

Defiance Public Library Board of Trustees
Regular Board Meeting
June 26, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, June 26, 2019, at the Defiance Public Library, Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Michael Wahl called the meeting to order at 4:02 pm. In attendance were Board members: Chris Korhn, Susan Mack and Taryn Lawson. Ken Boroff, Todd Comer and Jayne Yoder were absent. Staff members present: Michael Thornton, Nancy Roehrig and Shannon McClure.

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 Monday, June 17 at 4:00pm at the Main Library. Committee Chair Ken Boroff, Michael Wahl, CFO Nancy Roehrig, and Library Director Michael Thornton were present. The CFO reported to the Board that May's PLF was 20% above estimates due to a timing issue in State income tax receipts. Expenses continue to run below budgeted levels.

The Personnel committee met on Wednesday, June 5, 2019 at 3:00pm at Defiance Public Library to discuss personnel issues. Michael Wahl and Susan Mack were present with the CFO and Library Director.

The Personnel Committee met on Monday, June 10, 2019 at 9:00 am at Defiance Public Library to discuss personnel issues. Committee Chair Todd Comer, Michael Wahl, Susan Mack, and the CFO were present.

The Personnel Committee met on Wednesday, June 19, 2019 at 12:00 noon at Defiance Public Library to discuss the Library Director's resignation. Committee Chair Todd Comer, Michael Wahl, Susan Mack, the CFO and Library Director were present.

Taryn Lawson moved and Susan Mack seconded a motion to approve an increase in weekly hours from 35 to 40 for Kathy Holtsberry, Sherwood Branch Manager. Motion carried.

The Building and Lands Committee met on Thursday, June 20, 2019, at 2:00 pm at the Main Library to discuss the East and West Façade Project. Committee Chair Jayne Yoder, Taryn Lawson, the CFO and Library Director were present. Taryn Lawson reviewed the options for the project with the Board. The committee recommends combining the projects, as suggested by legal counsel.

Consent Agenda

Susan Mack moved and Taryn Lawson seconded the motion to approve the Consent Agenda:

- Approval of the Minutes of the May 2019 Library Board Meeting as presented.

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

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

| | |
|--------------|---|
| General Fund | \$ 2,019,051.69 |
| | + 142,542.72 |
| | - 151,506.49 |
| | <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> \$ 2,010,087.49 |

May PLF \$137,455.41

- Approval of the Director’s Report as presented.

Personnel

- Accept the resignation of Jennifer Ziegler, 30 hour Community Relations Coordinator at the Defiance Public Library.
- Accept the resignation of Claire Buchman, 20 hour Branch Assistant at the Johnson Memorial Library.

Revenue & Appropriation Adjustments

Adjustments for Beer & Brains Trivia donations from June 11th, and a gift from Fraternal Order of Eagles – Ladies Auxiliary, Hicksville to be used for the SBL StoryWalk sidewalk installation:

- Approval of an increase in revenue of \$403.00 in Bequest Fund – Unrestricted Contributions, Gifts.
- Approval of an increase in appropriations of \$403.00 in Bequest Fund – SBL Furniture & Equipment.

Adjustments for a gift Johnson Memorial Library received from the Fraternal Order of Eagles – Ladies Auxiliary, Hicksville to be used to purchase items for organizing the storage closet:

- Approval of an increase in revenue of \$300.00 in General Fund – Unrestricted Contributions, Gifts.
- Approval of an increase in appropriations of \$300.00 in General Fund – JML Library Service Supplies.

Motion carried.

Items for Discussion

East and West Façade Project

Ms. Chris Korhn introduced the following resolution and moved its passage:

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**WAIVING COMPETITIVE BIDDING BASED UPON AN URGENT NECESSITY
AND AUTHORIZING CONTRACT WITH MIDSTATE CONTRACTORS FOR THE
EXTERIOR WOOD RESTORATION WORK**

The Chief Fiscal Officer recommends waiving competitive bidding and authorizing a contract with Midstate Contractors, Inc. for the exterior wood restoration work on the east and west facades of the Defiance Public Library building based upon an urgent necessity.

Rationale:

1. The Library administration solicited proposals for exterior wood restoration work with the intent to conduct the work in four phases, as funds were allocated, with the estimated cost for each phase beneath the statutory competitive bidding threshold for Ohio public libraries; the work on the south and north elevations has been completed.
2. The Library contracted with Midwest Contractors, Inc. to perform the work based upon its experience with wood restoration and the work on the north and south elevations has been completed successfully.
3. Since the initial proposals were solicited, the Library also completed other unrelated work to the mechanical system, which has impacted the exterior wood restoration work, and Midwest Contractors has proposed to complete the remaining phases on a faster track than originally scheduled.
4. Combining the remaining two phases of the exterior wood restoration work results in the cost exceeding the statutory bidding threshold for public libraries.
5. The Library administration believes it is in the best interest of the Library to proceed with the work as a single project using MidState Contractors in order to complete the work as quickly as possible and minimize further damage to the exterior wood; MidState Contractors is uniquely experienced with this type of wood restoration, and the Library is not aware of anyone else in the area that can perform the work on a historic building.
6. MidState Contractors, Inc. submitted a proposal for the work on both the east and west facades in the total amount of \$141,617.00.
7. The Board has the authority under Ohio Revised Code (ORC) Section 3375.41 to waive competitive bidding when an urgent necessity exists if competitive bidding is otherwise required.

