importance as this is a year for the biennium state budget, which will determine how much funding public libraries will receive the next two years.

Jayne Yoder moved, and Ken Boroff seconded the motion to approve up to four weeks of unpaid leave for Krista Kirsch, if necessary, for maternity leave. Motion carried.

Community Room and Office Space Project

Jayne Yoder moved, and Taryn Lawson seconded the motion to approve the Professional Services proposal for Interior Alterations and Space Planning with Beilharz Architects for the Community Room project at the Defiance Public Library, for a lump sum fee of \$5,250.00. Motion carried.

The next Board meeting is scheduled for Wednesday, April 24, 2019 at 4:00 pm at the Defiance Public Library in Defiance, Ohio.

Ken Boroff moved and Jayne Yoder seconded the motion to adjourn the meeting.

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

_____, President

_____, Secretary