

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, July 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 5:01 pm. In attendance were Board members: Beth Michel, Ken Boroff, Laura Connor and Susan Mack. Staff members present: Director Cara Potter, CFO Nancy Roehrig, DFO Elaine Talbert and Communications Coordinator Taryn Lawson.

Visitors present: Judy Hasch, Dennis Sobecki and Defiance Mayor Michael McCann.

Mayor McCann administered the oath of office to new Board member Dennis Sobecki.

Do you solemnly swear, or affirm that you will support the Constitution of the United States and the Constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Defiance Public Library, Defiance County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

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Taryn Lawson informed the Board that "Library Champion" yard signs are available to anyone who would like one.

Kenyotta Stantz arrived at 5:07pm.

Susan Mack, Laura Connor and Chris Korhn, and Judy Hasch updated the Library Board on the activities of the Friends of the Johnson Memorial, Defiance Public and Sherwood Branch Libraries, respectively.

The Finance Committee met on July 20, 2021, at 12:00 pm at the Defiance Public Library to review June financials and the Ohio Plan Property & Casualty Insurance Renewal. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Ken Boroff reported to the Board the PLF continues to exceed expectations and is 25% above estimates year-to-date. General Fund revenues were higher, and expenses were lower than anticipated for the month.

The Policy Committee met on July 21, 2021, at 3:00 pm at the Defiance Public Library to review proposed updates to DPLS policies. Director Potter updated the Library Board on the following policies discussed in the meeting: Patron Code of Conduct, Timecards & Time Sheets, Use of Telephones and Voluntary Separation. The committee also discussed paid holidays.



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With Abigail Babcock's resignation, there are now four budgeted positions to fill; recruitments for these positions will run in August and September:

- Youth Associate – 30 hours per week in Defiance
- Youth Associate – 20 hours per week in Defiance
- Handyperson – 20 hours per week System wide
- Circulation Aide – 20 hours per week in Defiance

Ken Boroff moved and Susan Mack seconded the following motions:

- To approve the creation of an account with Premier Bank.
- To approve adding Nancy R Roehrig to the account with powers to open any deposit or share account in the name of the library, to endorse checks and orders for payment, and withdraw or transfer funds with Premier Bank.
- To approve adding Elaine Talbert to the account with powers to endorse checks and orders for payment and withdraw or transfer funds with Premier Bank.

Motions carried.

The June 2021 Statewide Library Pay Practices Survey has arrived, but it is in pdf format. Director Potter has requested the data in Excel spreadsheet format.

Dennis Sobecki moved and Kenyotta Stantz seconded the motion to approve Director Cara Potter to apply for an American Rescue Plan Act grant for the Main Library to provide protected outdoor seating, a twenty-four-hour access book locker and a book return accessible from a vehicle. Motion carried.

The Director is working with architect Jerry Overmier on this project and is in contact with the City about putting in a cement pad for the book drop on the bump-out in the parking lot.

Laura Connor moved and Beth Michel seconded the motion authorizing Director Cara Potter to work with the Village of Hicksville to secure an Ohio Department of Natural Resources Story Book Trail grant and donations to implement a StoryWalk in a Village of Hicksville Park. Motion carried.

Adult Services Manager Renee Hopper and Emerging Technology Librarian Cara Bolley were accepted into the Defiance Leadership program through the Defiance Chamber of Commerce. Director Potter is planning to approach the Eagles for a donation to cover the tuition.

The CFO updated the Board on the annual Property and Casualty Insurance renewal. With credits for length of time with the Ohio Plan, the annual premium increased \$8.00 over 2020. No changes were made to the coverage.

The Director initiated a discussion on Federal holidays now that Juneteenth has been recognized as a federal holiday. The staff will be surveyed to determine if they would prefer to add Martin

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Luther King Day or Juneteenth. The Board will discuss the matter further at their August meeting.

6:12 pm

Laura Connor moved and Dennis Sobecki seconded the motion to enter into Executive Session for the purpose of discussing property acquisition and sale. Roll Call Ayes: Ken Boroff, Dennis Sobecki, Laura Connor, Susan Mack, Chris Korhn, Kenyotta Stantz and Beth Michel. Nays: None. Motion carried.

6:29 pm

Laura Connor moved and Beth Michel seconded the motion to return to Regular Session. Motion carried.

Laura Connor moved and Kenyotta Stantz seconded the motion directing and authorizing the Director and CFO to create a furnishings budget and an annual operations budget for a downtown building and contact the Defiance County Prosecutor's Office and the property owner to begin drawing up a purchase and sale agreement. Motion carried.

Beth Michel moved and Kenyotta Stantz seconded the motion to have Dennis Sobecki replace Kenyotta Stantz on the Policy committee and have Kenyotta Stantz replace Jayne Yoder on the Building & Lands committee. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, August 25, 2021, at 5:00 pm at Johnson Memorial Library, Hicksville, OH.

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

Meeting adjourned by Board President Chris Korhn at 6:35 pm.

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