

Defiance Public Library Board of Trustees  
Regular Board Meeting  
December 16, 2020

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, December 16, 2020, via Zoom virtual meeting; 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, Ken Boroff, Kenyatta Stantz, Beth Michel, Susan Mack and Jayne Yoder. Staff members present: Cara Potter, Nancy Roehrig and Elaine Talbert.

Visitors present: Mary Williams, Judy Hasch and Brenda Froelich.

The following employees were recognized for their years of service to the Library System:

- Brenda Froelich – 5 years – Technical Services Assistant in DPL Technical Services
- Sarah Marshall – 15 years – Adult Services Associate in DPL Adult Services
- Gail Rutherford – 15 years – Adult Services Librarian in DPL Adult Services
- Hannah Short – 5 years – Circulation Assistant in DPL Circulation Services
- Victoria Westrick – 5 years – Adult Services Associate DPL Adult Services

The Library Board recognized the recent passing of former Board member Gerald Mallott.

Mary Williams reported the next Sherwood Branch Library Friends meeting will be in March 2021. There were no updates from the Johnson Memorial or Defiance Public Libraries Friends.

The Finance Committee met virtually on December 10, 2020 at 12:00 pm to review November 2020 financials and the 2021 Appropriation of All Funds. 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 November was better than expected and total revenue for the year was higher than planned. Expenses for the year came in lower than budgeted, mainly due to the Coronavirus pandemic.

The Personnel Committee met virtually on December 16, 2020 at 3:30 pm. Committee Chair Chris Kohn, Susan Mack, Beth Michel, Laura Connor, the Library Director and CFO were present. Discussion of items reviewed in the meeting were deferred to the Executive Session.

Consent Agenda

Laura Connor moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular meeting on November 18, 2020.
- Approval of the November 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for December 2020.
- Approval of the Fiscal Officer’s Report as presented.

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

Beginning Balance	\$ 1,985,243.23
Revenue	+ 1,907,505.80

Defiance Public Library Board of Trustees  
Regular Board Meeting  
December 16, 2020

Expenses	- 1,402,080.53
Month End Balance	<u>\$ 2,490,668.50</u>

November PLF	\$ 114,941.58
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- Approval of the following General Fund appropriation transfer:  
From: Travel Expenses - \$50.00  
To: Dues & Memberships - \$50.00
- Approval of the Library Operations Report as appended.

Motion carried.

Items for Discussion

Defiance Public Library Front Steps and Sidewalk Replacement Project

The CFO reported that the work is complete, but the Library has yet to be billed by the contractor. The front entrance will continue to remain closed due to COVID restrictions.

Coronavirus Relief Projects

The Library Director reported the touchless sensor faucets, flush valve sensors, bottle fill drinking fountain and touchless door switches have been installed at the Main Library. Touchless sensor faucets have been installed at Johnson Memorial, and the Sherwood Branch has touchless sensor faucets and door switches installed. The purchase of an exterior book locker for the Main Library and air purifiers are also being considered.

Laura Connor moved and Beth Michel seconded the motion to approve the corrected 2021 Holiday and Closings Calendar. Motion carried.

Susan Mack moved and Ken Boroff seconded the motion to approve the 2021 Appropriation of All Funds as presented.

Defiance Public Library Board of Trustees  
 Regular Board Meeting  
 December 16, 2020

<b>2021 Appropriations Budget</b>	
<b>General Fund</b>	
Salaries & Benefits Total	1,318,250
Supplies Total	51,925
Purch & Contract Srv Total	412,475
Library Mat'ls Total	220,400
Capital Outlay Total	83,150
Other Total	8,900
Contingency	50,000
Transfers Out	40,000
<b>TOTAL General Fund</b>	<b>2,185,100</b>
<b>Building &amp; Repair Fund</b>	
Purchased & Contractual Services	5,000
Capital Outlay	40,000
Transfer	-
<b>TOTAL Bldg &amp; Repair Fund</b>	<b>45,000</b>
<b>Permanent Improv Fund</b>	
Purchased & Contractual Services	22,000
Capital Outlay	20,000
Transfer	-
<b>TOTAL Permanent Improvement Fund</b>	<b>42,000</b>
<b>Bequest Fund</b>	
Supplies	700.00
Purchased & Contractual Services	2,000
Capital Outlay	20,000
Transfer	-
<b>TOTAL Bequest Fund</b>	<b>22,700</b>

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

Jayne Yoder moved and Beth Michel seconded the motion to approve the year end transfer of \$40,000.00 from the 2020 General Fund to the Building & Repair Fund.

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

**2021 Mileage Reimbursement Rate**

The IRS has not published the Mileage Reimbursement Rate for 2021 as of the date of the meeting.

Defiance Public Library Board of Trustees  
Regular Board Meeting  
December 16, 2020

2021 Board Officers and Committees

Board members were asked to consider their Officer and committee appointments before the January Organizational meeting.

2021 Health Insurance Estimated Cost

The CFO informed the Board that health care costs for 2021 will increase mainly because of staffing changes. Medical insurance costs have increased 4.49% over 2020, while eye and dental costs will remain at 2020 levels.

Library Board Organizational Meeting

The Library Board agreed to combine the 2021 Organizational Meeting and their first Regular meeting and convene on January 27, 2021.

4:27 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: Chris Korhn, Ken Boroff, Beth Michel, Susan Mack, Kenyotta Stantz, Laura Connor and Jayne Yoder. Nays: None. Motion carried.

4:43pm

Jayne Yoder moved and Susan Mack seconded the motion to return to regular session. Motion carried.

Laura Connor moved and Susan Mack seconded the motion to approve increasing the weekly hours from 30 to 40 for Taryn Lawson, Communications Coordinator and Sarah Marshall, Adult Services Associate, with associated benefits. The effective dates of the hour increases will be determined by each employees' supervisor. Motion carried.

Jayne Yoder moved and Kenyatta Stantz seconded the motion to approve adding a 20 hour per week handyman/maintenance position, to serve all three library locations. Motion carried.

The next Regular meeting of the Library Board, which will be combined with the 2021 Organizational meeting, is scheduled for Wednesday, January 27, 2021 at 4:00 pm at Defiance Public Library.

Ken Boroff moved and Beth Michel seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 4:47pm.

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

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