

Defiance Public Library Board of Trustees  
Regular Board Meeting  
March 30, 2022

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, March 30, 2022, at the Sherwood Branch Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 5:01 pm. In attendance were Board members: Beth Michel, Susan Mack, Dennis Sobecki and Laura Connor; Kenyotta Stantz and Ken Boroff were absent. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert, Kathy Holtsberry and Krista Kirsch.

Visitors present: Mark Weaner and Mary Williams

Krista Kirsch talked to the Board about her position at the Sherwood Branch Library and her responsibilities as a Branch Associate. Krista began her seventh year working for the library in 2022. Some of her duties beyond assisting patrons include leased book ordering for adults and children, cleaning CDs and DVDs for all DPLS locations, and being the Notary for the branch.

Laura Connor, 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 March 8, 2022, at 4:00 pm at the Defiance Public Library to review February 2022 financials. Committee Chair Ken Boroff, Chris Korhn and CFO Nancy Roehrig were in attendance. Chris Korhn reported to the Board the PLF for February was higher than the estimate for the month. In the General Fund, revenues are above, and expenses are below budgeted amounts.

The Personnel Committee met on March 9, 2022, at 4:00 pm at the Sherwood Branch Library. Committee Chair Laura Connor, Susan Mack, Beth Michel, Chris Korhn (ex-officio) and Director Cara Potter were in attendance. Beth Michel reported to the Board the committee recommends approval of changing the Communications Coordinator position to exempt, and updates to the Employee Code of Conduct and the Employee Code of Ethics.

#### Consent Agenda

Dennis Sobecki moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on February 23, 2022.
- Approval of the February 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for March 2022.
- Approval of the Fiscal Officer's Report as presented.

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Year-to-Date General Fund Activity through February 2022:

Beginning Balance	\$ 2,611,888.77
Revenue	+ 277,289.01
Expenses	- 260,724.64
Month End Balance	\$ 2,628,453.14

February PLF                      \$ 145,358.12

- Approval of the Library Operations Report.
- Personnel Updates
  - Approval of the termination of Damian Nichols, 20-hour Handyman, effective March 3, 2022.
  - Approval of the resignation of Alyssa Pitchford, 40-hour Youth Services Associate, effective April 12, 2022.
- Approval of Policy updates in the Financial Manual policy reviewed by the Policy Committee in February. See addendum for details.
- Approval of an increase in General Fund appropriations from the cash balance of \$855.00 in DPLFR Youth Summer Services.
- Approval of an increase in revenue in the Bequest Fund of \$2,745.00.

Motion carried.

Items for Discussion

Beth Michel moved and Laura Connor seconded the motion to approve changing the Communications Coordinator job description from non-exempt to exempt. Motion carried. See addendum for details.

Dennis Sobecki moved and Susan Mack seconded the motion to approve the Foundation Statements page for the DPLS Strategic Plan. Motion carried. See addendum for details.

The release prepared by Ayersville Water and Sewer District (AWSD) to allow access to the Worthington Cemetery land included language about releasing and holding AWSD harmless for any damages or claims. As public entities, Ohio libraries cannot be indemnified. The Library Director asked the Board for direction on proceeding with the Release Agreement. The Board asked the Director to discuss the issue of indemnification further with AWSD.

Laura Connor moved and Beth Michel seconded the motion to approve the proposed new DPLS Staff Code of Conduct and Code of Ethics to replace the current DPLS Personnel Manual 7.1 Code of Conduct. Motion carried. See addendum for details.

Dennis Sobecki moved and Susan Mack seconded the motion to approve the closing of all DPLS buildings on Wednesday, August 10, 2022, and Wednesday, November 2, 2022, from 3:00 pm to 5:00 pm for quarterly all-staff meetings. Motion carried.

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5:57 pm

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

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

6:24 pm

Beth Michel moved and Dennis Sobecki seconded the motion to return to Regular Session. Motion carried.