The Defiance Public Library Board of Trustees resolves as follows:

1. Based upon the information provided and the recommendation of the Chief Fiscal Officer, the Board, based upon the authority granted in ORC Section 3375.41, finds that an urgent necessity exists for the Project and waives competitive bidding.
2. The Board authorizes the Chief Fiscal Officer to sign an agreement with Midstate Contractors, Inc. in the amount of \$141,617.00 for the work to complete the exterior wood restoration on the east and west facades of the Defiance Public Library as outlined in its proposal dated May 29, 2019.

Ms. Taryn Lawson seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

AYES: Chris Korhn, Michael Wahl, Susan Mack, Taryn Lawson NAYS: None

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Motion carried.

Susan Mack moved and Taryn Lawson seconded the motion to request a contract for the proposal for repairs prepared by MidState Contractors for the East and West Elevations Façade Project at a cost of \$141,617.00 for labor and materials, to begin as soon as possible. Motion carried.

Susan Mack moved and Chris Korhn seconded the motion to approve the transfer, approved with the 2019 budget of \$40,000.00, from the 2019 General Fund to the Building and Repair Fund. Roll Call Ayes: Chris Korhn, Michael Wahl, Susan Mack and Taryn Lawson. Nays: none. Motion carried.

Taryn Lawson moved and Susan Mack seconded the motion to approve an appropriation from the cash balance of the Building and Repair Fund for \$52,000.00. Motion carried.

Regular Meeting Schedule for the Remainder of 2019:

Chris Korhn moved and Susan Mack seconded the motion to set the schedule and location for regular Board meetings for the remainder of 2019 as follows:

- Wednesday, July 31st – Defiance Public Library
- Wednesday, August 28th – Johnson Memorial Library
- Wednesday, September 25th – Defiance Public Library
- Wednesday, October 30th – Sherwood Branch Library
- Wednesday, November 20th – Defiance Public Library
- Wednesday, December 18th – Defiance Public Library

Susan Mack moved and Taryn Lawson seconded the Resolution Thanking the Ohio Senate, with Roll Call Ayes: Christine Korhn, Michael Wahl, Susan Mack and Taryn Lawson; Nays: none. Motion carried.

RESOLUTION

To thank the Ohio Senate for increasing the Public Library Fund (PLF) to 1.7% of the total General Revenue Fund (GRF) in House Bill (HB) 166 for Fiscal Year 2020-2021 and to urge the Ohio House of Representatives and the Governor to maintain the provision in the final bill.

WHEREAS, Ohio's public libraries currently serve more than 8.4 million cardholders; and

WHEREAS, Ohio's public libraries have the highest use per capita in the nation; and

WHEREAS, state funding for public libraries through the Public Library Fund ensures all Ohioans have access to a minimum level of services statewide, regardless of their zip code; and
WHEREAS, Public libraries provide public access to the Internet, computers, and the latest technology; and

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WHEREAS, Public libraries help Ohioans find jobs, offer literacy and homework help centers, and provide life-long learning opportunities and programming for all ages; and

WHEREAS, State funding for public libraries has been cut by more than \$113 million since 2001 resulting in a 23% loss in funding; and

WHEREAS, The Defiance Public Library currently receives 66% of our operating revenue from the state through the Public Library Fund; therefore be it

RESOLVED, That we, the members of the Defiance Public Library Board of Trustees, thank Senator McColley and members of the Ohio Senate for making public libraries a priority in the state budget bill by increasing the Public Library Fund from 1.68% to 1.7% of the state's total General Revenue Fund for Fiscal Years 2020 and 2021.

BE IT FURTHER RESOLVED, That this Board respectfully urges the Ohio House of Representatives and the Governor to keep the Public Library Fund at 1.7% through the Conference Committee deliberations and include the provision in the final version of HB 166.

DPL Community Room Project

Testing of the floor tile in the Community Room and Administrative office came back positive for asbestos. Remediation may be necessary, depending on the requirements for the project.

4:26 PM

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

5:17 PM

Susan Mack moved and Taryn Lawson seconded the motion to leave Executive Session and return to Regular Session. Motion carried.

Taryn Lawson moved and Chris Korhn seconded the motion to approve up to two weeks of administrative leave for the Library Director, between June 10 and 21, 2019. Motion carried.

Susan Mack moved and Taryn Lawson seconded the motion to accept the resignation of Library Director Michael Thornton, effective July 19, 2019 with the following terms:

- Mr. Thornton will continue to report to work up to and including June 30, 2019.
- Mr. Thornton will not report to work after June 30, but will be available to answer questions and consult with Library personnel up to and including July 19, 2019.

Motion carried.

Chris Korhn moved and Susan Mack seconded the motion to appoint Nancy Roehrig, CFO as the Interim Director, effective July 1, 2019 until a new Library Director is hired and reports to work.

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Taryn Lawson moved and Susan Mack seconded the motion to authorize the Personnel Committee to start the process of searching for a new Library Director. Motion carried.

The next regular meeting of the Library Board is scheduled for Wednesday, July 31, 2019 at 4:00 pm at the Main Library in Defiance, Ohio.

Taryn Lawson moved and Chris Korhn seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Michael Wahl 5:21 pm.

_____, President

_____, Secretary