

Defiance Public Library Board of Trustees
Regular Board Meeting
May 30, 2018

The Board of Trustees of Defiance Public Library met for its monthly meeting on Tuesday, May 30, 2018, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Michael Wahl called the meeting to order at 4:07 pm. In attendance were Board members: Chris Korhn, Ken Boroff, Taryn Lawson, Susan Mack and Jayne Yoder. Todd Comer was absent. Staff members present: Marilyn Hite, Nancy Roehrig and Elaine Talbert.

There were no visitors present.

Jayne Yoder, Susan Mack and Ken Boroff reported on the activities of the Defiance, Johnson Memorial and the Sherwood Branch Friend's groups, respectively.

The Finance Committee met on Thursday, May 10th, at 4:00 pm at the Main Library. Committee Chair Ken Boroff and Michael Wahl were present, along with CFO Nancy Roehrig and Director Marilyn Hite. Ken Boroff reported to the Board the PLF for April was higher than expected, and expenses are in order for the month. The PLF for May also came in higher than estimated.

Consent Agenda

Susan Mack moved and Chris Korhn seconded the motion to approve Consent Agenda:

- To approve the minutes of regular Library Board meeting held April 25, 2018 and special meeting held on May 1, 2018, as presented.
- To approve the April 2018 financial reports as reviewed by the Finance Committee and approve the payment of bills for May 2018.

The Financial Report for April 2018:

General Fund Beginning Balance	\$1,805,794.16
Receipts	+ 115,670.14
Expenses	<u>- 127,532.66</u>
Ending Balance	\$ 1,793,931.64

STAR Ohio	\$ 1,369,864.49	STAR Ohio average yield 1.81%
STAR Plus	\$ 260,411.81	STAR Plus average yield 1.86%
CD	\$ 406,205.83	

Personnel

- To hire Michael Thornton as Library Director effective June 11, 2018 at a beginning salary of \$60,000 with the following:
 - Benefits as provided in policy;
 - Two weeks of vacation for the remainder of 2018;
 - Four weeks of vacation effective January 1, 2019, and;
 - An allowance for moving expenses up to \$3,000.

Defiance Public Library Board of Trustees
Regular Board Meeting
May 30, 2018

- To approve reassignment of Renee Hopper to the Interim Adult Services Manager's position effective May 29, 2018 at a beginning salary of \$16.86 per hour with the following caveats:
 - Management and supervisory training plans for must be completed for first six months and second six months of employment, as devised by Library Director and employee;
 - A Master's degree in Library and Information Science must be completed within six (6) years;
 - Upon successful review at 6 months, employee will receive a raise of \$.68 per hour, and successful review at 12 months, employee receives raise of \$1.04 per hour, and moves from Interim Manager's position to Manager's position.

Motion carried.

Items for Discussion

2018 Revenue and Appropriations

To appropriate the proceeds from the Johnson Memorial Library April Trivia Night:

- Taryn Lawson moved and Ken Boroff seconded a motion to increase General Fund revenue, Unrestricted Gifts and Donations by \$134.00.
Roll Call Ayes: Michael Wahl, Chris Korhn, Ken Boroff, Taryn Lawson, Susan Mack and Jayne Yoder. Nays: none. Motion carried.
- Taryn Lawson moved and Susan Mack seconded a motion to increase General Fund appropriations, JML Library Services Supplies by \$134.00.
Roll Call Ayes: Michael Wahl, Chris Korhn, Ken Boroff, Taryn Lawson, Susan Mack and Jayne Yoder. Nays: none. Motion carried.

To appropriate a gift to the Crown Jewel Fund from Gary Chaney:

- Jayne Yoder moved and Chris Korhn seconded a motion to increase Permanent Improvement Fund revenue, Crown Jewel Campaign by \$6,008.78.
Roll Call Ayes: Michael Wahl, Chris Korhn, Ken Boroff, Taryn Lawson, Susan Mack and Jayne Yoder. Nays: none. Motion carried.
- Chris Korhn moved and Jayne Yoder seconded a motion to increase Permanent Improvement Fund appropriations, Furniture & Equipment by \$6,008.78.
Roll Call Ayes: Michael Wahl, Chris Korhn, Ken Boroff, Taryn Lawson, Susan Mack and Jayne Yoder. Nays: none. Motion carried.

To appropriate a LSTA Summer Library Program grant awarded to Youth Services. The funds are to be used to purchase iPads for the camp programs scheduled at all locations this June.

- Chris Korhn moved and Taryn Lawson seconded a motion to accept the LSTA Summer Library Program grant award from the State Library of Ohio in the amount of \$1,496.00.
Motion carried.
- Susan Mack moved and Chris Korhn seconded a motion to increase General Fund revenue, Unrestricted Contributions and gifts by \$1,496.00.
Roll Call Ayes: Michael Wahl, Chris Korhn, Ken Boroff, Taryn Lawson, Susan Mack and Jayne Yoder. Nays: none. Motion carried.

Defiance Public Library Board of Trustees
Regular Board Meeting
May 30, 2018

- Ken Boroff moved and Taryn Lawson seconded a motion to increase General Fund appropriations, Furniture & Equipment by \$1,496.00.
Roll Call Ayes: Michael Wahl, Chris Korhn, Ken Boroff, Taryn Lawson, Susan Mack and Jayne Yoder. Nays: none. Motion carried.

The increase in dues for NORWELD membership exceeded the amount budgeted for 2018. A transfer of funds from Contingency is recommended for the expenditure.

- Jayne Yoder moved and Susan Mack seconded a motion to transfer \$500.00 in the General Fund:

From: 101.00.58900 – Contingency

To: 101-00-57100 – Dues and Memberships - \$500.00

Motion carried.

Building and Repairs - Main Library Façade Project

The façade project is well underway. Colors have been chosen for the stucco-like panels and trim. Depending on the weather, the project is on track to be completed in June. If work extends beyond June 22nd, the crew will move equipment off the grounds for the DPL Friends' Art in the Park event scheduled for Sunday, June 24th.

Tom Kemper of Midstate Contractors has been asked to prepare the following proposals, which will hopefully be presented to the Board in June:

- Repairs and painting of the remaining windows in the original building;
- A second façade project to be completed before the end of this construction season (they have recommended repairs to the North façade next).

Donor Recognition

All of the donor plaques ordered for the Crown Jewel Renovations have been installed. With the installation earlier of the Donor Wall Plaque in the Reading Room, the recognition phase of the renovation work is nearing completion.

The next Board meeting is scheduled on Wednesday, June 27, 2018 a 4:00 pm at the Main Library in Defiance.

Meeting adjourned by Board President Michael Wahl at 4:42 pm.

_____, President

_____, Secretary