

Defiance Public Library Board of Trustees
Regular Board Meeting
June 27, 2018

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, June 27, 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 4:08 pm. In attendance were Board members: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer and Jayne Yoder. Chris Korhn was absent. Staff members present: Marilyn Hite, Michael Thornton, Nancy Roehrig and Elaine Talbert.

Visitors present: Judy Hasch

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

The Building and Lands Committee met on Tuesday, June 26th at 10:00 am at the Main Library. In attendance were Jayne Yoder, Chair, Chris Korhn, Taryn Lawson, Marilyn Hite, Michael Thornton and Nancy Roehrig. The committee's recommendations are included in the Building and Repairs for Main Library section below.

The Finance Committee met on Monday, June 18th, at 4:00 pm at the Main Library. Committee Chair, Ken Boroff and member Michael Wahl were present along with CFO, Nancy Roehrig. Ken Boroff reported to the Board the PLF for May is 3.4% above estimates and expenses are in order year-to-date.

Consent Agenda

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

- To approve the Minutes of regular Library Board Meeting held May 30, 2018 as presented.
- To approve the May 2018 financial reports as reviewed by the Finance Committee and approve the payment of bills for June 2018.

The Financial Report for May 2018 was presented.

General Fund	\$1,793,931.64
	+ 118,194.76
	<u>- 167,796.09</u>
	\$ 1,744,330.31

STAR Ohio	\$ 1,372,039.12	STAR Ohio average yield 1.81%
STAR Plus	\$ 260,832.04	STAR Plus average yield 1.86%
CD	\$ 406,205.83	

Personnel

- To approve the correction of the beginning salary for Renee Hopper, the Interim Adult Services Manager, from \$16.86 per hour to \$17.22 per hour.

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- To accept donations from the Ladies Auxiliary (Hicksville) of the Fraternal Order of Eagles to both Johnson Memorial Library and Sherwood Branch Library, and to Sherwood Branch Library from Friends of Sherwood Library in memory of Cecelia Brown.

Motion carried.

Items for Discussion

Director's Report

- Johnson Memorial Library will open early on Monday, July 9th for Summer Reading Program event at 10:30am "We will Rock You".
- OPLIN announced they are adding the database Lynda.com for statewide access in September; DPLS will no longer need to pay individually for this service, and will receive a pro-rated refund on the current contract.
- The Clinton Street Bridge will be closing early in 2019 through July 2020. Plans for DPX need to be determined for this period of time, including a review of the space in the Mall.
- A Flag Day dedication for the new flag pole and flag was held on June 14th at the Main Library. Administration and staff would like to send a big "Thank-You" to Terry Howarth for the donation, and for making the dedication happen.

The new Library Director, Michael Thornton, reviewed his initial goals for the Library System which include:

- Reviewing job descriptions which will include meeting with staff and OAPSE representatives.
- Meeting one on one with Department Heads.
- Interviews with Marja McGuire to fill open Youth Services positions.
- Focusing on needs for DPX during the Clinton Street Bridge closing.
- Completing the interior renovation project at the Main Library in preparation for an Open House during Ohio Open Doors the week of September 7th.
- Beginning the next round of Strategic Planning for the Library System.

Michael also reported that he attended the NORWELD Spring Meeting and met many directors from the area, and assisted the DPL Friends with Art in the Park.

2018 Revenue Estimates and Appropriations

Clare Fiser, a former Library employee who worked in the Children's department, passed away in late April. Her family requested memorial donations be made to the Children's department.

Jayne Yoder moved and Todd Comer seconded the motion to approve an increase in General Fund Revenue – Unrestricted Gifts & Donations in the amount of \$896.00. Roll Call Ayes: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion carried.

Jayne Yoder moved and Todd Comer seconded the motion to approve an increase in General Fund appropriation – Defiance Furniture and Equipment in the amount of \$896.00. Roll Call Ayes: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion carried.

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The original amount estimated for SBL's Storywalk was \$6,700.00. As of June 20th, \$7,987.73 has been collected, so monies accumulated above \$6,700.00 need to be added to revenue and appropriations.

Susan Mack moved and Todd Comer seconded the motion to approve an increase in Bequest Fund revenue – Unrestricted Gifts & Donations in the amount of \$1,287.73. Roll Call Ayes: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion carried.

Jayne Yoder moved and Susan Mack seconded the motion to approve an increase in Bequest Fund appropriation – SBL Furniture & Equipment in the amount of \$1,287.73. Roll Call Ayes: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion carried.

