

Defiance Public Library Board of Trustees  
Regular Board Meeting  
September 26, 2018

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, September 26, 2018, at the Johnson Memorial Library, 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: Todd Comer, Ken Boroff, Jayne Yoder, Taryn Lawson and Susan Mack. Chris Korhn was absent. Staff members present: Michael Thornton, Nancy Roehrig and Elaine Talbert.

Visitors present: Judy Hasch

Judy Hasch, Susan Mack and Jayne Yoder reported on the activities of the Sherwood Branch, Johnson Memorial and Defiance Library Friend's groups, respectively.

Committee Reports

The Finance Committee met on Tuesday, September 11, at 4:00 pm at the Main Library. Committee Chair, Ken Boroff and Michael Wahl were present along with CFO, Nancy Roehrig and Director, Michael Thornton. Ken Boroff reported to the Board that revenues exceeded expenses the month, PLF and other revenues were above projections, and expenses were below budgeted amounts.

Consent Agenda

Jayne Yoder moved and Susan Mack seconded the motion to approve Consent Agenda:

- Approval of the Minutes of regular Library Board Meeting held August 29, 2018 as presented.
- Approval of the August 2018 financial reports as reviewed by the Finance Committee and approve the payment of bills for September 2018.

The Financial Report for August 2018:

General Fund	\$1,737,412.39
	+ 312,791.06
	<u>- 172,186.17</u>
	\$ 1,878,017.28

STAR Ohio	\$ 1,379,097.84	STAR Ohio average yield 2.05%
STAR Plus	\$ 262,179.27	STAR Plus average yield 2.10%
CD	\$ 406,665.40	

Personnel

- Approval of the hiring of Shannon McClure as Administrative Assistant at a rate of \$14.50 per hour, starting on October 15, 2018.

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Revenue and Appropriations Adjustment

Phyllis Beamer memorial donations were recognized as revenue at the August 29<sup>th</sup> Board meeting. Youth Services has decided to appropriate the funds as follows:

- Approval of an increase in General Fund appropriation – DPL Speaker Services-YS in the amount of \$225.00.
- Approval of an increase in General Fund appropriation – Furniture and Equipment in the amount of \$230.00.

Donations

The second distribution from the estate of Lois K Behm was received in September, and the revenue from this gift needs to be recognized.

- Approval of an increase in Bequest Fund revenue-Unrestricted Gifts and Donations in the amount of \$33,750.00.

Motion carried.

Items for Discussion

Hiring update: The Sherwood Branch Assistant and the Defiance Library Aide interviews will begin and the positions will be filled soon.

The Director and IT Specialist evaluated the current status of the Library System's hardware, software, and network infrastructure. A Technology Plan was developed to establish a cycle for hardware updates that will be used to inform both budget and IT planning moving forward.

The Director reviewed a letter he drafted to donors and volunteers for the Crown Jewel Campaign informing them of the work that has been completed on the building and the next steps.

The Director shared some ideas regarding the use of space in Defiance and the restoration of community room availability at Defiance Public Library. Ideas were presented and the Board was asked to consider the feasibility of pursuing options.

Auglaize Village has expressed interest in a print held by the library of the Turnbull Wagon Company. As the print is not unique, the Director recommends donating or permanently loaning it to Auglaize Village.

Todd Comer moved and Taryn Lawson seconded a motion to donate the Turnbull Wagon Company print currently held by the Library to the Auglaize Village. Motion carried.

Other Items for Consideration

The Chief Fiscal Officer informed the Board that health insurance costs for 2019 will increase 4.24%, and dental insurance costs will increase 12.87%. The total dollar impact of these increases is expected to be approximately \$3,300.

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4:47 pm

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

4:54 pm

Taryn Lawson moved and Susan Mack seconded the motion to return to regular session. Motion carried.

Taryn Lawson moved and Todd Comer seconded the motion to approve unpaid leave for Emily Waisner, 40 hour Youth Services Associate, for up to twelve weeks, and to continue to cover the employer share of her health insurance while she is on unpaid leave. Motion carried.

The next Board meeting is scheduled on Wednesday, October 31, 2018 at 4:00 pm at the Sherwood Branch Library in Sherwood, OH.

Jayne Yoder moved and Todd Comer seconded the motion to adjourn.

Meeting adjourned by Board President Michael Wahl at 5:02 pm.

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

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