

Defiance Public Library Board of Trustees  
Regular Board Meeting  
November 18, 2020

The Board of Trustees of Defiance Public Library met virtually for its monthly meeting on Wednesday, November 18, 2020, 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 4:01 pm. In attendance were Board members: Susan Mack, Ken Boroff, Beth Michel, Laura Connor and Jayne Yoder. Staff members present: Cara Potter, Nancy Roehrig and Elaine Talbert.

Visitors present: None

Kenyotta Stantz arrived at 4:08 pm

The Finance Committee met on November 16, 2020 at 12:00 pm at the Defiance Public Library, to review October 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 October was again better than expected, bringing PLF funding \$4,613.77 over the estimated amount for the year. Expenses continue to run below estimates.

The Personnel Committee met virtually on November 12, 2020 via Zoom Meetings. Committee Chair Chris Kohn, Susan Mack, Beth Michel and Laura Connor were present with Director Cara Potter. Items from the meeting will be discussed in Executive Session.

Consent Agenda

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

- Approval of the Minutes of the Records Commission and Regular meetings on October 28, 2020 at the Defiance Public Library.
- Approval of the October 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for November 2020.
- Approval of the Fiscal Officer’s Report as presented

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

Beginning Balance	\$ 1,985,243.23
Revenue	+ 1,786,284.81
Expenses	<u>- 1,261,918.96</u>
Month End Balance	\$ 2,509,609.08

October PLF                                   \$ 109,216.91

- Approval of the Library Operations Reports as appended.

Motion carried.

Items for Discussion

Defiance Public Library Entrance Steps and Sidewalk Replacement Project

Defiance Public Library Board of Trustees  
Regular Board Meeting  
November 18, 2020

Laura Connor moved and Beth Michel seconded the motion to approve Change Order # 3 for \$6,150.75, submitted by The Spieker Company for additional excavation of the front steps. Motion carried.

Clinton Street Project

Director Potter inquired about the cost of renting the former Family Video store at 319 W Second Street. The monthly rent is over \$5,000.00.

Library Board Organizational Meeting

The Library Board agreed to combine the 2021 Organizational Meeting and the January Regular meeting. The meeting date was set for January 27, 2021.

Coronavirus Relief Fund Appropriation Adjustments

Laura Connor moved and Susan Mack seconded the motion to approve an increase in appropriations from the Coronavirus Relief Fund cash balance of \$44,025.00 in the Building Improvements account.

The appropriation is needed to pay for the “touchless” upgrade projects at all three locations that include touchless toilet and sink upgrades, water fountains and door operators.

Motion carried.

Susan Mack moved and Ken Boroff seconded the motion to approve the following transfers:

From: JML Maintenance Supplies	\$650.00
SBL Maintenance Supplies	500.00
To: Coronavirus Relief Supplies	\$1,150.00
From: Unemployment	\$13,900.00
DPL Maintenance Supplies	2,000.00
Computer Software	60.00
DPL Furniture & Equipment	2,125.00
To: Building Improvements	\$18,085.00

Motion carried.

4:30 pm

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

4:59 pm

Beth Michel moved and Susan Mack seconded the motion to return to regular session. Motion carried.

Defiance Public Library Board of Trustees  
 Regular Board Meeting  
 November 18, 2020

Kenyotta Stantz moved and Beth Michel seconded the motion to approve the following bonuses for Library staff who worked through the Coronavirus Pandemic closures and exhibited exemplary dedication to the Library System:

\$500.00	\$1,000.00 Each	\$3,000.00 Each
Cara Bolley	Kathy Holtsberry Renee Hopper Marja McGuire Angela Powell Tabitha Sullivan	Brenda Froelich Pat Rigg Elaine Talbert

Motion carried.

Susan Mack moved and Laura Connor seconded the motion to approve the re-classification of the Branch Assistants who work in the Branches, to Branch Associates effective December 28, 2020. Motion carried.

Beth Michel moved and Susan Mack seconded the motion to approve the addition of the Employee Assistance Plan provided by the City of Defiance to its employees, to the Library's health insurance plan. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, December 16, 2020 at 4:00 pm via Zoom Meetings and the DPLS YouTube Channel.

Laura Connor moved and Jayne Yoder seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 5:07 pm.

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

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