

Defiance Public Library Board of Trustees
Regular Board Meeting
August 28, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, August 28, 2019, at the Johnson Memorial Library in Hicksville, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Michael Wahl called the meeting to order at 4:03 pm. In attendance were Board members: Ken Boroff, Todd Comer and Susan Mack. Jane Yoder was absent. Staff members present: Nancy Roehrig and Elaine Talbert.

Visitors present: Judy Hasch

Judy Hasch and Susan Mack reported on the activities of the Sherwood Branch and Johnson Memorial libraries Friends Group respectively.

Taryn Lawson arrived at 4:06 pm.

The Finance Committee met on Monday, August 12, 2019 at 4:00 pm at the Main Library for the monthly review of library finances. Committee Chair Ken Boroff, Michael Wahl, and CFO Nancy Roehrig were present. Ken Boroff reported to the Board that revenue is above and expenses are below budgeted amounts for the year. The PLF was again higher than expected for July, and is now \$35,000 ahead for the year.

The Building & Lands Committee met as detailed in the minutes for the August 19, 2019 Special meeting.

Consent Agenda

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

- Approval of the July 2019 financial reports as reviewed by the Finance Committee and approval of the payment of bills for August 2019.
- Approval of the Fiscal Officer's Report as presented

The Year –to-Date General Fund Activity for July 2019:

General Fund	\$ 1,787,316.11
	+ 1,190,918.62
	-1,059,434.65
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	\$ 1,918,800.08

June PLF \$122,712.08

Personnel

- Approval of the hiring of Karlee Harris, 20 hour Branch Assistant at Johnson Memorial Library at a rate of \$10.02 per hour.

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- Approval of the resignation of Kristen Leaders, 20 hour Youth Services Assistant.

Addendum Consent Agenda:

Appropriation Adjustments

- Approval of the appropriation of \$500.00 from the General Fund cash balance for Other Employee Benefits.
- Approval of the appropriation of \$3,000.00 from the General Fund cash balance for Legal Services.
- Approval of the appropriation of \$5,000.00 from the General Fund cash balance for Computer Services.
- Approval of the appropriation of \$1,000.00 from the Permanent Improvement Fund cash balance for Professional Services.

Personnel

- Approval of the resignation of Chris Krumnow, 40 hour IT Specialist; his last day is Friday, September 6, 2019.

Motion carried.

Items for Discussion

Façade Projects

The East and West Façade project was completed on Thursday, August 22nd. The Dormer Paint and Repair project is expected to start the week of August 26th.

Resolution Accepting 2020 Tax Rates

Taryn Lawson moved and Susan Mack seconded the motion to approve the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor as follows:

WHEREAS, the Budget Commission of Defiance County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore be it

RESOLVED, By the Board of Trustees of the Defiance Public Library, Defiance, Ohio, that the amounts and rates commencing January 1, 2020, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

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For the General Fund the Amount Approved by Budget Commission Outside 10 Mill Limitation of \$606,000 with the County Auditor's Estimate of Tax Rate to Be Levied of 0.75 Mills.

and be it further

RESOLVED, that the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

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

The Sherwood Branch Manager received a Thank You note from Northwestern Ohio Community Action Commission for supporting the Summer Food Service Program in Defiance County.

Chris Korhn arrived at 4:14 pm.

LinkedIn Learning has purchased Lynda.com, and will now require patrons to set up a LinkedIn account to access the learning content. While this will affect the privacy of patrons who use the new LinkedIn Learning, Library administration has decided to offer the content, inform patrons of the privacy-related issues and let them decide if they want to use the content. In the meantime, other training offerings that will not compromise patron privacy will be researched.

Two of the three Assistant positions in the Youth Services Department are vacant. The Youth Services Manager would like to combine the three 20 hour positions into two 30 hour positions, in the hopes of improving longevity. The change has been reviewed by the OAPSE President and Representative; they have no issues with the modification.

Todd Comer moved and Chris Korhn seconded the motion to approve the following vacation days for the CFO:

- September 23 – 27, 2019
- October 16 – 18, 2019

Chris Korhn moved and Susan Mack seconded the motion to approve the extension of closing time for the Main Library on Saturday, November 30th, 2019 from 2:00 pm to 4:00 pm for Santa's visit.

The Staff Appreciation Luncheon is scheduled for Wednesday, December 4, 2019 from 12:00 pm to 1:30 pm. Board members are invited to attend.

With the resignation of the IT Specialist, the library will need to contract with an IT services firm to cover IT service in the interim. The CFO has arranged for Gig Above Computer Services of Wauseon for IT support on a month-to-month basis.

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4:37 pm

Todd Comer moved and Ken Boroff seconded the motion enter into Executive Session to discuss the employment and compensation of personnel. Ayes: Ken Boroff, Taryn Lawson, Todd Comer, Susan Mack, Chris Korhn and Michael Wahl. Nays: none. Motion carried.

4:50 pm

Todd Comer moved and Taryn Lawson seconded the motion to return to regular session. Motion carried.

Todd Comer moved and Chris Korhn seconded the motion to approve the appointment of Shannon McClure as the Interim Community Relations Coordinator, with a retroactive pay rate increase to \$16.50 per hour, effective July 28, 2019. Motion carried.

The next regular meeting of the Library Board is scheduled for Wednesday, September 25, 2019 at 4:00 pm at Defiance Public Library, Defiance, OH.

Susan Mack moved and Chris Korhn seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Michael Wahl 4:54 pm.

_____, President

_____, Secretary