

Defiance Public Library Board of Trustees
Regular Board Meeting
July 29, 2020

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, July 29, 2020, at the Johnson Memorial Library in Hicksville, Ohio and Via Zoom Meetings; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:04 pm. In attendance were Board members: Susan Mack, Jayne Yoder, Laura Connor, Beth Michel and Ken Boroff. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert and Angela Powell.

Visitors present: Judy Hasch and Kenyotta Stantz

Cara Potter, Susan Mack and Judy Hasch reported on the activities of the Defiance Public, Johnson Memorial and Sherwood Branch Libraries Friends' groups, respectively.

The Finance Committee met on Thursday, July 23, 2020 at 12:00 pm via Zoom Meetings to review June 2020 monthly finances. July budget cuts were also discussed, as was the semi-annual review of Library Credit Cards and implementing Square for credit card payments at all Library locations. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Ken Boroff reported to the Board that June PLF was far below estimates, but July's will be closer although still short of plan. Overall, even with the funding shortfalls, there are no major concerns with the budget and funding.

The Policy Committee met virtually on July 15, 2020 at 10:30 am via Zoom Meetings. In attendance were Trustees Ken Boroff, Beth Michel, the CFO and the Director. The following policy revisions were discussed and recommended for approval by the Board:

- 7.7 Discrimination and Harassment
- 6.3 Job Performance Evaluation
- 6.4 Annual Performance Evaluations
- 1.4 Equal Employment Opportunity
- 1.5 Genetic Information
- 2.5C Employment of Relatives

Consent Agenda

Susan Mack moved and Laura Connor seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular meeting from June 24, 2020 at the Defiance Public Library.
- Corrected Minutes from previous meetings:
 - February 19, 2020 – include pay rates for new hires
 - April 1, 2020 – corrections to page numbers
 - April 29, 2020 – corrections to page numbers, inclusion of B Michel oath of office
 - May 27, 2020 – corrections to page numbers
- Approval of the June 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for July 2020.
- Approval of the Fiscal Officer's Report as presented.

Defiance Public Library Board of Trustees
 Regular Board Meeting
 July 29, 2020

Year-to-Date General Fund Activity for June 2020:

Beginning Balance	\$ 1,985,243.23
Revenue	+ 1,034,890.71
Expenses	- 765,058.27
Month End Balance	\$ 2,255,075.67

June PLF \$ 102,291.05

Revenue and Appropriation Adjustments

- Approval of a General Fund transfer to cover the cost of Personal Protective Equipment needed for the Coronavirus pandemic:

From:	Rent/Lease	\$1,500.00	
	To:	DPL Maintenance Supplies	\$1,500.00
- Approval of a General Fund transfer for the purchase of a laptop for the Mobile Express Van:

From:	Salaries – Admin	\$425.00	
	Salaries – Staff	\$425.00	
	To:	Furniture & Equipment	\$850.00
- Approval of an increase in appropriation from the Bequest Fund cash balance in DPL Furniture and Equipment for \$956.00 for Wall Activity Panels, which were purchased with funds from the Clare Fiser Memorial.
- Approval of a General Fund transfer to cover the purchase of wireless internet equipment:

From:	Contingency	\$12,990.00	
	To:	JML Furniture & Equipment	\$4,170.00
		SBL Furniture & Equipment	\$4,170.00
		DPL Furniture & Equipment	\$4,650.00
- Approval of the Library Operations Reports as appended.

Motion carried.

Items for Discussion

Beth Michel moved and Jayne Yoder seconded the motion to approve the following Policy Revisions:

- 1.4 Equal Employment Opportunity
The update uses language provided by Ohio Library Council (OLC).
- 1.5 Genetic Information
This policy is new and uses language provided by Ohio Library Council (OLC).
- 2.5C Employment of Relatives
The update uses language provided by the Society of Human Resource Managers (SHRM) and brings the policy into line with State Ethics guidelines. Current employees affected by this new policy will be grandfathered in.
- 6.3 Job Performance Evaluation
This policy is new and uses language provided by Ohio Library Council (OLC).

Defiance Public Library Board of Trustees
Regular Board Meeting
July 29, 2020

6.4 Annual Performance Evaluations

This policy is new and uses language provided by Ohio Library Council (OLC).

7.7 Discrimination & Harassment

The update uses language provided by Ohio Library Council (OLC).

Motion carried.

The CFO updated the Board on the annual Property and Casualty Insurance renewal. Malicious Acts coverage will be added as part of the renewal which is effective August 15, 2020.

Susan Mack moved and Jayne Yoder seconded the motion to approve the Director's vacation from August 10 through August 14, 2020.

Preliminary discussions were held regarding employee vacation time for 2020. The discussion will continue at the next Regular Board meeting.

4:40 pm

Laura Connor moved and Ken Boroff seconded the motion to enter into Executive Session for the purpose of discussing the acquisition and sale of property.

Roll Call Ayes: Chris Korhn, Jayne Yoder, Ken Boroff, Laura Connor, Beth Michel and Susan Mack. Nays: none. Motion carried.

5:03 pm

Beth Michel moved and Laura Connor seconded the motion to return to Regular Session.

The next regular meeting of the Library Board is scheduled for Wednesday, August 26, 2020 at 4:00 pm at Defiance Public Library.

Beth Michel moved and Susan Mack seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned by Board President Chris Korhn at 5:13 pm.

_____, President

_____, Secretary