

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, March 28, 2018 at the Johnson Memorial Library in Hicksville, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Michael Wahl called the meeting to order at 4:06 pm. In attendance were Board members Ken Boroff, Susan Mack, Jayne Yoder and Chris Korhn. Staff members present: Marilyn Hite and Elaine Talbert.

Visitors present: 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.

Committee Reports

The Finance Committee met on Wednesday, March 21, 2018 at 4:00 pm at the Main Library with Chair Ken Boroff, Michael Wahl and CFO Nancy Roehrig present. Ken Boroff reported to the Board that State funding for February was \$126,000, which was \$11,000 above the February's estimate. Expenses seem to be in line or below estimates.

Taryn Lawson and Todd Comer arrived at 4:19 pm.

Consent Agenda

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

- To approve the minutes of the regular meeting of the Library Board held on February 28, 2018 as presented.
- To approve the February 2018 financial reports as reviewed by the Finance Committee and approve payment of bills for March 2018.

The Financial Report for February 2018:

General Fund	\$ 1,584,102.44	
	+ 129,140.99	
	<u>-122,939.61</u>	
	\$ 1,590,303.82	
STAR Ohio	\$ 1,041,550.23	STAR Ohio average yield 1.46%
STAR Plus	\$ 259,668.18	STAR Plus average yield 1.50%
CD	\$ 406,205.83	

Director's Report

Personnel

- To approve the reassignment of Cara Bolley from a 30 hour Youth Services Associate position to a 40 hour professional librarian's position as the Emerging Technologies Librarian effective March 5, 2018 at an hourly rate of \$17.34.

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- To accept the resignation of Shannon Crossland, a 20 hour Youth Services Assistant, effective April 13, 2018.

Motion carried.

Items for Discussion

Taryn Lawson moved and Ken Boroff seconded a motion to approve the revised Agreement for Deposit of Public Funds with the State Bank and Trust Company in accordance with Ohio law governing public fund deposits and investments, as updated for pooled collateral requirements:

<u>Term</u>	<u>Active Deposits</u>	<u>Interim Deposits</u>	<u>Inactive Deposits</u>
5/25/2015 to 5/24/2020	\$500,000	\$500,000	\$500,000

Motion carried.

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

Todd Comer moved and Susan Mack seconded a motion to approve an increase in General Fund Appropriations, DPL Furniture and Equipment, in the amount of \$680.00. Roll Call Ayes: Taryn Lawson, Ken Boroff, Susan Mack, Michael Wahl, Todd Comer, Jayne Yoder and Chris Korhn. Nays: none. Motion carried.

Susan Mack moved and Jayne Yoder seconded a motion to approve an increase in General Fund Appropriations, DPL YA Supplies, in the amount of \$320.00. Roll Call Ayes: Taryn Lawson, Ken Boroff, Susan Mack, Michael Wahl, Todd Comer, Jayne Yoder and Chris Korhn. Nays: none. Motion carried.

Pam Rellstab, Young Adult Librarian, applied for and was awarded the ALA Teen Read Week Grant for \$1,000.00. The monies will be used to purchase equipment and supplies for the program, which will include a Teen Read-In to be held at Defiance, Hicksville and Sherwood libraries that will include Skype sessions with teen authors.

Todd Comer moved and Taryn Lawson seconded a motion to accept the 2017 year-end distribution from the Library's agency fund with the Defiance Area Foundation in the amount of \$11,816.10. Motion carried.

Jayne Yoder moved and Ken Boroff seconded a motion to approve an increase in revenue in the Permanent Improvement Fund, Crown Jewel Campaign by \$11,816.10. Roll Call Ayes: Taryn Lawson, Ken Boroff, Susan Mack, Michael Wahl, Todd Comer, Jayne Yoder and Chris Korhn. Nays: none. Motion carried.

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Susan Mack moved and Taryn Lawson seconded a motion to approve an increase in appropriations in the Permanent Improvement Fund, Furniture and Equipment by \$11,816.10. Roll Call Ayes: Taryn Lawson, Ken Boroff, Susan Mack, Michael Wahl, Todd Comer, Jayne Yoder and Chris Korhn. Nays: none. Motion carried.

Building and Repairs for the Main Library

The revised contract proposal for the first phase of the façade project came back from the Library's attorney, Sylvia Gillis with Bricker Eckler. She made extensive revisions and returned the contract with explanation of the various changes and their purpose. Nancy Roehrig, CFO, has forwarded the revised document to Tom Kemper of MidState Contractors.

Agenda Addendum

HVAC Controls Replacement Proposal

The Library Board discussed whether the HVAC controls for the Mitsubishi Heating and Cooling system should be paid for over five years with the maintenance agreement, at a cost of 3%, or in full. It was decided to pay for the system in full from the Building & Repair fund, but a formal vote cannot be taken until an estimate is provided by Smith-Boughan.

4:50 PM

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

5:08 PM

Taryn Lawson moved and Todd Comer seconded the motion to return to regular session. Motion carried.

The next regular meeting of the Library Board is scheduled for Wednesday, April 25, 2018, at 4:00 pm at the Sherwood Branch Library.

Taryn Lawson moved and Susan Mack seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned at 5:09 pm by President Michael Wahl.

_____, President

_____, Secretary