

Defiance Public Library Board of Trustees
Regular Board Meeting
December 15, 2021

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, December 15, 2021, at the Defiance Public Library in Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

Board President Chris Korhn called the meeting to order at 5:00 pm. In attendance were Board members: Susan Mack, Laura Connor, Beth Michel and Dennis Sobecki. Board members Ken Boroff and Kenyotta Stantz were absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig, Communications Coordinator Taryn Lawson. Visitors present: Mark Weaner, Lori Wood, Zoe McMaster, Tory Westrick, Kathy Holtsberry and Elaine Talbert.

Communications Coordinator Taryn Lawson talked to the Board about her job and the methods the library uses to communicate with Defiance County Residents.

The Finance Committee met on Thursday, December 9, at 5:00 pm at the Defiance Public Library to review November financials. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Director Cara Potter were in attendance. Board President Korhn reported to the Board the PLF continues to come in above estimates, making General Fund revenues higher than planned for the year. The 2022 Appropriations of All Funds was also reviewed, and there was discussion about a leasing opportunity in downtown Defiance.

The Policy Committee met on Friday, December 10th at 4:00pm at the Defiance Public Library. Ken Boroff, Dennis Sobecki, Director Potter and CFO Roehrig were in attendance; Chair Beth Michel was absent. Board President Korhn reported to the Board the committee reviewed the proposed DPLS Notary Services Policy and changes to the DPLS Vacation, Unpaid Holidays and Temporary Job Assignments policies. All were discussed by the Board later in the meeting.

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

5:23pm

Laura Connor moved and Beth Michel seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees.

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

Visitors that were present left the room.

5:45pm

Susan Mack moved and Dennis Sobecki seconded the motion to return to Regular Session. Motion carried.

Visitors returned to the room.

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Consent Agenda

Laura Connor moved and Beth Michel seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on November 17, 2021, with corrected page numbers.
- Approval of the November 2021 financial reports as reviewed by the Finance Committee and approval of the payment of bills for December 2021.
- Approval of the Fiscal Officer’s Report as presented.

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

Beginning Balance	\$ 2,372,009.57
Revenue	+ 2,066,840.07
Expenses	- 1,638,627.66
Month End Balance	\$ 2,800,221.98

November PLF \$ 123,020.24

- Approval of the Library Operations Reports as presented.
- Approval of the following General Fund appropriation transfer:
 - From: JML Library Service Supplies \$259.87
 - JML Adult Supplies 104.13
 - JML Children Supplies 577.40
 - To: E-Books \$941.40

Motion carried.

Items for Discussion

Board members were asked to consider their Officer and committee appointments before the January Organizational meeting.

Dennis Sobecki moved and Susan Mack seconded the motion to approve the following policy changes:

- Notary Services – new policy
- Vacation – Administrative, Supervisory and Professional Staff – update
- Unpaid Holidays – update
- Temporary Job Assignments - update

See addendum for details of noted policies.

Motion carried.

Beth Michel moved and Laura Connor seconded the motion to approve the 2022-23 OAPSE Collective Bargaining Agreement step scales from the contract reopener, which were approved by the union.

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Motion carried.

Susan Mack moved and Dennis Sobecki seconded the motion to approve the 2022-23 A-O Wage Step Schedule for Administrative, Professional and Management Staff.

Motion carried.

Laura Connor moved and Beth Michel seconded the motion to approve the 2022 Wage and Salary List for all Library System Employees, with the exception of the Director and CFO.

Name	Rate
Emily Beaver	\$ 14.70
Cara Bolley	\$ 19.21
Joan DeSota	\$ 12.79
Caitlin Flickinger	\$ 10.09
Brenda Froelich	\$ 11.39
Hilary Gabers	\$ 14.41
Karlee Harris	\$ 14.70
Amber Headley	\$ 14.70
Katherine Holtsberry	\$ 23.35
Renee Hopper	\$ 22.44
Krista Kirsch	\$ 14.70
Pamela Kranenburg	\$ 19.60
Taryn Lawson	\$ 18.98
Sarah Marshall	\$ 15.91
Shannon McClure	\$ 16.38
Marja McGuire	\$ 23.81
Craig Miller	\$ 13.58
Damian Nichols	\$ 15.30
Christina Pergram	\$ 14.70
Alyssa Pitchford	\$ 14.70
Angela Powell	\$ 22.44
Zach Ridgway	\$ 10.92
Patricia Rigg	\$ 16.15
Gail Rutherford	\$ 21.21
Victoria Schmearsal	\$ 11.59
Hannah Short	\$ 12.30
Tabitha Sullivan	\$ 21.57
Elaine Talbert	\$ 19.64
Sydni Weigle	\$ 14.70
Tory Westrick	\$ 15.29
Lora Wood	\$ 14.70

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Motion carried.

Laura Connor moved and Susan Mack seconded the motion to approve the 2022 Appropriation of All Funds as presented.

