

Defiance Public Library Board of Trustees  
Regular Board Meeting  
September 29, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, September 29, 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 5:05 pm. In attendance were Board members: Susan Mack, Ken Boroff, Dennis Sobocki, Laura Connor, Kenyotta Stantz and Beth Michel. Staff members present: Director Cara Potter, CFO Nancy Roehrig and Emerging Technologies Librarian Cara Bolley.

Visitors present: Mary Williams, Judy Hasch, Marlene Flory, John Andrew, Sam McGuire, Deb Runyan, Zoe McMaster, Sarah Marshall, Emily Curtis, Elaine Talbert, Lori Woods, Tabitha Sullivan, Kathy Holtsberry and Shannon McClure.

Emerging Technologies Librarian Cara Bolley talked to the Board about the MakerSpace – what equipment is available for patrons to use and programs that have been held and are planned.

Eight of the visitors present discussed their views of the Coronavirus vaccine.

Chris Korhn and Laura Connor, Susan Mack, Judy Hasch 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 on September 7, 2021, at 4:00 pm at the Defiance Public Library to review August 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 continues to surpass expectations making General Fund revenues higher than planned. Expenses continue to run below budgeted amounts.

Consent Agenda

Susan Mack moved and Kenyotta Stantz seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on August 25, 2021.
- Approval of the August 2021 financial reports as reviewed by the Finance Committee and approval of the payment of bills for September 2021.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,372,009.57
Revenue	+ 1,639,485.32
Expenses	<u>- 1,223,337.75</u>
Month End Balance	\$ 2,788,157.14

August PLF                                   \$ 111,381.41

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- Approval of the Library Operations Reports as presented.
- Approval of the following Coronavirus Relief Fund appropriation transfers:

From:	Furniture & Equipment	\$20.08
	Other Library Material	\$ .02
To:	Coronavirus Relief Supplies	\$20.10

Motion carried.

Items for Discussion

Applications have been received and phone interviews have been conducted for the four open positions in the library system. In-person interviews are expected to be scheduled at the end of the month.

The next step in the Strategic Planning process is to gather information from the communities in Defiance County. Community survey questions have been finalized and will be distributed the week of October 11<sup>th</sup> with responses being accepted through November 5<sup>th</sup>. A staff focus group will be scheduled in October and community focus groups will be scheduled in Defiance, Sherwood and Hicksville in early November. The Board agreed they would like to participate in a Board focus group with a Zoom Meetings option available.

Dennis Sobecki left the meeting at 6:42 pm.

Laura Connor moved and Beth Michel seconded the motion to approve the following COVID safety measures for employees, replacing the motion approved at the August Board meeting:

- **Motion that the DPLS Personnel Policy 3.6 Workplace Safety & Health states that “The Board of Trustees regards workplace safety as a fundamental value of the organization and is committed to the safety and health of employees and the public,” and given the known and documented dangers of COVID19, the Board approves the proposed incentive for receiving the vaccine and COVID safety procedures. (DPLS BOT, 2021.09.29)**
  1. Employees who voluntarily provide proof of vaccination will receive 1 additional personal day for calendar year 2022.
  2. Employees granted an exemption due to a medical reason or sincerely held religious belief will receive the additional personal day in 2022. Employees must submit to the Business Office a completed request for accommodation form or an affidavit documenting their religious belief.
  3. Those who have not shared their vaccine card with the Business Office or do not have an approved exemption:
    - i. Are expected to wear masks when they’re on the clock and working within 6 feet of others.

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- ii. On a weekly basis, share results of a negative COVID test with the Business office. This must be a proctored self-test (like the Binax-COVID self-test that is available in the library) or a test done by a medical facility or pharmacy.
- iii. If an employee uses the Binax-COVID self-test, they can do the test on the clock. If they choose to be tested at a medical facility, it is on their own time.
4. If an employee tests positive for COVID or any employee exhibits symptoms of COVID, they cannot return to work until one of the following occurs:
  - i. Share with the Business Office a negative COVID test taken within 24 hours using either a proctored self-test (like the Binax-COVID self-test that is available in the libraries) or a test done by a medical facility or pharmacy.
  - ii. Share with the Business Office a letter from their physician stating that it's safe for them to return to work.
  - iii. Share with the Business Office a letter from the Defiance County Health Department stating the number of days they must quarantine, and complete said quarantine.
  - iv. Time off will be covered by DPLS leave policies.

Ayes, 5; Nays – 1. Motion carried.

Susan Mack moved and Laura Connor seconded the motion to approve the following policy updates:

- Internet/Computer Usage policy
  - The policy was updated to:
    - Remove the option for a parent/guardian to block their child's Internet access, which also blocks the child from using the children's online reference materials/databases. This is a violation of the ALA Library Bill of Rights.
    - Makes clear that it is the parent's responsibility to monitor what information and resources their child accesses in the library.
    - All individuals will sign that they understand the Library's Internet/Computer Usage Policy when they get a library card or renew their current card.
- Overtime Compensation
  - The policy was updated to reflect current practice.
- Attendance
  - The policy was updated to reflect current practice.

Motion carried.

6:58 pm

Beth Michel moved and Susan Mack seconded the motion to enter into Executive Session for the purpose of discussing property acquisition and sale.

Roll Call Ayes: Laura Connor, Kenyotta Stantz, Beth Michel, Chris Korhn, Susan Mack and Ken Boroff. Nays: None. Motion carried.

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7:12 pm

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

The next Regular meeting of the Library Board is scheduled for Wednesday, October 27, 2021, at 5:00 pm at the Sherwood Branch Library, Sherwood, Ohio.

Laura Connor moved and Beth Michel seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned by Board President Chris Korhn at 7:17 pm.

\_\_\_\_\_, President

\_\_\_\_\_, Secretary