



defiance public library system
Defiance • Sherwood • Hicksville

Board of Trustees Meeting Agenda

Wednesday, February 23, 2022 5:00 p.m.
Defiance Public Library

1. Call to Order, Introduction of Visitors

2. Staff Presentation – Marja McGuire, Youth Services Manager

3. Public Comment

“Shall any petitioners be presented an opportunity to state their business or concerns to the Board? Those who want to address the Board must supply their name, address and may speak up to five minutes.”

4. Amendments to Agenda

5. Committee Reports

- 5.1. Finance Committee
- 5.2. Policy Committee

6. Friends of the Library Reports

- 6.1. Defiance Public Library
- 6.2. Johnson Memorial Library
- 6.3. Sherwood Branch Library

7. Consent Agenda*

- 7.1. Minutes – Regular Board meeting January 26, 2022, Organizational Meeting January 27, 2022; correction to Regular Board meeting December 15, 2021
- 7.2. Fiscal Officer’s Report
- 7.3. Library Operations Report
- 7.4. Library Projects Update
- 7.5. Hiring Approval
- 7.6. Revenue and Appropriation Adjustments

8. Items for Discussion

- 8.1. DPLS COVID Safety Policy update
- 8.2. DPLS website updates & new services
- 8.3. DPLS Strategic Planning Report

9. Executive Session*

- 9.1. For the purpose of discussing employment and compensation of public employees
- 9.2. For the purpose of discussing property acquisition and sale

10. Other Items for Consideration

Are there other items of interest?

11. Adjournment*

* Requires Vote

Next meeting is Wednesday, March 30, 5pm at the Sherwood Branch Library



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Board of Trustees Meeting Agenda Notes

Wednesday, February 22, 2022, 5:00 p.m.

Defiance Public Library

1. Call to Order, Introduction of Visitors

2. Staff Presentation - Youth Services Manager Marja McGuire

Marja will be speaking about and responding to questions about her job and projects going on in Defiance Youth Services.

3. Public Comment

“Shall any petitioners be presented an opportunity to state their business or concerns to the Board? Those who want to address the Board must supply their name, address and may speak up to five minutes.”

4. Amendments to Agenda

5. Committee Reports

5.1. Finance Committee

- Minutes are included in the packet.

5.2. Policy Committee

- Minutes are included in the packet.

6. Friends of the Library Reports

6.1. Defiance Public Library

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7.2. Fiscal Officer’s Report

7.3. Library Operations Report

7.4. Library Projects Update

7.5. Hiring Approval

7.5.1. This is for the Board to formally approve the hiring of Rebekah DeVeaux, who joined the Defiance Public Library on February 21, 2022, as a part-time 30-hour employee starting at step 2 with an hourly pay rate of \$14.71. Rebekah had served as a substitute for Defiance Public Library Youth Services since May 2021.

8. Items for Discussion

8.1. DPLS COVID Safety Policy update*

Motion to approve the updated DPLS COVID Safety Policy, to go into effect Thursday, February 24, 2022.

Due to the expiration of the 2021 DPLS vaccine incentive, the reduction in COVID infections, and the shortage of Binax test kits, it's time to update the DPLS COVID Safety Policy.

8.2. DPLS new services and website updates

Communications Coordinator Taryn Lawson has made it possible for library patrons to make appointments for two new library services through the DPLS website.

Free, basic notary service for the public is now offered at each library location. Information about the service, and online booking of times can be found at the DPLS website "Notary" page.

<<https://www.defiancelibrary.org/notary/>>

The CANDID database is now available to the public. This is a database for nonprofits, governmental entities and individuals to locate grants, funding, to find information about nonprofit organizations, to locate guidance on how to start a nonprofit and learn how to improve grant writing skills. CANDID is only accessible in the Defiance Public Library building. The 2022 subscription is funded by the Defiance Area Foundation so that the Defiance community has more options for grants and other funding.

Information about CANDID and online booking to receive assistance can be found at the DPLS website "CANDID" page.

< <https://www.defiancelibrary.org/candid/>>

The DPLS contacts page has been updated to include photos of the staff. It can be found on the DPLS website "Contacts" page. <https://www.defiancelibrary.org/contact/>

8.3. DPLS Strategic Planning Report

The Director has received the DPLS Strategic Planning Report from State Library consultant Erin Kelsey. It is included in this Board Packet.

The next step is for the Board to discuss the report, settle on key priorities for the Library System to focus on, and decide if the plan will be for 3 or 5 years.

Once the key priorities and how many years the plan will cover are decided, the Director will work with the management team to create proposed objectives and tasks for each priority, which will then come to the Board for discussion.

Included in the Board Packet is the Kinsman Free Public Library Strategic Plan as an example of how the DPLS plan could be organized.

9. Executive Session*

9.1. For the purpose of discussing employment and compensation of public employees

9.2. For the purpose of discussing property acquisition and sale

10. Other Items for Consideration

Are there other items of interest?

11. Adjournment*

*** Requires Vote**

Next meeting is Wednesday, March 30, 5pm at the Sherwood Branch Library