

Defiance Public Library Board of Trustees  
Regular Board Meeting  
February 5, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Tuesday, February 5, 2019, at the Main Library in Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Michael Wahl called the meeting to order at 4:00 pm. In attendance were Board members: Susan Mack, Todd Comer, Ken Boroff, Taryn Lawson, Chris Korhn and Jayne Yoder. Staff members present: Michael Thornton, Nancy Roehrig, Shannon McClure, and Elaine Talbert. Visitors present: None.

Chris Korhn and Susan Mack reported on the activities of the Johnson Memorial and Defiance Library Friend's groups, respectively.

Committee Reports

The Finance Committee met on Friday, January 18, 2019 at 12:00 noon at the Main Library. Committee Chair Ken Boroff, Michael Wahl, Nancy Roehrig and Michael Thornton were present. Ken Boroff reported to the Board that overall, 2018 was a good year financially. The PLF was 3.92% above estimates for the year, and expenditures were below plan.

The Building and Lands Committee met on Friday, January 11, 2019 at 12:00 noon at the Defiance Public Library. The group visited potential sites for administrative office space. Committee chair, Jayne Yoder and members Taryn Lawson and Christine Korhn were present with the CFO and the Library Director. Also present were staff Shannon McClure and Jennifer Ziegler. The Committee met a second time on Friday, January 21, 2019 at the Defiance Public Library to continue discussions of the potential sites. Jayne Yoder reported to the Board that the committee recommends the 101 Clinton location inside the McDonalds building.

Susan Mack moved and Todd Comer seconded a motion to authorize the Library Director, Michael Thornton to negotiate the lease for the office space at 101 Clinton, Defiance, Ohio, for up to three years and not to exceed \$1,200 per month. Motion carried.

The Personnel Committee met on Monday, February 4, 2019 at 3:00 pm at the Defiance Public Library to discuss the evaluation tool and process for the Library Director and Chief Fiscal Officer. Committee Chair Todd Comer and members Michael Wahl and Susan Mack were present with the CFO and the Library Director. Todd Comer reported to the Board the Library Director's evaluation will be begin in November and the Chief Fiscal Officer's evaluation will begin in March or April. Mr. Comer requested Board members review the Director's evaluation form, included in the Board packet, for discussion at the next regular Board meeting.

The Branches and Outreach Committee met on Tuesday, February 5, 2019 at 3:00 pm at the Defiance Public Library to discuss the library's service in response to the Clinton Street Bridge closure. Committee Chair, Susan Mack and members Jayne Yoder and Todd Comer were present with the CFO and the Library Director. Susan Mack and the Library Director reported to the Board

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that when the Clinton Street Bridge closes, it will be necessary to increase the hours at the mall location and include some evening hours. The committee recommends the follow hours:

Monday	11:00 AM until 7:00 PM
Wednesday	11:00 AM until 7:00 PM
Friday	2:00 PM until 6:00 PM

Additional hours will be added if the volume of service and/or public feedback consider them necessary.

Taryn Lawson moved and Chris Korhn second the motion to accept the recommended additional hours for the Mall location, as noted above, with additional hours if necessary. Motion carried.

Consent Agenda

Ken Boroff moved and Susan Mack seconded the motion to approve the Consent Agenda:

- Approval of the Minutes of the regular Library Board Meeting held December 19, 2018 as presented.
- Approval of the Minutes for the Organizational Meeting held January 9, 2019 as presented.
- Approval of the December 2018 financial reports as reviewed by the Finance Committee and the payment of bills for January 2019.

The Financial Report for December 2018:

General Fund	\$ 1,863,172.79
	+ 118,127.91
	- 193,984.59
	<hr/>
	\$ 1,787,316.11

STAR Ohio	\$ 1,539,922.75	STAR Ohio average yield 2.35%
Star Plus	\$ 264,163.24	STAR Plus average yield 2.35%
CD	\$ 406,665.40	

- Approval of the Director's Report as presented.
- Approval of the renewal of the lease for one year, for the library's location at the Northtowne Mall (1500 North Clinton Street, Defiance, OH 43512).

Personnel

- Approval of the hiring of Connor Seiple as a Library Aide, working 30 hours per week at \$9.16 per hour at the Main Library.
- Approval of the hiring of Hilary Gabers as a Circulation Services Assistant, working 20 hours per week at \$10.02 per hour at the Main Library.

Motion carried.

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Items for Discussion

Todd Comer moved and Taryn Lawson seconded the motion to approve the “Resolution to Open and Maintain a Bank Account” as appended to the Board packet. Motion carried.

Susan Mack moved and Chris Korhn seconded the motion to approve the following revenue and appropriation adjustment arising from a donation to cover 2019 programming expenses from the Friends of the Defiance Library.

- Increase in General Fund Revenue-Gift & Donations \$9,000.00
- Increase in General Fund Appropriations:
  - DPL Adult Programming Services – Friends \$ 50.00
  - DPL Adult Programming Supplies – Friends \$1,215.00
  - DPLS Programming Services – Friends \$2,975.00
  - DPLS Programming Supplies – Friends \$1,300.00
  - DPL Youth Programming Supplies – Friends \$ 400.00
  - DPL YA Programming Supplies – Friends \$ 335.00
  - DPL Youth Summer Services – Friends \$1,595.00
  - DPL Youth Summer Supplies – Friends \$1,130.00

This revenue and appropriation adjustment is due to a change in the process of paying for programming supplies and services by the Defiance Friends group.

Nancy Roehrig, CFO reported to the Board she received a letter on January 28, 2019 from the Defiance County Auditor regarding excessive balances in the General Fund. She will do some research with OLC and report back to the Board.

Taryn Lawson moved and Ken Boroff seconded the motion to approve revisions to the Personnel Policy, Section 5.2 (D), regarding the scheduling of vacation for Administrative, Supervisory and Professional Staff as follows:

- D. Administrative, Supervisory and Professional Staff
  - 1. Annually, time off requested by administrative staff, supervisor and librarians by the date of the February Board Meeting will receive priority consideration. All other time off will be approved by the Library Director/Supervisor prioritizing operation continuity and in the order that requests are submitted.
    - a. The Library Director and Chief Fiscal Officer shall not use vacation leave simultaneously for a period longer than two consecutive days without the permission of the Board of Trustees.

Motion carried.

Legislative Day is scheduled for Tuesday, April 9, 2019. All Board members are recommended to attend.

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The next Board meeting is scheduled for Wednesday, February 27, 2019 at 4:00 pm at the Main Library in Defiance, OH.

Jayne Yoder moved and Taryn Lawson seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Michael Wahl at 4:55 pm.

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

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