

Defiance Public Library Board of Trustees
Records Commission and Regular Board Meeting
October 28, 2020

The Defiance Public Library Records Commission met on Wednesday, October 28, 2020 at 4:00 pm at the Defiance Public Library. In attendance were Board President Chris Korhn, Susan Mack, Laura Connor, Jayne Yoder, Kenyotta Stantz, Beth Michel, Ken Boroff, Director Cara Potter, CFO Nancy Roehrig and DFO Elaine Talbert.

Jayne Yoder moved and Beth Michel seconded the motion to approve disposal of the records noted in the Records Disposal Log (RC-3) as presented, by November 27, 2020, pending approval of disposal by the Ohio History Connection. Motion carried.

Laura Connor moved and Susan Mack seconded the motion to adjourn the meeting. The Records Commission meeting was adjourned by President Chris Korhn at 4:03 p.m.

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, October 28, 2020, immediately following the Records Commission meeting, at the Defiance Public Library in Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:05 pm. In attendance were Board members: Susan Mack, Laura Connor, Jayne Yoder, Kenyotta Stantz, Beth Michel and Ken Boroff. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert, Tabitha Sullivan and Marja McGuire.

Visitors present: Mary Williams and Judy Hasch

Cara Potter, Susan Mack, Mary Williams 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 October 12, 2020 at 12:00 pm at the Defiance Public Library to review September 2020 monthly finances. 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 September was \$2,300 higher than estimates, bringing the year to date deficit to just .12% below the projected amount. Expenses continue to run below normal.

The Buildings and Lands Committee held an emergency meeting on October 19, 2020 at 1:00 pm at the Defiance Public Library. Committee Chair Jayne Yoder, Chris Korhn and Laura Connor, Nancy Roehrig and Cara Potter were in attendance. Jayne Yoder reported that there are two change orders necessary to complete the DPL Entrance Step and Sidewalk Replacement Project, required when it was discovered that there were no footers under the existing steps. The Change orders were provisionally approved by the Buildings and Lands Committee until full Board approval.

The Buildings and Lands Committee also met on October 20, 2020 at 11:00 am at the former Deluxe Cleaners location, 615 West Second Street in Defiance to tour the location.

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Consent Agenda

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

- Approval of the Minutes of the Regular meeting on September 30, 2020 at the Sherwood Branch Library.
- Approval of the September 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for October 2020.
- Approval of the Fiscal Officer’s Report as presented

Year-to-Date General Fund Activity through September 2020:

Beginning Balance	\$ 1,985,243.23
Revenue	+ 1,671,311.37
Expenses	- 1,151,130.76
Month End Balance	\$ 2,505,423.84

September PLF \$ 127,191.65

- Approval of the Library Operations Reports as appended.
- Approval of the following appropriation increases from the cash balance of the Coronavirus Relief Fund:
 - SBL Cleaning Services \$ 840.00
 - JML Cleaning Services \$1,200.00

Motion carried.

Items for Discussion

DPL Entrance Step and Sidewalk Replacement Project

Beth Michel moved and Jayne Yoder seconded the motion to approve the Change Orders submitted by The Spieker Company to construct a new foundation, including additional excavation, for the front steps at a total cost of \$6,828.31.

- Change Order #1 – Construct new foundation estimated at \$2,366.54
- Change Order #2 – Additional demolition of stairs estimated at \$4,461.77.

Motion carried.

Clinton Street Project:

The Buildings and Lands Committee toured the former Deluxe Cleaners location, which may be an option for additional space for the library system. The Committee discussed the condition of the building and the option presented by the Mayor for leasing the building. The Board asked the Director to also investigate the former Family Video location at 319 W Second St in Defiance.

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Library System 2021 Holiday and Closings Calendar

Kenyotta Stantz moved and Laura Connor seconded the motion to approve the proposed calendar:

2021 HOLIDAY AND CLOSINGS CALENDAR			
<i>Subject to change due to COVID-19</i>			
PAID FULL HOLIDAYS			
New Year's Day	Friday	January 1, 2021	
Memorial Day	Monday	May 31, 2021	
Independence Day	Monday	July 5, 2021	4th falls on a Sunday
Labor Day	Monday	September 6, 2021	
Thanksgiving Day	Thursday	November 25, 2021	
Christmas Eve	Thursday	December 23, 2021	
Christmas Day	Friday & Saturday	December 24, 2021, December 25, 2021	25th falls on a Saturday
Day After Christmas	Monday	December 27, 2021	26th falls on a Sunday
PAID EARLY HOLIDAYS			
New Year's Eve	Friday	December 31, 2021	Library System closes at Noon (10:00am - noon)
UNPAID EARLY HOLIDAYS			
Good Friday	Friday	April 2, 2021	Library System Closes at 4:00pm
Thanksgiving "Eve"	Wednesday	November 24, 2021	Library System Closes at 6:00pm
NON-HOLIDAY CLOSINGS			
Summer Program Orientation	Wednesday	May 5, 2021	System closed from 12:00pm to 4:00pm
Staff Development Day	Wednesday	September 8, 2021	System closed all day
Staff Recognition Luncheon	Wednesday	December 1, 2021	System closed from 11:30am to 2:00pm
JOHNSON MEMORIAL LIBRARY			
JML Friends Fall Sale	Friday	October 1, 2021 or October 8, 2021	Regular hours
JML Friends Fall Sale	Saturday	October 2, 2021 or October 9, 2021	Extended hours 10:00am to 5:00pm
SHERWOOD BRANCH LIBRARY			
SBL Friends Spring Fling	Thursday	May 13, 2021	Regular hours
SBL Friends Spring Fling	Friday	May 14, 2021	Open 10:00am to 5:00pm
DEFIANCE PUBLIC LIBRARY			
Comic Con	Saturday	April 10, 2021	Extended hours 10:00am to 4:00pm
Claire's Day	Saturday	May 1, 2021	Extended hours 10:00am to 4:00pm
Santa's Arrival	Saturday	November 27, 2021	Extended hours 10:00am to 4:00pm

Motion carried.

2021 Estimated Revenue

Ken Boroff moved and Susan Mack seconded the motion to approve the 2021 Estimated Revenue of All funds to be filed with the Defiance County Auditor.

General Fund	\$1,931,000
Building & Repair Fund	40,300
Permanent Improvement Fund	6,800
Bequest Fund	<u>16,700</u>
Total	<u>\$1,994,800</u>

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

2020 Semi-Annual Stakeholders Report

CFO Nancy Roehrig reviewed the Cash Flow Summary report with the Board. The report includes five year income and expenditure projections for the library system for the purpose of informing library stakeholders of the long-term financial picture of the library system.

Staff Recognition

Cara Potter presented an alternative option to the Library Board for Staff Recognition as a luncheon is not feasible this year due to COVID-19.

Jayne Yoder moved and Beth Michel seconded the motion to appoint Trustee Kenyotta Stantz to the Policy Committee. Motion carried.

4:55 pm

Beth Michel moved and Laura Connor seconded the motion enter into Executive Session for the purpose of discussing the employment and compensation of personnel. Roll Call Ayes: Ken Boroff, Chris Korhn, Susan Mack, Laura Connor, Jayne Yoder, Kenyotta Stantz and Beth Michel. Nays: None. Motion carried.

5:18pm

Laura Connor moved and Jayne Yoder seconded the motion to return to regular session. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, November 18, 2020 at 4:00 pm at Defiance Public Library, Defiance, Ohio.

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

Meeting adjourned by Board President Chris Korhn at 5:19 pm.

_____, President

_____, Secretary