

Defiance Public Library Board of Trustees
Regular Board Meeting
May 29, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, May 29, 2019, 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 4:00 pm. In attendance were Board members: Chris Korhn, Todd Comer, Jane Yoder, Ken Boroff, Susan Mack 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 Public Libraries Friends groups, respectively.

Committee Reports

The Finance Committee met on Thursday, May 9, 2019 at noon at the Main Library. Committee Chair Ken Boroff, Michael Wahl, CFO Nancy Roehrig, and Library Director Michael Thornton were present. Ken Boroff reported to the Board that April's PLF was above estimates, bringing the year-to-date total to a positive figure. Expenses continue to run either at or below year-to-date levels.

The Personnel committee met on Thursday, May 2, 2019 at the offices of Clemens, Korhn, Liming and Warncke to discuss a personnel issue. Michael Wahl and Susan Mack were present with the CFO and Library Director.

The Personnel Committee met on Thursday, May 29, 2019 at 3:00 pm at the Johnson Memorial Library to discuss the evaluation tools and processes for the Library Director and CFO, hours for the Sherwood Branch Manager, revised position descriptions and personnel issues. Committee Chair Todd Comer, Michael Wahl, Susan Mack, the CFO and Library Director were present. Todd Comer reported that the evaluation process for the Director is nearly complete, as is the evaluation tool for the CFO. The evaluation process for the CFO still needs to be reviewed by the committee.

The Building and Lands Committee met on Tuesday, May 28, 2019, at 4:00 pm at the Main Library to review the conceptual design and professional services proposals received from Jerry Overmier of Beilharz Architects, Inc. for the Community Room Project at the main library. Chair Jayne Yoder, Taryn Lawson, Chris Korhn, the CFO and Library Director were present. Jayne Yoder reported to the Board the design plan for the project is basically complete, which means the work could happen in late summer or fall. Documents for the HVAC installation portion of the Community Room Project were received from Smith-Boughan and were reviewed by the committee. Estimated costs are between \$44,000 and \$48,000 for installation, and \$3,200 for design services.

Consent Agenda

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

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

Year –to-Date General Fund Activity for April 2019:

General Fund	\$ 1,787,316.11
	+ 793,917.30
	- 562,181.72
	<u>\$ 2,019,051.69</u>

April PLF \$82,051.60

- Approval of the Director’s Report as presented.

Personnel

- Accept the resignation of Michelle Doenges, 20 hour Youth Services Assistant at the Defiance Public Library.

Revenue & Appropriation Adjustments

Adjustments for a gift from the estate of Virginia M Lenhart, in memory of Virginia and her friend Helen Hammons, who worked at the Main Library for about 20 years:

- Approval of an increase in revenue of \$20,000.00 in Bequest Fund – Unrestricted Contributions, Gifts.
- Approval of an increase in appropriations of \$20,000.00 in Bequest Fund – DPL Furniture & Equipment.

Adjustments for a grant from the Defiance Area Foundation for the MakerSpace Repair Café:

- Approval of an increase in revenue of \$1,000.00 in Bequest Fund – Unrestricted Contributions, Gifts.
- Approval of an increase in appropriations of \$1,000 in Bequest Fund – DPL Supplies.

Adjustments for a gift from the United Way/Women’s Giving Circle for the summer food program:

- Approval of an increase in revenue of \$316.07 in General Fund – Unrestricted Contributions, Gifts.
- Approval of an increase in appropriations of \$316.07 in General Fund – DPL Summer Supplies.

An adjustment for estimated costs of architectural services for the Community Room Project:

- Approval of an appropriation from the cash balance in the Permanent Improvement fund of \$30,000.00 for Architect Services.

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Transfer of Funds

The following transfer is for anticipated lease costs for six months at 101 Clinton Street:

- Approval of the following transfer for Rent/Lease of administrative office space at 101 Clinton Street for 2019:

From:	Contingency – 101.00.58900	\$7,200.00
To:	Rent/Lease – 101.00.53500	\$7,200.00

The following transfer is to cover the cost of an additional module for the Service Desk software:

- Approval of the following transfer to cover the cost of Jira Software out of funds designated to the IT Department:

From:	Furniture & Equipment – 101.00.55500	\$110.00
To:	Computer Services – 101.00.53701	\$110.00

Motion carried.

Items for Discussion

The Resolution for the East and West Façade Project was removed from the agenda, to be discussed at the next regular meeting.

Mall Hours of Operation

Feedback regarding operating hours at the mall has been reported, after several months of operation following the bridge closure. The mall location has been little utilized after 6:00 pm, and frustration has been expressed by patrons that the 11:00 am start time is not early enough. A request for a change in operating hours was presented.

Todd Comer moved and Chris Korhn seconded the motion to approve the following hours for the Defiance Public Library Express location:

Monday and Wednesday:	10:00 am – 6:00 pm
Friday	10:00 am – 2:00 pm

Motion carried.

Transfer of Funds

Additional My PC licenses are needed to set up several computers at the Sherwood Branch Library. A transfer is requested to make the purchase.

Jayne Yoder moved and Ken Boroff seconded the motion to approve a transfer to cover the cost of additional MyPC licenses for Sherwood Branch Library laptops and to allow for additional expansion:

From:	Contingency – 101.00.58900	\$420.00
To:	Computer Software – 101.00.54510	\$420.00

Motion carried.

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Personnel

Renee Hopper has completed her second six months of training as manager to the Director's satisfaction. It is his intention to move forward with the adjustment to her pay as laid out in the May 30, 2018 Board meeting minutes.

Community Room Project Appropriations

Susan Mack moved and Jayne Yoder seconded the motion to approve an appropriation from the cash balance of the Bequest Fund – Building Improvements for the construction costs for the Community Room Project at \$173,070.00. Motion carried.

Todd Comer moved and Chris Korhn seconded the motion to approve an appropriation from the cash balance of the Permanent Improvement Fund – Professional Services for the cost of \$3,200.00 for HVAC Design Services for the Community Room Project. Motion carried.

Chris Korhn moved and Susan Mack seconded the motion to approve an appropriation from the cash balance of the Permanent Improvement Fund – Building Improvements for the cost of \$48,000.00 for HVAC installation for the Community Room Project. Motion carried.

The next Board meeting is scheduled for Wednesday, June 26, 2019 at 4:00 pm at the Defiance Public Library, Defiance, Ohio.

Todd Comer moved and Jayne Yoder seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Michael Wahl 4:36 pm.

_____, President

_____, Secretary