

Defiance Public Library Board of Trustees
Regular Board Meeting
January 27, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, January 27, 2021, via a 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 4:10 pm. In attendance were Board members: Susan Mack, Jayne Yoder, Laura Connor, Beth Michel, Kenyotta Stantz and Ken Boroff. Staff members present: Director Cara Potter, CFO Nancy Roehrig and DFO Elaine Talbert. Visitors present: Mary Williams and Judy Hasch.

Mary Williams reported the Sherwood Branch Library Friends would like to hold Spring Fling, COVID conditions permitting. Susan Mack reported the Board of the Johnson Memorial Friends will meet the week of February 1, 2021. There were no updates from the Defiance Public Library Friends.

The Finance Committee met virtually on January 21, 2021 at 4:00 pm to review December 2020 financials. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Ken Boroff reported to the Board that year-end finances were better than anticipated, mainly because the Library System did not operate at full hours, and PLF was \$6,700.00 above estimates for the year.

The Buildings and Lands Committee met virtually on January 19, 2021 at 11:00 am. Committee Chair Jayne Yoder, Laura Connor, Chris Korhn, Director Cara Potter and CFO Nancy Roehrig were in attendance. Discussion of items reviewed in the meeting were deferred to the Executive Session.

Consent Agenda

Beth Michel moved and Laura Connor seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular meeting on December 16, 2020
- Approval of the Minutes of the Special meeting on January 7, 2021
- Approval of the December 2020 financial reports as reviewed by the Finance Committee and approval of the payment of bills for January 2021.
- Approval of the Fiscal Officer's Report as presented

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

Beginning Balance	\$ 1,985,243.23
Revenue	+ 2,046,242.41
Expenses	<u>- 1,659,476.07</u>
Month End Balance	\$ <u>2,372,009.57</u>

December PLF \$ 117,680.58

- Approval of the Library Operations Reports as appended

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- Approval of the corrected pay rate for Pat Rigg at \$14.81, effective the first pay period of 2021.
- Approval of the resignation of Mindy Enderle, 30 hour/week Youth Services Librarian at the Defiance Public Library, effective February 13, 2021.

Motion carried.

Items for Discussion

Susan Mack moved and Ken Boroff seconded the motion to approve the extension of the FFCRA leave benefits that expired on December 31, 2020 to June 30, 2021. Motion carried.

Appropriate Coronavirus Relief Fund Balance

Jayne Yoder moved and Laura Connor seconded the motion to approve the following appropriation increases from the Coronavirus Relief Fund cash balance:

- Other Library Material - \$1,900.00
- Coronavirus Relief Supplies - \$4,200.00

Motion carried.

When the 2021 budget was approved, the deadline for spending Coronavirus Relief Fund monies was set at December 31, 2020. As a result, no appropriations were made in Fund 300-Coronavirus Relief Fund. With the passage of the Coronavirus Response and Relief Supplemental Appropriation Act of 2021 in early January, the spending was extended to December 31, 2021, which means the remaining funds can be appropriated.

The Library Director updated the Board on the replacement of the fire alarm system at the Main Library. An estimate from has been received from Torrence Sound Equipment, and additional estimates have been requested.

The Library Director updated the Board on the status of the 20 hour/week Youth Associate position at the Main Library. There were no internal applications. Several phone interviews were held with applicants and interviews will be scheduled in the next two weeks.

Beth Michel moved and Jayne Yoder seconded the motion to approve the requested unpaid leave for Sherwood Branch Associate Krista Kirsch, to be implemented once her paid time off for maternity leave is exhausted, at the discretion of her manager. Motion carried.

4:31 pm

Laura Connor moved and Jayne Yoder seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees, and for discussing the acquisition and sale of property.

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

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5:15 pm

Jayne Yoder moved and Laura Connor seconded the motion to return to regular session. Motion carried.

The Board referred review of the Director and CFO's 2021 pay increases and performance evaluations to the Personnel Committee.

Jayne Yoder moved and Susan Mack seconded the motion to set the 2021 – 2023 Substitute pay rate at \$9.43 per hour. Motion carried.

Beth Michel moved and Kenyotta Stantz seconded the motion instructing the Library Director and CFO to gather further information and costs regarding the use of the Deluxe Cleaner's building as public library space. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, February 24, 2021 at 4:00 pm at Defiance Public Library.

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

Meeting adjourned by Board President Chris Korhn at 5:17 pm.

_____, President

_____, Secretary