2022 Appropriations Budget	
General Fund	
Salaries & Benefits Total	\$ 1,378,730
Supplies Total	47,631
Purch & Contract Srv Total	406,558
Library Mat'ls Total	227,300
Capital Outlay Total	53,950
Other Total	10,500
Contingency	50,000
Transfers Out	50,000
TOTAL General Fund	2,224,669
Building & Repair Fund	
Purchased & Contractual Services	-
Capital Outlay	5,000
Transfer	-
TOTAL Bldg & Repair Fund	5,000
Permanent Improv Fund	
Purchased & Contractual Services	7,000
Capital Outlay	20,000
Transfer	-
TOTAL Permanent Improvement Fund	27,000
Bequest Fund	
Supplies	700
Purchased & Contractual Services	2,000
Capital Outlay	20,000
TOTAL Bequest Fund	22,700
Coronavirus Relief Fund	
Purchased & Contractual Services	2,700
Capital Outlay	20,616
TOTAL Coronavirus Relief Fund	23,316
GRAND TOTAL	\$ 2,302,685

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

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Beth Michel moved and Dennis Sobecki seconded the motion to approve the year end transfer of \$40,000.00 from the 2021 General Fund to the Building & Repair Fund. Roll Call Ayes: Susan Mack, Laura Connor, Beth Michel, Dennis Sobecki and Chris Korhn. Nays: None. Motion carried.

Beth Michel moved and Dennis Sobecki seconded the motion to approve corrections to the 2022 DPLS Holiday and Closings Calendar.

2022 DPLS HOLIDAY AND CLOSINGS CALENDAR - corrected			
<i>Subject to change due to COVID-19</i>			
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 so observed on Friday
	Saturday	December 24, 2022	Closed
Christmas Day	Monday	December 26, 2022	25th falls on Sunday so observed on Monday
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			
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.

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Laura Connor moved and Susan Mack seconded the motion to release Michael McCann from the verbal contract with the Defiance Public Library for purchase of 615 W Second St, Defiance OH, 43512. Motion carried.

The 2022 Organizational meeting of the Library Board, which is scheduled for Wednesday, January 26, 2022, at 4:30 pm at Defiance Public Library, will be followed immediately by the Regular meeting.

Dennis Sobecki moved and Beth Michel seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 6:03 pm.

_____, President

_____, Secretary

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ADDENDUM

DPLS Notary Services Policy

Basic notary services are available at the Defiance Public Library, the Sherwood Branch Library, and the Johnson Memorial Library at no cost. Please call ahead to ensure the notary is available or to make an appointment.

- All persons signing the document must appear in person with a valid form of identification.

Acceptable forms of identification are:

- A current passport from any country, written in a language the Notary can read;
 - A valid driver's license from any state of the United States;
 - A valid non-driver's photo identification card issued by any state of the United States; or
 - A United States Military identification card.
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- The document to be notarized must be completely filled out, leaving no blanks other than where the customer will sign. Notaries may not notarize any document with blank spaces.
 - Documents must be signed in the presence of the notary to be valid (ORC Section 147). Do not sign your documents beforehand.
 - The Library System's free notary service is intended for simple documents that do not require specialized expertise.
 - The Library System provides only basic Notary Public Services and is not able to notarize more than 3 documents per visit.
 - Witnesses will not be provided by the library and witnesses may not be solicited from patrons using the library.
 - To serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
 - Neither the notary nor the Defiance Public Library System are liable for mistakes made in the notarized document.

Documents we will not notarize:

- Real estate transactions including mortgage and housing refinance documents, including Quit Claim Deeds
- Employment eligibility verification, Homeland Security I-9 Forms
- Auto titles
- Electronic documents
- Items where the notarization oath is not written in English (and no written English translation is provided) unless the Notary is fluent in that language.

Exceptions may be made at the discretion of a manager or the director.

Last Will and Testaments do not need to be notarized in Ohio. They do require two people to witness the testator's (the person who is leaving the will) signature.

The Library System reserves the right to refuse notarizing documents for any reason. We reserve the right to decline service in cases that raise any issue of authenticity, ambiguity, or doubt.

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Reviewed by Defiance County Prosecutor's Office 2021.11.23

Note: In the State of Ohio, notaries cannot certify documents. We cannot certify copies of passports, driver's licenses, birth certificates, marriages, death certificates, divorce, or naturalization certificates. Notary publics can notarize a statement by the individual that the photocopy is indeed a copy of the original document. This is not the same thing as a certified copy.

No legal advice or assistance filling out forms is provided. Please contact an attorney for legal advice.

SECTION 5.2 VACATION

1. All time off will be approved by the Library Director/Supervisor prioritizing operation continuity.
2. Director and Chief Fiscal Officer shall not use vacation leave simultaneously for a period longer than two consecutive days without the permission of the Board of Trustees.

SECTION 5.3 HOLIDAYS

D. Unpaid Holidays

In addition to the above paid holiday time, the Library will be closed for the following hours, and employee schedules shall be adjusted accordingly. Employees will not receive holiday pay as a result of these scheduling adjustments.

Closing at 4:00pm on Good Friday

Closing Easter Sunday

Closing at 6:00 pm – Thanksgiving Eve

SECTION 4.8 TEMPORARY JOB ASSIGNMENTS

- A. In order to provide required services, it may be necessary to temporarily assign a permanent employee to a different position. When an employee is assigned to a different position for thirty (30) consecutive days or more, the employee will be compensated as follows:
 - A. If the employee's regular rate of pay is higher than the range for the temporary assignment, the employee will be paid his/her regular rate of pay.
 - B. If the employee's regular rate of pay is lower than the range for the temporary assignment, the employee will be paid at the minimum rate for the pay grade of the temporary assignment.