

Defiance Public Library Board of Trustees
Regular Board Meeting
April 25, 2018

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, April 25, 2018 at the Sherwood Branch Library in Sherwood, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Michael Wahl called the meeting to order at 4:03 pm. In attendance were Board members: Ken Boroff, Chris Korhn and Susan Mack. Staff Members present: Marilyn Hite, Nancy Roehrig and Elaine Talbert.

Visitors present: Judy Hasch.

Judy Hasch, Chris Korhn and Susan Mack reported on the activities of the Sherwood Branch, Defiance, and Johnson Memorial Friends groups, respectively.

Todd Comer arrived at 4:07 pm.

Jayne Yoder and Taryn Lawson arrived at 4:11 pm.

Committee Reports

The Finance Committee met on Thursday, April 19, 2018 at 4:00 pm at the Main Library with Chair Ken Boroff, Michael Wahl, CFO Nancy Roehrig and Director Marilyn Hite present. Ken Boroff reported to the Board that revenue exceeded expenses for March because first half Real Estate taxes (levy proceeds) were received. The PLF for March was lower than expected, however April was slightly higher.

Personnel chair Todd Comer will report to the Board on the Director's search in the Executive Session scheduled later in the meeting.

Consent Agenda

Todd Comer moved and Chris Korhn seconded the motion to approve the Consent Agenda:

- To approve the minutes of the regular meeting of the Library Board held on March 28, 2018 as presented.
- To approve the March 2018 financial reports as reviewed by the Finance Committee and approve payment of bills for April 2018.

The Financial Report for March 2018:

General Fund Beginning Balance		\$ 1,590,303.82
Receipts		+ 392,549.59
Expenses		<u>-177,059.25</u>
Ending Balance		\$ 1,805,794.16

STAR Ohio	\$ 1,042,975.36	STAR Ohio average yield 1.52%
STAR Plus	\$ 260,014.29	STAR Plus average yield 1.55%
CD	\$ 406,205.83	

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Director's Report

Personnel

- To approve hiring Mindy Enderle as a part-time 30 hour professional librarian for Youth Services at a beginning wage of \$17.92, effective April 30, 2018.
- Renew 2018-2019 NORWELD Membership effective July 1, 2018 through July 2019.

Motion carried.

Items for Discussion

2018 General Fund Appropriations Transfer

Jayne Yoder moved and Susan Mack seconded the motion to approve the following 2018 General Fund appropriation transfer:

From:	101.00.58900 Contingency	\$7,500.00
To:	101.00.53760 Tax Collection Services	\$7,500.00

Motion carried.

Costs for the November 2017 election, totaling \$7,955.99, were deducted from the first half Property Tax disbursement from the Defiance County Auditor. The receipt must be booked at gross and the election costs expensed; the costs were higher than budgeted. The transfer covers the cost of the election.

OhioMeansJobs Memorandum of Understanding (MOU)

Todd Comer moved and Chris Korhn seconded the motion to approve the Memorandum of Understanding Addendum with the Local Area 7 Workforce Development System/ OhioMeansJobs Defiance County as presented. Motion carried.

The MOU is part of the state mandated workforce initiative between local OhioMeansJobs county offices and public libraries around the state. It spells out the duties of responsibilities of both parties with the goal of "making it easier for job seekers to access employment and training services that can lead to better jobs, improved career pathways, and sustainable wages."

Building and Repairs for Main Library Façade Project

The agreement for the work on the façade project has been signed by both parties and MidState Contractors began equipment set up the week of April 9th; demolition begins April 25th. Completion is projected for the second or third week of June, depending on the weather.

HVAC Controls Project

Ken Boroff moved and Jayne Yoder seconded the motion to approve the purchase of HVAC controls from Smith-Boughan Mechanical for \$44,955.00, to be paid from the Building & Repair Fund – Building Improvements. Motion carried.

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4:36 PM

Jayne Yoder moved and Taryn Lawson seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees. Roll Call Ayes: Michael Wahl, Ken Boroff, Chris Korhn, Jayne Yoder, Todd Comer, Susan Mack and Taryn Lawson. Nays: None. Motion carried.

5:55 PM

Jayne Yoder moved and Todd Comer seconded the motion to return to regular session. Motion carried.

Special meetings have tentatively been scheduled for Monday, April 30 and Tuesday, May 1 at 6:00 pm each day, subject to confirmation of site and availability of Director Candidates.

The next regular meeting of the Library Board is scheduled on Wednesday, May 30, 2018, at 4:00 pm at the Main Library in Defiance.

Todd Comer moved and Jayne Yoder seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned at 5:56 pm by President Michael Wahl.

_____, President

_____, Secretary