

Defiance Public Library Board of Trustees  
Regular Board Meeting  
February 23, 2022

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, February 23, 2022, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 5:00 pm. In attendance were Board members: Beth Michel, Susan Mack, Dennis Sobecki, Ken Boroff, and Laura Connor. Board member Kenyotta Stantz was absent. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert and Marja McGuire.

Visitors present: Margaret Hogan, Elizabeth Hogan, Mark Schreiber, Lori Wood, Zoe McMaster, Deb DeTray, Scott Bard, Mark Weaner, Judy Hasch, Mary Williams, Cindy Mack, Shannon McClure, Hilary Gabers, Sarah Marshall and Tabitha Sullivan.

Youth Services Manager Marja McGuire talked to the Board about her position and the many different “hats” she wears. She also gave an overview of the Youth Services department and patron activities that occur throughout the year.

Cindy Mack, Susan Mack, Mark Weaner 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 February 15, 2022, at 4:00 pm at the Defiance Public Library to review January 2022 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 for January was above estimates. In the General Fund, revenues appear to be lagging because property taxes won't be received until March. Expenses are running below budgeted amounts.

The Policy Committee met on February 10, 2022, at 4:00 pm at the Defiance Public Library. Committee Chair Beth Michel, Ken Boroff, Dennis Sobecki, the Library Director and CFO were in attendance. Beth Michel reported to the Board the committee reviewed updates to the DPLS COVID Safety Policy and corrections to several current policies.

#### Consent Agenda

Susan Mack moved and Beth Michel seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on January 26, 2022, with changes, Organizational Meeting on January 27, 2022, with changes and corrected Regular Board meeting December 15, 2021.
- Approval of the January 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for February 2022.
- Approval of the Fiscal Officer's Report as presented.



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6:42 pm

Laura Connor 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, March 30, 2022, at 5:00 pm at the Sherwood Branch Library, Sherwood, Ohio.

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

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

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

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

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ADDENDUM

**DPLS COVID Safety Policy**  
**Approved by the DPLS Board of Trustees**  
**2022.02.23**

**A. Employees who are symptomatic:**

1. A current list of symptoms can be found here :  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If this link is no longer working, please let the Director or CFO know.

2. Stay home and test themselves for COVID.
3. To return to work they must share with the CFO the negative result of a proctored COVID test OR a letter from their physician stating the employee is COVID-free and not a risk
4. Time off shall be covered by DPLS leave policies.

**B. Employee with COVID:**

1. Follow the current COVID isolation procedures from the County Health Department.
2. Provide the CFO the result of a positive proctored COVID test, and prior to returning to work, a letter from the County Health Department stating a return-to-work date OR written clearance from their physician stating the employee is COVID-free and not a risk.
3. Time off shall be covered by DPLS leave policies.

**C. Employees who have been in close contact with an infected individual**

1. Follow the current COVID quarantine procedures from the County Health Department.
2. Time off shall be covered by DPLS leave policies.

**D. Healthy employees**

1. Follow the current COVID safety recommendations from the County Health Department while on the clock.