

Defiance Public Library Board of Trustees  
Regular Board Meeting  
August 29, 2018

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, August 29, 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 4:03 pm. In attendance were Board members: Susan Mack, Todd Comer, Taryn Lawson, Ken Boroff, Chris Korhn and Jayne Yoder. Staff members present: Michael Thornton, Nancy Roehrig 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 Library Friend's groups, respectively.

Committee Reports

The Finance Committee met on Wednesday, August 15, at 4:00 pm at the Main Library. Committee Chair, Ken Boroff, Michael Wahl, the CFO and Director were present. Ken Boroff reported that July's PLF was well above expectations, causing the year to date PLF revenue to exceed estimates by \$30,000 or 4.19%. Expenses continue to be in line with estimates.

The Personnel Committee met on Wednesday, August 29, at 3:30 pm at the Main Library. Committee Chair Todd Comer, Susan Mack and Michael Wahl, the Director and CFO were present at the meeting. Todd Comer reported the new Position Description for the Emerging Technologies Librarian was reviewed, and recommended Board approval.

Susan Mack moved and Taryn Lawson seconded the motion to approve the Position Description for the Emerging Technologies Librarian as presented. Motion carried.

Consent Agenda

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

- Approval of the minutes of the regular Library Board Meeting held July 25, 2018 as presented.
- Approval of the July 2018 financial reports as reviewed by the Finance Committee and approve the payment of bills for August 2018.

The Financial Report for July 2018:

General Fund	\$1,752,340.34
	+ 131,283.41
	<u>- 146,211.36</u>
	\$ 1,737,412.39

STAR Ohio	\$ 1,376,657.46	STAR Ohio average yield 2.06%
STAR Plus	\$ 261,712.48	STAR Plus average yield 2.10%
CD	\$ 406,205.83	

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Personnel

- Approval of the reassignment of Library Aide Brenda Froelich as a 25 hour Technical Services Assistant at an hourly wage of \$9.45, effective September 10, 2018.

Revenue and Appropriations Adjustments

Additional sponsorships and participant fees for the Sherwood Branch Library Second Annual Bookin' IT 5K Walk/Run were received in July. The following adjustments are needed related to these monies:

- Approval of an increase in General Fund revenue – Unrestricted Gifts & Donations in the amount of \$200.00.
- Approval of an increase in General Fund revenue – SBL Patron Fines & Fees in the amount of \$336.00.
- Approval of an increase in General Fund appropriation – SBL Adult Supplies for \$536.00.

Additional donations were received in July for the SBL Storywalk requiring the following adjustments:

- Approval of an increase in Bequest Fund revenue – Unrestricted Gifts & Donations in the amount of \$250.00.
- Approval of an increase in Bequest Fund appropriations – SBL Furniture & Equipment in the amount of \$250.00.

Donations were received in July in memory of Phyllis Beamer:

- Approval of an increase in General Fund revenue – Unrestricted Gifts & Donations in the amount of \$460.00.

Motion carried.

Items for Discussion

Resolution Accepting 2019 Tax Rates

Jayne Yoder moved and Todd Comer 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, 2019, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

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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:

For the General Fund the Amount Approved by Budget Commission Outside 10 Mill Limitation of \$571,000 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: Michael Wahl, Susan Mack, Todd Comer, Taryn Lawson, Ken Boroff, Chris Korhn and Jayne Yoder. Nays: None. Motion carried.

Updated OhioMeansJobs Memorandum of Understanding  
The Memorandum of Understanding (MOU) approved between the Library and Defiance County OhioMeansJobs (OMJ) at the April 25<sup>th</sup>, 2018 Board meeting included a number of errors and some expectations that seemed unclear.

Director Thornton and Adult Services Manager Renee Hopper met with Patricia Hoover, Defiance County Office Manager for OMJ, to discuss errors in and clarify expectations for the MOU. This meeting resulted in a document which is both enforceable and clear to both parties, and which the Board is being asked to approve.