Laura Connor moved and Susan Mack seconded the motion to approve the following General Fund transfer to cover unbudgeted legal expenses:

From: Contingency	\$10,000.00
To: Legal Services	\$10,000.00

The next Regular meeting of the Library Board is scheduled for Wednesday, April 27, 2022, at 5:00 pm at the Defiance Public Library, Defiance, Ohio.

Laura Connor moved and Beth Michel seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 6:26 pm.

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

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

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ADDENDUM

*Updates are to change “Clerk Treasurer” to “Chief Fiscal Officer,” other minor changes to align policy with current practice and adding 5.4.D to align policy with practice.*

**SECTION 4.6 PLACEMENT ON PAY SCHEDULE**

- A. A newly appointed employee will be paid at a rate within the step scale assigned to his/her position. New hires who meet the minimum qualifications for the position will be placed into Step 1. New hires with prior experience will be initially placed into the step scale as determined by the Library Director. In no event will a new employee be initially placed off the step scale.
- B. An employee who is promoted to a position in a higher pay grade will be raised to Step 1 of the new position or given a promotional increase of no less than three percent (3%), whichever is greater

**SECTION 4.2 TIME RECORDS**

- A. Employees are expected to accurately and completely record their hours of work using the library system’s online timekeeping system. When an employee works less than his/her normal hours of work, a Leave Request must be submitted through the timekeeping system designating the paid time off as vacation, sick, personal leave or any other approved time off.
- B. Employee time records must be completed and approved by the employee by the end of business on the last Saturday of the pay period.
- C. Time records are approved by the Supervisors. The Director shall verify and approve the time records after the Supervisors and submit them to the Chief Fiscal Officer for payroll processing no later than 10am the Monday after the pay period ends.
- D. If time records are not properly submitted and signed, pay may be held until the hours can be verified.

**SECTION 7.3 DEPARTMENT EQUIPMENT**

- A. Lost keys must be reported immediately to the Director or Chief Fiscal Officer.

**SECTION 7.7 DISCRIMINATION AND HARASSMENT (fourth paragraph up from the bottom)**

If an employee is the subject of, or becomes aware of, harassment or discrimination, the employee must immediately communicate this information – without fear of retaliation – to one or more of the following individuals: the Library Director, the Chief Fiscal Officer or the employee’s supervisor. If, for any reason, an employee prefers not to discuss the issue with any of these individuals, the employee is encouraged to report the issue to the Personnel Committee of the Board of Trustees.

**Section 5.4.D Sick Leave Usage**

*(new #5 so that the DPLS Personnel Manual matches current practice)*

- 5. When the use of sick days extends beyond three (3) consecutive scheduled workdays, the employee shall furnish the Library with a physician’s statement verifying the use of sick leave and a release to return to work.

**DEFIANCE PUBLIC LIBRARY  
SYSTEM  
Position Description**

Position Title: **Communications Coordinator**      Department: Administration  
Grade:                    ~~non-exempt~~ exempt  
Reports To:            Director  
Approved:              April 29, 2020  
Revised:                March 30, 2022

**GENERAL SUMMARY:**

Responsible for creating and coordinating, with input from the library director and senior staff, out-facing communications for the Defiance Public Library System. This includes digital and hard copy communications such as the library website, social media, press releases, public meeting postings, publicity for library events and signage in and outside the library buildings. Is responsible for photographing the library and library events. Complies with the policy and procedures of DPLS and with all appropriate municipal, state, and federal laws and regulations.

