

Defiance Public Library Board of Trustees  
Regular Board Meeting  
September 30, 2020

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, September 30, 2020, at the Sherwood Branch Library in Sherwood, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:02 pm. In attendance were Board members: Laura Connor, Susan Mack, Beth Michel, Jayne Yoder, Kenyotta Stantz and Ken Boroff. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert and Kathy Holtsberry.

Visitors present: None

Cara Potter, Susan Mack and Kathy Holtsberry, reported on the activities of the Defiance Public, Johnson Memorial and Sherwood Branch libraries Friends' groups, respectively.

The Finance Committee met on September 15, 2020 at 4:00 pm at the Defiance Public Library to review August 2020 monthly financials. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Ken Boroff reported to the Board the PLF for August was almost \$38,000 over the estimated amount, which brings the year to date deficit down to less than two percent below projections. Expenses continue to run below estimates because the libraries are not operating at full capacity.

The Policy Committee met on September 23, 2020 at 4:00 pm at the Defiance Public Library and via Zoom virtual meeting. Trustee members Ken Boroff, Beth Michel and Kenyatta Stantz were in attendance, along with CFO Nancy Roehrig and Director Cara Potter. The Director introduced a proposal for transitioning to an accrual system for vacation to the Board.

Consent Agenda

Beth Michel moved and Laura Connor seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Board meeting on August 28, 2020 at the Defiance Public Library.
- Approval of the Minutes of the Special Board meeting on September 14, 2020.
- Approval of the August 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for September 2020.
- Approval of the Fiscal Officer's Report as presented

The Year-to-Date General Fund Activity through August 2020:

Beginning Balance	\$ 1,985,243.23
Revenue	+ 1,511,591.93
Expenses	<u>- 1,024,048.13</u>
Month End Balance	\$ 2,472,787.03

August PLF                      \$ 137,233.79

- Approval of the Library Operations Reports as appended.

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Motion carried.

Items for Discussion

The CFO informed the Board that demolition for the DPL Entrance Steps and Sidewalk Replacement project has started.

The Director reported to the Board the original circulation desk has been returned to DPL. The desk was relocated to the DDVB office on Clinton Street about nine years ago. The DDVB is planning some renovations and will no longer have space for the desk and asked if DPL would like it back. The answer was a resounding yes!

4:26 pm Visitors Judy Hasch and Mary Williams arrived.

Clinton Street Project

Director Potter updated the Board on two matters regarding the Clinton Street Project. First, she is in the process of applying for an LSTA Literacy Grant. If awarded, the Library would be required to provide matching funds of 20% of the grant amount. Second, the Mayor of Defiance has informally offered the Library the Deluxe Cleaner's site on 615 W. Second Street. The Board asked the Director and CFO to follow up with the Mayor regarding EPA inspections on the building.

Coronavirus Relief Fund Appropriations

Jayne Yoder moved and Ken Boroff seconded the motion to approve the following appropriation increases in the Coronavirus Relief Fund:

- DPL Furniture & Equipment - \$2,125.00
- JML Maintenance Supplies - \$650.00
- SBL Maintenance Supplies - \$500.00
- DPL Maintenance Supplies - \$2,000.00

The DPL Furniture & Equipment charge is for the Reference desk purchased to socially distance Circulation and Adult Services staff who work behind the Circulation desk on the main floor. The Maintenance Supplies charges for all three locations are for masks, disposable gloves, hand sanitizer and hand soap refills.

Motion carried.

Susan Mack moved and Kenyotta Stantz seconded the motion to approve the following Coronavirus Relief Fund revenue and appropriation adjustments:

- Federal Grant Revenue - \$3,000.00
- Other Library Material Appropriation - \$1,100.00
- Coronavirus Relief Supplies - \$1,900.00

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DPLS was awarded a CARES Act Mini-Grant from the State Library of Ohio. This money will be used to cover monthly costs for 15 additional wireless hotspots from Sprint and other Coronavirus supply expenditures.

Motion carried.

DPL Change Fund Updates

Laura Connor moved and Beth Michel seconded the motion to approve

- The elimination of the Mall Express Branch (DPX) change bag (\$105.00) and cash register (\$35.00), for a total of \$140.00.
- The elimination of the Youth Services change bag (\$65.00) and cash register (\$35.00) for a total of \$100.00.
- An increase of \$40.00 to the DPL Circulation change bag from \$65.00 to \$105.00.
- Deposit the net cash of \$200.00 into the Library's Huntington Bank checking account.

The Mall Express Branch (DPX) was closed in June, so the cash register and change bag are no longer needed. Additionally, the Youth Services cash register and change bag are no longer needed because Circulation services have been consolidated to Main Level Circulation desk.

Motion carried.

4:41 pm

Jayne Yoder moved and Susan Mack seconded the motion to enter into Executive Session for the purpose of discussing employee compensation and collective bargaining matters.

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

5:01 pm

Jayne Yoder moved and Laura Connor seconded the motion to return to Regular Session.

The next Regular meeting of the Library Board is scheduled for Wednesday, October 28, 2020 at 4:00 pm at Defiance Public Library.

Laura Connor moved and Beth Michel seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned by Board President Chris Korhn at 5:02 pm

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

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