Susan Mack moved and Chris Korhn seconded the motion to approve a revised Memorandum of Understanding between the Library and the Area 7 Workforce Development Board/OMJ Defiance County as presented. Motion carried.

A list of property for disposal, to be donated, sold or otherwise disposed of, which is composed of art and artifacts deemed no longer necessary since the renovations, was presented to the Board. The Board is asked to approve disposal of the following:

Untitled painting by Fern Cunningham – Painting of Flowers  
given by Carol Magg in Memory of Mr. and Mrs. Eugene Mangas  
“Sleighride” by Louise Keber – sleighride through small town/country  
“Milkweed” by Jane Boehm – Milkweed in brown and cream color  
Facts about the Flood in Defiance, Ohio – collection of eight prints  
Untitled Needlepoint – yellow background with birds, flowers and hearts  
“Fishing Game” by Barbara Ziegler – fisherman in boat on lake  
“Maumee River” by Barbara Zielger – fall landscape of Maumee River  
Untitled painting by Barbara Zielger – Defiance court House  
Untitled painting by A.L. – matador with bull

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“Amish Buggy” by Ken Lausa – buggy on road with house on right  
“Balancing Act” by Christensen  
“Deihl Inc and Clinton Street bridge” by Eda Weigerdine – given by Donna Stark  
“Snaketown Bridge” by Roger Noffsinger  
Untitled Watercolor by Gilbert king III – gray house with American flag (offer to Williams County)  
Beatrix Potter Poster  
Pease Posters – Art Depicts “Pease” both abstractly and realistically. Each includes the word “Peace” in different languages  
Doll Vanity with Mirror – white  
Doll High Chair – White  
Floral Tapestry – two  
Dragon Puppet – Green  
“Tom Sawyer” Statute – Tom is whitewashing the fence  
“Huckleberry Finn”? Statue  
Howdy Doody Puppet – Heavy Wear  
Howdy Doody Flat Figure  
Geisha Doll – Ceramic and Fabric  
Baby doll – Ceramic and Fabric wearing dress and fur cloak (white/beige)  
Baby doll – ceramic and fabric wearing dress and fur cloak (red)

Jayne Yoder moved and Susan Mack seconded the motion to approve the list of items for disposal. Motion carried.

Chris Korhn moved and Taryn Lawson seconded the motion to reschedule the Staff Development Day from September 19 to November 7, 2018. The system will remain open on September 19 for business as normal, and a system-wide closure will occur on November 7<sup>th</sup>. Motion carried.

#### Open Library System Positions

- Interviews of internal candidates have been completed for the Administrative Assistant position and the job has been advertised publicly.
- An ad for the Branch Assistant at the Sherwood Branch Library has been sent for publishing.
- The Library Aide for Defiance will be posted externally following the internal posting period.

#### Procedural Preferences for Board Meetings

Board preferences regarding communication, policy, and procedure related to Board packets and meetings were determined. It was agreed that the September and October meetings would be held at the Hicksville and Sherwood branches.

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4:40 pm

Jayne Yoder moved and Susan Mack seconded the motion enter into executive session for the purpose of discussing employment of personnel. Roll Call Ayes: Michael Wahl, Susan Mack, Todd Comer, Taryn Lawson, Ken Boroff, Chris Korhn and Jayne Yoder. Nays: None. Motion carried.

5:56 pm

Jayne Yoder moved and Chris Korhn seconded the motion to return to regular session. Motion carried.

Chris Korhn moved and Todd Comer seconded the motion to confirm the termination of Heather Gears as Sherwood Branch Assistant. Motion carried.

The next Board meeting is scheduled on Wednesday, September 26, 2018 at 4:00 pm; the location is to be determined.

Jayne Yoder moved and Susan Mack seconded the motion to adjourn.

Meeting adjourned by Board President Michael Wahl at 5:57 pm.

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

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