

Defiance Public Library Board of Trustees
Regular Board Meeting
October 27, 2021, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, October 27, 2021, at the Sherwood Branch Library in Sherwood, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:58 pm. In attendance were Board members: Laura Connor, Kenyotta Stantz, Ken Boroff, Beth Michel and Susan Mack. Staff members present: Director Cara Potter, CFO Nancy Roehrig and Sherwood Branch Library Manager Kathy Holtsberry. Visitors present: Judy Hasch, Zoe McMaster, Tory Westrick, Quentin Sullivan and Lori Wood.

Sherwood Branch Manager Kathy Holtsberry talked to the Board about her job, the branch staff and activities at SBL.

Board member Dennis Sobecki joined the meeting at 5:07 pm.

Three of the visitors present discussed their views of the Coronavirus vaccine and the COVID Safety Procedure that was approved at the September 29, 2021, Board meeting.

Chris Korhn and 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 Tuesday, October 12 at 4:00 pm at the Defiance Public Library to review September 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

Beth Michel moved and Dennis Sobecki seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on September 29, 2021.
- Approval of the September 2021 financial reports as reviewed by the Finance Committee and approval of the payment of bills for October 2021.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,372,009.57
Revenue	+ 1,804,809.27
Expenses	<u>- 1,362,638.09</u>
Month End Balance	\$ 2,814,180.75
October PLF	\$ 131,898.21

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- Approval of the Library Operations Reports as presented.
- Approval of the following staffing changes:
 - The hiring of Damian Nichols, 20-hour Handyperson for DPLS at a rate of \$15.00 per hour and a start date of October 12, 2021.
 - The hiring of Sydni Weigle, 20-hour Youth Associate at Defiance Public Library at a rate of \$12.82 per hour and a start date of October 27, 2021.
 - The hiring of Caitlin Flickinger, 20-hour Library Aide at Defiance Public Library at a rate of \$9.72 per hour and a start date of October 25, 2021.
 - The resignation of Elizabeth Alexander, 20-hour Adult Services Associate at Defiance Public Library, effective November 8, 2021.
- Approval of the following General Fund appropriation transfers:

From:	PR Supplies	\$3,000.00	
	To: PR Advertising		\$1,500.00
	PR Services		\$1,500.00
From:	Contingency	\$5,000.00	
	To: DPL Maintenance Services		\$5,000.00

Motion carried.

Items for Discussion

The candidate selected to fill one of the two open Youth Associate positions initially accepted the offer but later rescinded, stating they found another job. The job will be re-posted.

The Community Survey has been released and responses will be accepted until November 11th . Two Zoom Focus Groups have been scheduled with State Library employee Erin Kelsey – one for the Board on November 28th and one for library staff on November 1st. Once the survey results are in, Erin will create community focus groups for Defiance, Sherwood and Hicksville.

Motion carried.

A new name tag application has been purchased and name tags have been created for all DPLS employees. There is resistance from some staff to wearing them because of concerns with members of the public being able to identify them online. The Board discussed the concerns, and the consensus was that the name tags are acceptable because only first names appear on the tags.

The Library Director asked the Board if they would support allowing outside parties to take pictures in the Main Library after hours as a possible fundraiser. The Board supported the idea.

The Staff Recognition luncheon will be held on Wednesday, December 1, 2021, at Iron Horse Brews in Sherwood from noon to 1:30 pm. Board members are invited to attend.

Laura Connor moved and Susan Mack seconded the motion to approve updates to item 3, noted with strike-through text in the COVID Safety Procedure:

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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.
 - 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, 6; Nays, 1. Motion carried.

Kenyotta Stantz moved and Laura Connor seconded the motion to approve the proposed Library System 2022 Holiday and Closings Calendar

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2022 DPLS HOLIDAY AND CLOSINGS CALENDAR

Subject to change due to COVID-19

PAID FULL HOLIDAYS			
New Year's Day	Saturday	January 1, 2022	Falls on Saturday so observed on Monday
	Monday	January 3, 2022	
Martin Luther King Day	Monday	January 17, 2022	first time closing for this holiday
Memorial Day	Monday	May 30, 2022	
Independence Day	Monday	July 4, 2022	
Labor Day	Monday	September 5, 2022	
Thanksgiving Day	Thursday	November 24, 2022	
Christmas Eve	Friday	December 23, 2022	24th falls on Saturday
	Saturday	December 24, 2022	Closed
Christmas Day	Monday	December 26, 2022	25th falls on Sunday
Day After Christmas	Tuesday	December 27, 2022	

PAID EARLY HOLIDAYS			
New Year's Eve	Friday	December 30, 2022	Library System closes at Noon (10:00am - noon)
	Saturday	December 31, 2022	closed

UNPAID EARLY HOLIDAYS			
Maundy Thursday	Thursday	April 14, 2021	Library closes at 6:00pm
Good Friday	Friday	April 15, 2022	Library System closes at 4:00pm

NON-HOLIDAY CLOSINGS			
Summer Program Orientation	Wednesday	May 4, 2022	System closed from 12:00pm to 4:00pm
Staff Development Day	Wednesday	September 14, 2022	System closed all day
Staff Recognition Luncheon	Wednesday	December 7, 2022	System closed from 11:30am to 2:00pm

SHERWOOD BRANCH LIBRARY			
SBL Friends Spring Fling	Thursday	May 13, 2022	Regular hours
SBL Friends Spring Fling	Friday	May 14, 2022	Open 10:00am to 5:00pm

DEFIANCE PUBLIC LIBRARY			
Claire's Day	Saturday	May 1, 2022	Extended hours 10:00am to 4:00pm
Santa's Arrival	Friday	December 2, 2022	Extended hours 10:00am to 6:00pm

Motion carried.

Laura Connor moved and Beth Michel seconded the motion to approve the 2022 Estimated Revenue of All funds to be filed with the Defiance County Auditor.

General Fund	\$2,164,942
Building & Repair Fund	50,000
Permanent Improvement Fund	5,200
Bequest Fund	<u>15,200</u>
Total	\$2,235,442

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

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2020 Semi-Annual Stakeholders Report

CFO Nancy Roehrig reviewed the Cash Flow Summary report with the Board. The report includes five-year income and expenditure projections for the library system for the purpose of informing library stakeholders of the long-term financial picture of the library system.

6:00 pm

Dennis Sobecki moved and Kenyotta Stantz seconded the motion to enter into Executive Session for the purpose of discussing the employment and compensation of public employees and the acquisition and sale of property.

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

6:42 pm

Beth Michel moved and Susan Mack seconded the motion to return to Regular Session. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, November 17, 2021, at 5:00 pm at the Defiance Public Library, Defiance, Ohio.

Laura Connor moved and Kenyotta Stantz seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned by President Chris Korhn at 6:43 pm.

_____, President

_____, Secretary