The Ladies Auxiliary (Hicksville) of the Fraternal Order of Eagles donated \$300.00 to Johnson Memorial Library. The branch manager would like to use the monies for library service supplies. Jayne Yoder moved and Susan Mack seconded the motion to approve an increase in General Fund revenue – Unrestricted Gifts & Donations in the amount of \$300.00. Roll Call Ayes: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion carried.

Ken Boroff moved and Jayne Yoder seconded the motion to approve an increase in General Fund appropriation – JML Library Service Supplies in the amount of \$300.00. Roll Call Ayes: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion Carried.

Appropriations made at the March 28, 2018 Board meeting for the ALA grant were incorrect. The following motions will correct the distribution for the grant:

Susan Mack moved and Taryn Lawson seconded the motion to approve an increase in General Fund appropriations as follows:

- Summer Reading Supplies - \$100.00
- Children's Services - \$900.00.

Roll Call Ayes: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion carried.

Jayne Yoder moved and Susan Mack seconded the motion to approve a reduction in General Fund appropriations as follows:

- DPL Furniture & Equipment - \$680.00
- DPL YA Supplies - \$320.00

Roll Call Ayes: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion carried.

Property and Liability Insurance Review

Ohio Plan Risk Management has provided a proposal for property and liability insurance which is \$5,309 less than the 2017 policy (the 2018 policy has not been received). The Library's current

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provider is First Insurance & Investments of Defiance. The library's property and liability insurance package is due for renewal on July 15, 2018.

Susan Mack moved and Jayne Yoder seconded the motion to authorize the CFO and new Director to choose the most cost effective, comprehensive policy. Motion carried.

Building and Repairs for Main Library / Façade Project

A change order has been submitted by MidState Contractors to correct a structural problem at the ends of the front gable. The cost of the change order is \$6,875.00. The Building & Lands Committee recommends approving the change order.

Jayne Yoder moved and Taryn Lawson seconded the motion to approve the change order for the Façade Project South Side to stabilize the gable returns at a cost of \$6,875.00 to be paid from the Building and Repair fund. Motion carried.

Window Restoration Projects

Wood & Aluminum Window Restoration (South)

Eight (8) wood windows, of various sizes, in the original building need to be restored which includes removal and reinstallation after replacement of sashes, re-glazing, and stripping, sanding, priming and painting. Four aluminum windows need to be stripped, primed and re-painted. The estimated cost is \$14,145.00.

Aluminum Windows (North)

Nine (9) aluminum windows require the same treatment as those located on the south side of the library. The estimated cost is \$7,597.00.

West Wing Entrance (South)

The frame and windows of the connector above the canopy need to be cleaned and painted, and new gaskets are needed to make the existing windows watertight. The estimated cost is \$6,422.00.

Window Restoration Projects Total: \$28,164.00.

Todd Comer moved and Susan Mack seconded the motion to approve the estimate for the Window and Restoration Projects as proposed by MidState Contractors for a total of \$28,164.00, to be paid from the Permanent Improvement fund. Motion carried.

Jayne Yoder moved and Taryn Lawson seconded the motion to approve a contract for the proposal for repairs prepared by MidState Contractors for the North Elevation Façade Project at a cost of \$46,495.00 for labor and materials, to be completed in 2018 as weather permits. Motion carried.

Susan Mack moved and Ken Boroff seconded the motion to authorize the Building and Lands Committee to approve change orders for the individual façade repair projects not to exceed \$10,000.00. Motion carried.

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5:13 pm

Ken Boroff moved and Taryn Lawson 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 Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion carried.

5:44 PM

Jayne Yoder moved and Todd Comer seconded the motion to return to regular session. Motion carried.

Todd Comer moved and Taryn Lawson seconded the motion to approve an unpaid leave of absence for Heather Gears through July 9, 2018 for health reasons. Motion carried.

Jayne Yoder moved and Susan Mack seconded the motion to approve the following General Fund transfer to cover legal fees related to a personnel matter:

From: Contingency	\$5,000.00
To: Legal Services	\$5,000.00

Roll Call Ayes: Taryn Lawson, Susan Mack, Ken Boroff, Todd Comer, Jayne Yoder and Michael Wahl. Nays: none. Motion carried.

The next regular meeting of the Library Board is scheduled on Wednesday, July 25, 2018 at 4:00 pm at the Main Library in Defiance.

Meeting adjourned by Board President Michael Wahl at 5:46 pm.

_____, President

_____, Secretary