

Defiance Public Library Board of Trustees  
Regular Board Meeting  
July 25, 2018

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, July 25, 2018, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

Secretary Jayne Yoder called the meeting to order at 4:00 pm. In attendance were Board members: Chris Korhn, Todd Comer and Ken Boroff; Michael Wahl and Susan Mack were absent. Staff members present: Michael Thornton, Nancy Roehrig and Elaine Talbert.

Visitors present: Judy Hasch

Judy Hasch reported on the activities of the Sherwood Branch Friend's group. The Defiance Public Library and Johnson Memorial Library Friend's groups did not meet in July, so there were no updates.

Taryn Lawson arrived at 4:05 pm.

Committee Reports

The Finance Committee met on Monday, July 23, at noon at the Main Library. Committee Chair, Ken Boroff and Michael Wahl were present along with the CFO and Director. Ken Boroff reported to the Board the PLF for June came in above expectations, and so will July. Expenses are in order for the month.

The Personnel Committee met on Monday, July 23, at 1:00 pm at the Main Library. Committee Chair Todd Comer and Michael Wahl were present along with the Director and CFO. Todd Comer reported to the Board that the Director has revised the Administrative Assistant and Technical Services Assistant - General Job Descriptions, and will continue to work on reviewing and updating all job descriptions.

Taryn Lawson moved and Ken Boroff seconded the motion to approve the Administrative Assistant and Technical Services Assistant - General Job Descriptions as presented. Motion carried.

Todd Comer moved and Taryn Lawson seconded the motion to approve the Consent Agenda:

- To approve the Minutes of regular Library Board Meeting held June 27, 2018 as presented.
- To approve the June 2018 financial reports as reviewed by the Finance Committee and approve the payment of bills for July 2018.

The Financial Report for June 2018:

General Fund	\$1,744,330.31
	+ 120,924.98
	<u>- 112,914.95</u>
	\$ 1,752,340.34

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Regular Board Meeting  
July 25, 2018

STAR Ohio	\$ 1,374,271.83	STAR Ohio average yield 1.92%
STAR Plus	\$ 261,246.52	STAR Plus average yield 1.90%
CD	\$ 406,205.83	

The Director's Report covered his meetings with library system managers, finishing touches on renovations at the Main Library, and making contacts in the community.

#### Personnel

- To approve the hiring of Emily Waisner as a 40 hour Youth Services Associate at an hourly wage of \$12.08 effective July 16, 2018.
- To approve the hiring of Kristen Leaders as a 20 hour Youth Services Assistant at an hourly wage of \$9.82 effective July 16, 2018.
- To accept the resignation of Sara Krouse, 20 hour Technical Services Assistant, effective August 3, 2018.

#### Revenue and Appropriations Adjustments

Sherwood Branch Library held its Second Annual Bookin' IT 5K Walk/Run on Saturday, July 21st. Sponsorships received for the event need to be included in revenues and appropriations.

- To approve an increase in General Fund revenue – Unrestricted Gifts & Donations in the amount of \$300.00.
- To approve an increase in General Fund appropriations – SBL Adult Supplies in the amount of \$300.00.

To account for additional donations received in June for the SBL Storywalk:

- To approve an increase in Bequest Fund revenue – Unrestricted Gifts & Donations in the amount of \$1,171.00.
- To approve an increase in Bequest Fund appropriations – SBL Furniture & Equipment in the amount of \$1,171.00.

Motion carried.

#### Items for Discussion

##### Workers' Comp Rebate

For the fourth time in five years, Ohio Bureau of Workers' Compensation returned more than \$1 billion to Ohio employers. The Defiance Public Library's share of that refund is \$2,873.85.

##### Library Phones Upgrade

The Library is moving forward with plans for an upgrade to the phone system. The current phones, though still under warranty, are no longer supported by the manufacturer. The new system will be installed by library staff and will provide a meaningful upgrade to our capabilities.

Defiance Public Library Board of Trustees  
Regular Board Meeting  
July 25, 2018

Clinton Street Bridge Closure Response Update

Discussions surrounding the impending closure of the Clinton Street Bridge, and the extent to which services will be provided for those living north of the river, have been ongoing since the bridge closing was announced. After discussing a number of options in general terms with staff members, the Director recommends a response that focuses on access and convenience rather than expanding the Express Branch into something resembling a more traditional branch. The exact changes to be made will be researched, including usage stats, and discussed over the next few months and reported to the Board when a decision is made.

Procedural Preferences for Board Meetings

The Director asked the Board their preferences regarding the timing and format of Board packets, and the role, procedures, and expectations for committee meetings. Packets will continue to be delivered electronically, with several printed copies provided at Board meetings. Committee meetings will continue to be scheduled as needed, and minutes will be taken at each meeting.

Other Items for Consideration

The opportunity of combining the Open House for the completion of Main Library renovations with the Ohio Open Doors event September 7 – 16, was discussed.

Making Defiance Public Library System a fine free system is a topic that has been reviewed several times in the past. The Management team will review this subject in the near future and if any changes are decided on, they will be presented to the Board.

Chris Korhn moved and Todd Comer seconded the motion to adjourn the meeting. Motion carried.

The next regular meeting of the Library Board is scheduled on Wednesday, August 29, 2018 at 4:00 pm at the Main Library in Defiance.

Meeting adjourned by Board Secretary Jayne Yoder at 5:02 pm.

\_\_\_\_\_, President

\_\_\_\_\_, Secretary