

Defiance Public Library Board of Trustees
Regular Board Meeting
July 31, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, July 31, 2019, at the Defiance Public Library in 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: Todd Comer, Susan Mack, Chris Korhn, Jane Yoder and Ken Boroff. Taryn Lawson was absent. Staff members present: 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, July 18, 2019 at 3:50 pm at the Main Library for a review of June's library finances. Committee Chair Ken Boroff, Michael Wahl, and Nancy Roehrig, CFO were present. Ken Boroff reported to the Board the PLF for July was above estimates, making revenues for the month higher than planned. Expenses for the month were lower than expected.

The Personnel Committee met on Friday, July 12, 2019 at 3:00 pm at the Defiance Public Library to discuss personnel issues. Committee Chair Todd Comer, Michael Wahl and Susan Mack were present, along with the CFO.

The Personnel Committee met on Thursday, July 18, 2019 at 2:30 pm at the Defiance Public Library to discuss personnel issues and to discuss the search for a new Library Director. Committee Chair Todd Comer and Michael Wahl were present, as was the CFO.

The Personnel Committee met on Monday, July 29, 2019 at 4:00 pm at the Defiance Public Library to discuss the search for a new Library Director. Committee Chair Todd Comer, Michael Wahl, Susan Mack and the CFO were present.

Todd Comer reported to the Board that after some deliberation, the Personnel Committee recommends John Keister & Associates LLC be hired to assist the Board in the search for a new Library Director. The process should take three to four months. The Personnel Committee also finalized the Library Director and CFO evaluation forms.

Susan Mack moved and Jayne Yoder seconded the motion to approve the new evaluation processes and tools for the Library Director and Chief Fiscal Officer. Motion carried.

Consent Agenda

Ken Boroff moved and Todd Comer seconded the motion to approve the Consent Agenda with modification:

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- Approval of the minutes of the June 26, 2019 Library Board Meeting and the Special Board meeting on July 18, 2019, as presented.
- Approval of the June 2019 financial reports as reviewed by the Finance Committee and approval of the payment of bills for July 2019.
- Approval of the Fiscal Officer's Report as presented

Year-to-Date General Fund Activity for June 2019:

General Fund	\$ 1,787,316.11
	+ 1,062,809.66
	- 902,441.57
	<hr/> \$ 1,947,684.20

June PLF \$121,092.97

Appropriation Adjustment

The appropriation adjustment approved at the June 26, 2019 Board meeting was calculated incorrectly. To correct the error, the following adjustment is needed:

- A motion to approve an appropriation from the cash balance in the Building and Repair Fund of \$20,000.00 for Building Improvements.

Motion carried.

Items for Discussion

East and West Façade Project

The project crew has made significant progress on the west façade and has started demo on the east façade. Painting of the two dormers on the south side of the building were not included in any of the façade projects. An estimate for the work will be submitted by Midstate Contractors, Inc.

Chris Korhn moved and Susan Mack seconded the motion to authorize the Building and Lands committee to approve change orders up to \$5,000.00 on the East/West Façade Project. Motion carried.

The CFO updated the Board on the Property and Casualty Insurance renewal. The limits on cyber and crime coverage have been increased slightly as part of the renewal.

Renee Hopper, Adult Services Supervisor and Nancy Roehrig, CFO met with Trish Speiser from the Defiance County Historical Society. Ms. Speiser requested the Library Board consider allowing the library to join the planned history alliance group, and to give consideration to local history when hiring a new director.

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The fee for the Executive Search firm for the new Library Director is \$19,500.00. The CFO requested an appropriation from the cash balance of \$20,000.00 to cover the cost.

Todd Comer moved and Jayne Yoder seconded the motion to appropriate \$20,000.00 from the General Fund cash balance for Consulting Services. Motion carried.

The next regular meeting of the Library Board is scheduled for Wednesday, August 28, 2019 at 4:00 pm at the Johnson Memorial Library in Hicksville, Ohio.

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

Meeting adjourned by Board President Michael Wahl 4:45 pm.

_____, President

_____, Secretary