Defiance Public Library Board of Trustees Regular Board Meeting June 23, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, June 23, 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 5:01 pm. In attendance were Board members: Susan Mack, Ken Boroff, Laura Connor, Kenyotta Stantz and Beth Michel. Staff members present: Director Cara Potter and CFO Nancy Roehrig. Visitors present: Judy Hasch.

Kenyotta Stantz read a thank you note from Jayne Yoder to the Board.

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 June 10, 2021, at 12:00 pm at the Defiance Public Library to review May financials. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Ken Boroff reported the PLF for May exceeded expectations and is 18.9% above estimates for the year. General Fund revenues exceeded the budget for the month because of the PLF and a donation from the Friends of the Defiance Public Library. Expenses continued to run below budget.

Consent Agenda

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

- Approval of the Minutes of the Records Commission meeting on May 26, 2021.
- Approval of the Minutes of the Regular Library Board meeting on May 26, 2021.
- Approval of the May 2021 financial reports as reviewed by the Finance Committee and approval of the payment of bills for June 2021.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,372,009.57		
Revenue	+ 979,431.53		
Expenses	- 748,510.40		
Month End Balance	\$ 2,602,930.70		
May PLF	\$ 128,522.88		

- Approval of the Library Operations Reports as appended.
- Approval of the following General Fund Revenue and Appropriation adjustments:
 - An increase in revenue in Unrestricted Contributions, Gifts of \$570.00.
 - An increase in appropriation in DPLFR Adult Supplies of \$700.00.
 - An increase in appropriation in DPLFR Adult Services of \$1,500.00.

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- An increase in appropriation in DPLSFR Programming Supplies of \$720.00
- An increase in appropriation in DPLFR Youth Programming Services of \$1,200.00
- An increase in appropriation in DPLFR Youth Summer Supplies of \$500.00
- An increase in appropriation in DPLFR Youth Programming Supplies of \$600.00

Motion carried.

Items for Discussion

The Board agreed to submit Dennis Sobecki from the Ayersville area to City Council for appointment to the Library Board.

Recruitment for the Youth Services 40-hour position was reopened because Tyler Burkhart rescinded his acceptance of the job due to lack of housing in the Defiance area. Recruitment for the Handyperson position is expected to begin the week of June 28th.

The Director is planning to apply to the State Library of Ohio for American Rescue Plan Act (ARPA) money to be used to cover an exterior book locker, library awning and outdoor at the Main Library.

Beth Michel moved and Laura Connor seconded the motion to approve the one-time budget adjustment increase in the Coronavirus Relief Fund – Building Improvements for \$300.00. Motion carried.

This adjustment represents CRF monies encumbered on a purchase order in 2020 that were canceled in 2021 because the amount invoiced was less than the purchase order amount. Normally, these monies would revert back to the cash balance, but the Office of Budget and Management made an exception in this instance so that all CRF funding could be expended.

Susan Mack moved and Kenyotta Stantz seconded the motion to approve the following Coronavirus Relief Fund transfers:

From:	CRF Supplies	\$3,735.02	
	Other Library Material	179.96	
	To: Furniture & Equipment		\$3 <i>,</i> 914.98
Motion	carried.		

5:59 pm

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

6:18 pm

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

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The next Regular meeting of the Library Board is scheduled for Wednesday, July 28, 2021, at 5:00 pm at Defiance Public Library.

Susan Mack moved and Ken Boroff seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 6:18 pm.

_____, President

_____, Secretary