**ESSENTIAL JOB FUNCTIONS\*:**

- Abides by all laws governing libraries, and all Defiance Public Library System policies and procedures.
- Adheres to the DPLS Employee Code of Conduct.
- Works as part of a team with director and library staff.
- Maintains excellent communication with director and other coworkers by reading and answering emails and attending scheduled meetings and trainings.
- Exhibits commitment to customer service and possesses excellent interpersonal skills.
- Responsible for coordinating and managing all library system publicity.
- Responsible for ensuring library system website is functioning as designed, data is correct, and links are working.
- Responsible for managing library system's social media sites so they are active and represent the library system in a positive manner.
- Responsible for managing library system's email marketing efforts.
- Responsible for content and graphic design of library system digital and print press releases, advertisements, posters and publicity.
- Responsible for photographing the libraries and library events for publicity purposes.
- Produces a monthly report detailing activities.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Provides support for the Friends of the Library groups as assigned by Director.
- Participates in cross-training with other departments as required.

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- In the absence of the Director, routes any emergencies to the Library CFO or Senior Staff in Charge.
- Maintains a clean and organized environment in the office and shared workspaces.
- Performs other duties as required.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- Bachelor's degree preferred.
- Understanding of function and purposes of public libraries
- Knowledge of Defiance County communities.
- Knowledge of and skill in using Microsoft products, graphic design products and social media
- Knowledge of DPLS policies and procedures
- Knowledge of proper grammar and punctuation.
- Ability to take photographs for use in digital and hard copy publicity efforts
- Ability to design and create in-house library publicity.
- Ability to communicate effectively both verbally and in writing.
- Ability to relate well to library staff, public and the community.
- Ability to positively represent the library system and services to the public.
- Ability to work independently and as a team.

**SUPERVISORY RESPONSIBILITY:**

- ~~None~~ On an as-needed basis

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Variable schedule dependent on library needs; occasional nights and weekends required.
- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Regular interruptions to assist patrons.
- May spend extended periods at terminal or on telephone requiring eye-hand coordination and finger dexterity.
- Regularly required to walk, stand, bend, reach, and lift books and materials.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined on a case by case basis.**

## **Defiance Public Library System**

### **Three-year Strategic Plan**

March 2022 – March 2025

### **Tagline**

Read, Connect, Grow

### **Vision**

To welcome all, open doors to learning, and build community.

### **Mission Statement**

The Defiance Public Library System welcomes all and provides accessible books and other resources to its users. The Library System brings people together to learn about the past, present, and future.

### **Key Priorities**

- Optimize Assets
- Create a Welcoming Space
- Engage Our Communities

**DEFIANCE PUBLIC LIBRARY SYSTEM  
EMPLOYEE CODE OF CONDUCT**

*Helping patrons is our primary purpose and chief priority. As library employees we have an obligation to meet the highest legal, moral, and ethical standards in our conduct and decisions. The following principals are to be used as a guide for achieving this goal.*

**PATRON SERVICE AND LIBRARY**

- We provide all patrons equal access to a broad diversity of viewpoints, beliefs, information, and forms of media.
- We provide the highest level of service to all patrons, starting with a friendly, helpful greeting to each library user as they approach the service desks.
- We are as informative and accommodating as possible when interacting with patrons, and explore all avenues to fulfill patron requests.

**EMPLOYEE CONDUCT, LAW AND POLICY**

- We abide by all state and federal laws that apply to Ohio public libraries.
- We adhere to all DPLS Board established policies, rules, and procedures.
- We distinguish between personal conviction and professional duties.
- We treat all patrons with courtesy and respect, showing no favoritism.
- We promote a positive atmosphere of service and achievement throughout the library.
- We treat each other with courtesy and respect.
- We work with other staff as a team and support one another.

**I hereby acknowledge receipt of this Code of Conduct and understand that failure to follow this Code may result in progressive discipline as outlined in the DPLS Personnel Manual.**

**Name:**

**Signature:**



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*As public employees we have a responsibility to follow the Ohio Ethics and Sunshine Laws. The following are guidelines from the Ohio Ethics Commission publication, **Ohio Ethics Law Overview** and the confidentiality of patron records from the **Ohio Sunshine Law Manual**.*

**1. Confidentiality (R.C. 102.03(B)):**

If an official or employee has access to confidential information in his or her public job, he or she is prohibited from disclosing or using that confidential information, in any way, unless the public agency has authorized the person to disclose or use it. This restriction is in effect during and after a person's public service, as long as the information remains confidential.

