

Defiance Public Library Board of Trustees
Regular Board Meeting
August 25, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, August 25, 2021, at the Johnson Memorial Library in Hicksville, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 5:02 pm. In attendance were Board members: Beth Michel, Ken Boroff, Kenyotta Stantz, Susan Mack and Laura Connor. Dennis Sobecki was absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig, DFO Elaine Talbert and JML Branch Manager Angela Powell.

Visitors present: Lori Wood and Tory Westrick.

JML Branch Manager Angela Powell talked to the Board about her responsibilities as the manager of the Johnson Memorial Library. Chris Korhn thanked Angela for her hard work and dedication on behalf of the Library Board.

Visitor Judy Hasch arrived 5:07 pm.

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 August 17, 2021, at 4:00 pm at the Defiance Public Library to review July 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 exceed expectations making General Fund revenues higher than planned. Expenses continue to run below budgeted amounts. There has been some discussion amongst Ohio Library Fiscal Officers about their County Budget Commissions requesting forfeits of levy revenues. No such request has been made in Defiance County.

Consent Agenda

Beth Michel moved and Kenyotta Stantz seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on July 28, 2021.
- Approval of the July 2021 financial reports as reviewed by the Finance Committee and approval of the payment of bills for August 2021.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,372,009.57
Revenue	+ 1,302,120.18
Expenses	<u>- 1,079,190.87</u>
Month End Balance	\$ 2,594,938.88

June PLF \$ 152,379.14

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- Approval of the Library Operations Reports as presented.
- Approval of the following appropriations from the General Fund cash balance:
 - JML Maintenance Supplies \$396.85
 - JML Children’s Supplies \$ 58.99
 - JML Maintenance Services \$450.00
 - JML Library Service Supplies \$764.92
 - JML YA Supplies \$329.24

Motion carried.

Items for Discussion

There are currently four open positions that will be recruited in September:

- Youth Associate – 20 hours per week in Defiance
- Youth Associate – 30 hours per week in Defiance
- Circulation Aide – 20 hours per week in Defiance
- Handyperson – 20 hours per week for the entire system.

Online access to the Statewide Salary Survey has not been granted yet, so progress on salary adjustments is on hold.

Cara Potter had a call with a consultant from the State Library on August 17, 2021. The consultant will help create a two or three-year strategic plan for the library system free of cost.

Laura Connor moved and Susan Mack seconded the motion to approve the following COVID safety measures for employees:

- Employees who voluntarily provide proof of vaccination will receive one additional Personal Day for payroll year 2022.
- Employees can be granted an exemption for medical reasons or a sincerely held religious belief. These employees will receive the additional personal day and must submit to the Business Office a completed request for accommodation form.
- Masking will be required for all employees working in an indoor environment.
- Where possible, proper social distancing is required for all employees working in an indoor environment.
- Prior to the start of the workday, all employees must undergo daily screening / temperature checks.
- If an employee displays COVID symptoms, they will not return to work.
- An employee with COVID symptoms will not return to work until one of the following occurs:
 - The employee provides Administration with a negative COVID test from a proctored self-test or a medical facility.
 - The employee provides Administration a letter from their physician that it is safe for them to return to work.
 - The employee quarantines for the time period defined by current CDC recommendations. Any time off will require the use of paid leave.

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Motion carried.

Ken Boroff moved and Kenyotta Stantz seconded the motion to add Martin Luther King Jr. Day to the list of Paid Holidays in section 5.3C of the DPLS Personnel Policy Manual. Martin Luther King Jr. Day is observed the third Monday in January and will be added to the schedule starting in 2022. Motion carried.

Susan Mack moved and Laura Connor seconded the motion to approve the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor for 2022.

WHEREAS, the Budget Commission of Defiance County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore be it

RESOLVED, By the Board of Trustees of the Defiance Public Library, Defiance, Ohio, that the amounts and rates commencing January 1, 2022, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

For the General Fund the Amount Approved by Budget Commission Outside 10 Mill Limitation of \$694,000 with the County Auditor's Estimate of Tax Rate to Be Levied of 0.75 Mills.

and be it further

RESOLVED, that the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

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

Laura Connor moved and Beth Michel seconded the motion to approve the depository agreement with the Sherwood State Bank in accordance with Ohio law governing public fund deposits and investments:

<u>Term</u>	<u>Active Deposits</u>	<u>Interim Deposits</u>	<u>Inactive Deposits</u>
10/20/21 to 10/29/24	\$250,000	\$0	\$0

Motion carried.

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The Record Retention Schedule (RC-2) has been approved by the State Archives and the Auditor of State. The next step in the record retention process is to gather records to be disposed of and have them securely destroyed.

Laura Connor moved and Ken Boroff seconded the following motions:

- To approve an increase in appropriation from the cash balance of the Building and Repair Fund in Building Improvements for \$7,100.00.
- To approve the proposal from MidState Contractors for Exterior Cleaning and Masonry Repairs for the Defiance Public Library in the amount of \$7,069.00, to be paid from the Building and Repair Fund.

Motion carried.

5:53 pm

Laura Connor moved and Susan Mack seconded the motion to enter into Executive Session for the purpose of discussing property acquisition and sale and to consider the investigation of charges or complaints against a public employee or official.

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

6:26 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, September 29, 2021, at 5:00 pm at the Defiance Public Library, Defiance, Ohio.

Susan Mack moved and Laura Connor seconded the motion to adjourn the meeting. Motion carried.

Meeting adjourned by Board President Chris Korhn at 6:28 pm.

_____, President

_____, Secretary