



defiance public library system  
Defiance • Sherwood • Hicksville

## Board of Trustees

### Meeting Agenda

Wednesday, March 31, 2021 4:00 p.m.

Sherwood Branch Library

#### Call to Order, Introduction of Visitors

##### 1. Public Comment

“Shall any petitioners be presented an opportunity to state their business or concerns to the Board? Those who want to address the Board must supply their name, address and may speak up to five minutes.”

##### 2. Amendments to Agenda

##### 3. Friends of the Library Reports

- 3.1. Defiance Public Library
- 3.2. Johnson Memorial Library
- 3.3. Sherwood Branch Library

##### 4. Committee Reports

- 4.1. Finance Committee
- 4.2. Personnel Committee
- 4.3. Policy Committee

##### 5. Consent Agenda\*

- 5.1. Minutes – Regular Board meeting February 24, 2021
- 5.2. Fiscal Officer’s Report
- 5.3. Library Operations Report
- 5.4. Appropriations Transfer
- 5.5. Revisions of Personnel Policy – Probationary Period, Personal Time, Exit Interview
- 5.6. Retirement of Johnson Memorial Library Custodian Donna Smith, effective March 15, 2021

##### 6. Items for Discussion

- 6.1. Formation of an ad-hoc DPLS Bylaws committee
- 6.2. Donated paid time off policy for non-union staff
- 6.3. Handyperson job description
- 6.4. Update on Defiance’s late winter roof leaks & condenser coil replacement
- 6.5. Update on adding library open hours at all locations
- 6.6. Update on COVID-related library issues

##### 7. Executive Session\*

- 7.1. For the purpose of discussing employment and compensation of public employees.
- 7.2. For the purpose of discussing property acquisition and sale

##### 8. Other Items for Consideration

Are there other items of interest?

#### Adjournment\*

\* Requires Vote

**Call to Order & Introduction of Visitors:**

“Shall any petitioners be presented an opportunity to state their business or concerns to the Board? Each may speak up to five minutes.”

**1. Public Comment**

If a member of the public would like to comment they need to first need to identify themselves by giving their name and address and limit themselves to 5 minutes.

**2. Amendments to Agenda**

If there are any late-coming items has for the agenda, they can be added at this time.

**3. Friends of the Library Reports:**

- 3.1. Defiance Public Library – *update from Cara & Nancy*
- 3.2. Johnson Memorial Library
- 3.3. Sherwood Branch Library

**4. Committee Reports:**

- 4.1. Finance Committee
  - 4.1.1. Minutes are included in packet
- 4.2. Personnel Committee
  - 4.2.1. Minutes are included in packet – *discussion of a proposed promotion, and a proposed increase in weekly hours for employees will happen in Executive Session*
- 4.3. Policy Committee
  - 4.3.1. Minutes are included in packet

**5. Consent Agenda:\***

Shall the business of the consent agenda be approved as presented? Are there any items a trustee would like to remove from the Consent Agenda to discuss in further detail?

- 5.1. Minutes –Regular Board meeting February 24, 2021
- 5.2. Fiscal Officer’s Report
- 5.3. Library Operations Report
- 5.4. Appropriations Transfer
- 5.5. Revisions of Personnel Policy – *Probationary Period, Personal Time, Exit Interview – these are included in the packet. They are supported by the Personnel Committee and the Policy Committee.*
- 5.6. Retirement of Johnson Memorial Library Custodian Donna Smith, effective March 15, 2021 – *We learned unexpectedly that Donna was retiring. More information about this is included in the Director’s Operational Report*

## 6. Items for Discussion:

- 5.1. Formation of an ad-hoc DPLS Bylaws Committee\* – *This was requested by Chris Khorn. The DPLS Bylaws were last updated in August 2012.*

A motion approving formation of an ad-hoc DPLS Bylaws Committee with Board members XXXXX, Director Cara Potter and CFO Nancy Roehrig. The purpose of the committee is to review current DPLS Bylaws and bring any recommended changes to the April 28, 2021 Board meeting.

- 5.2. Donated Paid Time Off Policy\* – *A copy of this is included in the packet. This is a new policy and is supported by the Personnel & Policy Committees.*

A motion approving the proposed Donated Paid Time Off Policy.

- 5.3. Handyperson job description\* – *A copy of this is in the packet. This job description is supported by the Personnel Committee.*

A motion approving the proposed Handyperson job description.

- 5.4. Update on Defiance's late winter roof leaks & condenser coil replacement – *Nancy will speak to this. We were able to get the insurance company to cover part of the work.*

- 5.5. Update on adding library open hours at all locations\* – *I am proposing something different than what we were doing for full hours pre-COVID. I have included a proposal in the packet.*

*My goal is to provide public service at times when it's convenient for the majority of patrons while maintaining enough off-the-public-desk staff time for employees to plan, prepare and implement programming and carry out housekeeping tasks such as personnel development/support/management and collection maintenance.*

*This proposal was developed through many discussions with management level staff. Not included in this proposal are the number of public service hours provided by the book van – that will vary from week to week depending on events, staffing and the weather. I plan on reassessing the library hours again in the fall.*

*I would like the Board to formally approve the full open hours schedule.*

A motion approving the proposed full open hours for DPLS locations, to be implemented May 17, 2021.

- 6.6. Update on COVID-related library issues – *Points we will cover are the COVID tests the libraries are distributing, vaccine accessibility/eligibility and the end of COVID sick time for library employees, opening closed entrances in all buildings, and any questions that arise from the Board.*

**6. Executive Session\* ROLL CALL VOTE REQUIRED**

**7. Other Items for Consideration:**

Are there other items of interest?

**8. Adjournment\***

The next regular meeting is scheduled for Wednesday, April 28, 2021 at 4:00 pm, at Defiance Public Library, Defiance, OH.

**\* Requires Vote**