

Defiance Public Library Board of Trustees
Regular Board Meeting
February 24, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, February 24, 2021, 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 4:05 pm. In attendance were Board members: Susan Mack, Beth Michel, Laura Connor and Ken Boroff. Kenyotta Stantz and Jayne Yoder were absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig and DFO Elaine Talbert.

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 February 18, 2021 at 4:00 pm to review January 2021 financials. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Ken Boroff reported to the Board the PLF is came in above estimates for the month, and expenses continue to run below budget because of reduced operating hours.

The Personnel Committee met virtually on Thursday, February 4, 2021 at 3:00 pm to discuss employee compensation. Trustees Laura Connor, Susan Mack, Beth Michel, ex-officio member Chris Korhn, Director Cara Potter and CFO Nancy Roehrig were in attendance. Discussion was deferred to the Executive Session.

The Buildings and Lands Committee met virtually on Tuesday, February 16, 2021 at 11:00 am. Committee Chair Jayne Yoder, Laura Connor, Chris Korhn, Director Cara Potter and CFO Nancy Roehrig were present. Discussion was deferred to the Executive Session.

Consent Agenda

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

- Approval of the Minutes of the Organizational meeting and the Regular meeting, both on January 27, 2021.
- Approval of the January 2021 financial reports as reviewed by the Finance Committee and approval of the payment of bills for February 2021.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,372,009.57
Revenue	+ 116,213.11
Expenses	<u>- 207,042.17</u>
Month End Balance	<u>\$ 2,281,180.41</u>
January PLF	\$ 113,321.89

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- Approval of the Library Operations Reports as appended.
- Approval of the following staff resignations:
 - Amy Eitniew, 20 hour Library Aide at the Main Library in Defiance, effective February 13, 2021.
 - Kristy Pollock, 20 hour Circulation Assistant at the Main Library in Defiance, effective February 18, 2021.

Motion carried.

Items for Discussion

Beth Michel Moved and Ken Boroff seconded the motion to approve the hiring of Abigail Babcock, 20 hour Youth Services Associate at a rate of \$13.08 per hour, starting February 19, 2021. Motion carried.

Cara Potter discussed the proposals received for replacing the fire alarm panel at the Main Library. The Building and Lands Committee recommended the Board approve the proposal submitted by Torrence Sound Equipment. Laura Connor moved and Susan Mack seconded the motion to approve the Torrence Sound Equipment proposal at a cost of \$40,566.00. Motion carried.

A proposal to change the anniversary date of vacation from the start of the payroll year to the employee's actual anniversary date was presented to the Board by CFO Nancy Roehrig. This modification is precipitated by the policy change from annual posting of vacation earned to a monthly accrual.

Beth Michel moved and Ken Boroff seconded the motion to approve changing the anniversary date of vacation from the start of payroll year to the employee's anniversary date. Those employees who start work in November or December will receive their increase the following January, since accruals are not posted the last two months of the year. Motion carried.

4:32 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: Susan Mack, Beth Michel, Laura Connor, Ken Boroff and Chris Korhn. Nays: None. Motion carried.

4:55 pm

Beth Michel moved and Ken Boroff seconded the motion return to regular session. Motion carried.

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Beth Michel moved and Susan Mack seconded the motion to approve a 2% pay increase for the Director and CFO, retroactive to the first pay period of 2021. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, March 31, 2021 at 4:00 pm at the Sherwood Branch Library in Sherwood, OH.

Susan Mack moved and Laura Connor seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 4:58 pm.

_____, President

_____, Secretary