

Defiance Public Library Board of Trustees
Regular Board Meeting
March 31, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, March 31, 2021, at the Sherwood Branch Library in Sherwood, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:00 pm. In attendance were Board members: Ken Boroff, Susan Mack, Beth Michel and Laura Connor. Board members Kenyotta Stantz and Jayne Yoder were absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig, DFO Elaine Talbert and Sherwood Branch Manager Kathy Holtsberry. Visitors present: Mary Williams and Judy Hasch.

Cara Potter, Susan Mack, and Mary Williams updated the Library Board on the activities of the Friends of the Defiance Public, Johnson Memorial and Sherwood Branch Libraries, respectively.

The Finance Committee met virtually on Monday, March 15, 2021 at 4:00 pm to review February financials and consider contract approval limits. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Ken Boroff reported that year to date PLF is 20% higher than estimates and expenses continue to run below budget.

The Personnel Committee met virtually on Thursday, March 25, 2021 at 12:00 pm to discuss several personnel topics. Committee Chair Laura Connor, Susan Mack, Beth Michel, ex-officio member Chris Korhn, Director Cara Potter and CFO Nancy Roehrig were in attendance. Laura Connor reported the committee reviewed the following:

- New Handyperson job description
 - New donated paid time off policy
 - Formalization of the 120-day probationary period for new staff
 - Updates to the exit interview process - the Director and/or CFO will conduct the interview
 - The proposed promotion of an employee, and increase in weekly hours for another
- Items two through four were referred to the Policy Committee for further review.

The Policy Committee met virtually on Thursday, March 25, 2021 at 4:00 pm. Committee Chair Beth Michel, Kenyotta Stantz, Ken Boroff, Director Cara Potter and CFO Nancy Roehrig were in attendance. Beth Michel reported the committee reviewed the following policies, which were referred from the Personnel Committee:

- New donated paid time off policy
- Formalization of the 120-day probationary period for new staff
- Updates to the exit interview process - the Director and/or CFO will conduct the interview

Consent Agenda

Laura Connor moved, and Ken Boroff seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on February 24, 2021.
- Approval of the February 2021 financial reports as reviewed by the Finance Committee and approval of the payment of bills for March 2021.
- Approval of the Fiscal Officer's Report as presented

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Year-to-Date General Fund Activity through February 2021:

Beginning Balance	\$ 2,372,009.57
Revenue	+ 248,617.81
Expenses	<u>- 338,578.64</u>
Month End Balance	\$ 2,282,048.74

January PLF \$ 130,737.37

- Approval of the Library Operations Reports as appended.
- Approval of the following Appropriations Transfers:
 - From: Contingency \$1,600.00
 To: Dues & Memberships \$1,600.00
 - From: DPLFR Youth Programming Svcs \$ 400.00
 DPLFR Adult Programming Svcs \$ 400.00
 To: Dues & Memberships \$ 800.00
- Approval of revisions to the following policies:
 - Personnel Policy 2.5 (Appointment) - define the probationary period for new employees as 120 days.
 - Personnel Policy 5.8 (Personal Leave) – refine wording on how Personal Leave is awarded as indicated in the revisions noted in the packet.
 - Personnel Policy 10.4 (Exit Procedures) – remove immediate supervisor from the exit interview process and include Director and/or CFO or other designated person.
- Approval of the Retirement of Johnson Memorial Library Custodian Donna Smith, effective March 15, 2021.

Motion carried.

Items for Discussion

Chris Korhn suggested the Library Board form an ad-hoc Bylaws Committee to review current DPLS Bylaws and recommend changes to the Board. Board members Chris Korhn, Laura Connor and Beth Michel, along with the Library Director and CFO were appointed to the committee.

Beth Michel moved, and Susan Mack seconded the motion to approve the proposed Donated Paid Time Off Policy as appended. Motion carried.

Susan Mack moved, and Beth Michel seconded the motion to approve the proposed Handyperson job description as appended. Motion carried.

Nancy Roehrig updated the Board on the damage to the roof, ceiling tiles and drywall at the Main Library, and repairs to the condenser coil from the winter storm and ice buildup on the roof. Insurance will cover the repairs but not the replacement of the condenser coil.

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Cara Potter proposed a new schedule for full operating hours for all locations in the Library System. The goals of the new hours are to provide public service at times when it is convenient for the majority of patrons while maintaining “off-the-public-desk” time for staff.

Laura Connor moved, and Ken Boroff seconded the motion to approve the proposed full open hours for all DPLS locations, as appended, to be implemented May 17, 2021. Motion carried.

Cara Potter reported the library will stop offering COVID sick time on May 10, 2021, which is six weeks after the COVID vaccine became available for anyone age 16 and over.

4:37 pm

Laura Connor moved, and Susan Mack 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: Chris Korhn, Ken Boroff, Susan Mack, Beth Michel and Laura Connor. Nays: None. Motion carried.

4:55 pm

Beth Michel moved, and Laura Connor seconded the motion to return to regular session. Motion carried.

Susan Mack moved, and Ken Boroff seconded the following motions:

- Approval of the promotion of Circulation Assistant Lora Woods to Circulation Associate; the start date will be determined by the Director and Circulation Manager.
- Approval of the increase in hours for Sherwood Branch Associate Krista Kirsch from 20 to 30 hours per week; the effective date will be determined by the Director and Branch Manager.

Chris Korhn left the meeting at 4:58 pm.

Laura Connor moved, and Beth Michel seconded the motion to approve the estimate for \$2,440.00 from J&K Environmental for asbestos inspection, PERC and mold testing at the Deluxe Cleaners building. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, April 28, 2021 at 4:00 pm at Defiance Public Library.

Beth Michel moved, and Susan Mack seconded the motion to adjourn the meeting.

Meeting adjourned by Board Vice-President Laura Connor at 5:09 pm.

_____, President

_____, Secretary