

Defiance Public Library Board of Trustees
Regular Board Meeting
April 24, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, April 24, 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, Taryn Lawson, Chris Korhn, Jane Yoder and Ken Boroff. Todd Comer was absent. 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.

Committee Reports

The Building and Lands Committee met on Monday, April 15, at 4:00 pm at the Main Library. Committee Chair Jayne Yoder, Taryn Lawson, Chris Korhn, CFO Nancy Roehrig and Library Director Michael Thornton were present. Jayne Yoder reported to the Board that a change order for the window repair project, needed to make repairs to the frame and glass for the west atrium, was discussed. The committee approved the quote from Leever Glass to do the work for \$1,200.00.

The Finance Committee met on Monday, April 22 at 4:00 pm at the Main Library. Committee Chair Ken Boroff, member Michael Wahl and the CFO were present. Ken Boroff reported to the Board that real estate tax revenues received in March were higher than expected because of additional revenues received from the gas pipeline and compressor station in Defiance County. The PLF for March was below estimates, and expenses continued to run below budget.

The Personnel Committee met on Wednesday, April 24 at 2:00 pm at the Main Library. Committee Chair Todd Comer, Michael Wahl, Susan Mack, the CFO and Library Director were present. Susan Mack reported to the Board the evaluation tools for the CFO and Library Director are complete. All Library Job Descriptions have been revised, and draft versions were distributed. A final review will be performed at the next Board meeting.

Consent Agenda

Susan Mack moved and Ken Boroff seconded the motion to approve the Consent Agenda:

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

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The Year –to-Date General Fund Activity for March 2019:

General Fund	\$ 1,787,316.11
	+ 672,591.86
	- 431,243.94
	\$ 2,028,664.03

February PLF 88,884.21

- Approval of the Director’s Report, as presented.
- Approval of the deaccession of materials, as follows:

Item	Donor (year donated)
Canal Mule Bridge sketch	Betsy Hileman
Fort Defiance 1794 painting	L. Berry
Entrance of Miami Erie Canal sketch	Betsy Hileman
Interior View of Empty Canal Lock No. 2 sketch	Betsy Hileman
Canal Boats and Logs sketch	Betsy Hileman
Courthouse painting by B. Ziegler	John Mohr

Revenue & Appropriations

- Approval of the following transfer to cover Adult Services program costs this summer:
 - From: DPL Friends Adult Programming Supplies – 101.03.52910 \$600.00
 - To: DPL Friends Adult Programming Services - 101.03.53910 \$600.00

Adjustments for funding requested to be moved from the second half of the year to the first half from Defiance Friends:

- Approval of an increase in revenue of \$1,300.00 in the General Fund – Unrestricted Contributions, Gifts
- Approval of an increase in appropriations of \$1,050.00 in the General Fund – DPLSFR Programming Services
- Approval of an increase in appropriations of \$250.00 in the General Fund – DPLFR Youth Summer Supplies.
- Approval for the following transfer to cover unbudgeted costs for software from Envisionware:
 - From: Contingency – 101.00.58900 \$1,700.00
 - To: Computer Software – 101.00.54510 \$1,700.00

Motion carried.

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Items for Discussion

Community Room and Office Space Project

Michael Thornton reported that the lease for administrative office space at 101 Clinton St. has been sent to the Library's property & casualty insurer for review. Plans for the Community Room project were reviewed with the architect, who will provide updated plans and estimated costs within the next few weeks. It was noted that asbestos testing will need to be performed on the floor tile in the areas included in the project.

MidState Contractors contacted the CFO to discuss starting work on the East and West façade projects. The contractor stated that HVAC work done late in 2017 affected the original project proposals and will cause costs to increase. Updated proposals will be provided by MidState.

Nancy Roehrig reviewed updates to the Cash Flow Summary report with the Board. The report includes five-year income and expenditure projections for the library system for the purpose of informing library stakeholders of the long-term financial picture of the library system.

The next Board meeting is scheduled for Wednesday, May 29, 2019 at 4:00 pm at the Johnson Memorial Library, Hicksville, Ohio.

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

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

_____, President

_____, Secretary