

Defiance Public Library Board of Trustees
Regular Board Meeting
April 28, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, April 28, 2021, at the Defiance Public Library in Defiance, 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: Susan Mack, Jayne Yoder, Ken Boroff, Laura Connor, Kenyotta Stantz and Beth Michel. Staff members present: Director Cara Potter, CFO Nancy Roehrig and DFO Elaine Talbert. Visitors present: Judy Hasch.

Jayne Yoder submitted her resignation from the Library Board effective June 1, 2021.

Laura Connor, Susan Mack, and Judy Hasch 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 on April 20, 2021 at 12:00 pm at the Defiance Public Library to review March financials and the Cash Flow Summary Report. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Ken Boroff reported the PLF for March exceeded expectations and is 21% above estimates for the year. General Fund revenues exceeded the budget for the month because of the receipt of first half levy revenues. Expenses continue to run below budget.

The DPLS By-laws Committee met on April 15, 2021 at 2:00 pm at the Defiance Public Library. Trustees Chris Korhn, Beth Michel, Director Cara Potter and CFO Nancy Roehrig were present. The committee reviewed the by-laws and proposed several changes.

Consent Agenda

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

- Approval of the Minutes of the Regular Library Board meeting on March 31, 2021.
- Approval of the March 2021 financial reports as reviewed by the Finance Committee and approval of the payment of bills for April 2021.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,372,009.57
Revenue	+ 714,097.41
Expenses	- 483,021.38
Month End Balance	<u>\$ 2,063,085.33</u>
 March PLF	 \$ 108,357.16

- Approval of the Library Operations Reports as appended.

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- Approval of the hiring of Victoria Sullivan as a per diem substitute at the Defiance Public Library, effective March 16, 2021.
- Approval of the Draft Circulation Associate job description.

Motion carried.

Items for Discussion

Jayne Yoder moved and Susan Mack seconded the motion to approve the proposed revisions to the DPLS Board of Trustees By-laws. Motion carried.

Jayne Yoder moved and Ken Boroff seconded the motion to end COVID sick leave as of May 10, 2021. COVID sick time will continue to be available to employees who produce a letter from their doctor stating they (the doctor) advised the employee not to take the vaccine due to a medical issue. Motion carried.

CFO Nancy Roehrig reviewed the Cash Flow Summary report which includes the five-year income and expenditure projections for the library system for the purpose of informing library stakeholders of the long-term financial picture. State funding is expected to decrease by at least 2% based on the current version of the State's 2022-23 biennium budget. Projected income in the schedule is reduced to reflect these changes. Current expenditure levels are adjusted based on realized price changes over the last four years, which result in modest annual increases after 2021.

4:51 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: Chris Korhn, Susan Mack, Jayne Yoder, Ken Boroff, Laura Connor, Kenyotta Stantz and Beth Michel. Nays: None. Motion carried.

5:33 pm

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

Laura Connor moved and Jayne Yoder seconded the motion to approve changes to the Board meeting schedule for 2021. Starting with the June 2021 meeting, the Board will meet at 4:00 pm Monday instead of the currently scheduled Wednesdays. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, May 26, 2021 at 4:00 pm at Johnson Memorial Library, Hicksville.

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

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Meeting adjourned by Board President Chris Korhn at 5:37 pm.

_____, President

_____, Secretary