**2. Confidentiality of Library Patron Records (R.C. 149.432)**

Patron records are confidential information and may be disclosed only under certain prescribed conditions. Staff members will follow the confidentiality requirements as prescribed by Ohio Revised Code (ORC 149.432).

**3. Conflicts of Interest Restrictions - Use of Authority (R.C. 102.03(D)):**

*Use of Position to Secure Benefit [R.C. 102.03(D)]:*

The conflict of interest law prohibits a public official or employee from using or authorizing the use of his or her public position to get a benefit for the official or employee or for anyone else with whom he or she is closely connected. The law also prohibits the official or employee from using his or her public position to avoid a detriment for the official or closely connected person. This means that a public official or employee cannot act on a matter before his or her public agency if the matter definitely and directly affects:

- The official or employee;
- One of the official's or employee's close family member

**4. Conflicts of Interest Restrictions - Soliciting or Accepting Things of Value (R.C. 102.03(E)):**

The conflict of interest law also prohibits a public official or employee from soliciting or accepting things of value that could have a "substantial and improper influence" on the official or employee. In other words, the official or employee cannot solicit or accept "anything of value," such as a gift, travel expenses, employment, substantial meals, or other things of significant value from anyone if the thing of value could improperly influence the official or employee in the performance of his or her duties.

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The Commission has explained that these kinds of gifts would improperly influence a public official or employee if they are provided to the official or employee by anyone that is:

- Doing or seeking to do business with his or her public agency;
- Regulated by his or her public agency; or
- Interested in matters before his or her public agency

*Promising or Giving Things of Value [R.C. 102.03(F)]:*

This provision in the conflict of interest law prohibits any person from promising or giving anything of substantial value to a public official or employee if the thing of value could have a substantial and improper influence on the official or employee.

**5. Nepotism (R.C. 2921.42(A)(1)):**

Whenever a public agency hires an employee, that employment is a “public contract.” A public official or employee is prohibited from hiring a family member or using his or her position in any way to secure employment of a family member. An official or employee cannot hire these family members, regardless of whether they live in the same household with the official or employee:

- Spouse;
- Parents or grandparents;
- Children or grandchildren;
- Siblings; and
- Step-children or step-parents.

An official or employee also cannot hire these family members if they live in the same household with the official or employee:

- Uncles and aunts;
- Cousins;
- Nieces and nephews;
- In-laws; and
- Anyone else related to the official or employee by blood or by marriage.

*Use of Position to Secure Benefit [R.C. 102.03(D)]:*

The conflict of interest law prohibits a public official or employee from using or authorizing the use of his or her public position to get a benefit for him or herself or for anyone else with whom he or she is closely connected. The law also prohibits the official or employee from using his or her public position to avoid a detriment for the official or employee or closely connected person. This means that a public official or employee cannot act on a matter before his or her public agency if the matter definitely and directly affects:

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- The official or employee;
- One of the official's or employee's family members; or
- One of the official's or employee's business associates.

**6. Supplemental Compensation (R.C. 2921.43):**

*Supplemental Compensation [R.C. 2921.43(A)(1)]:*

This section prohibits a public official or employee from soliciting or accepting compensation from any source other than his or her public employer for the performance of his or her public duties. A private party also cannot promise or give a public official or employee compensation for performing his or her public duties.

*Securing or preferring employment [R.C. 2921.43(B)]:*

A public servant cannot solicit or accept, and no one can give a public servant, anything of value to appoint, secure, promote, or otherwise affect material aspects of any person's public employment.

**I hereby acknowledge receipt of this Code of Ethics and understand that failure to follow this Code may result in progressive discipline as outlined in the DPLS Personnel Manual.**

**Name:**

**Signature:**

**Date:**