

Defiance Public Library Board of Trustees
Regular Board Meeting
June 22, 2022

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, June 22, 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 5:05 pm. In attendance were Board members: Ken Boroff, Susan Mack and Beth Michel. Laura Connor and Dennis Sobecki were absent. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert and Pamela Kranenburg.

Visitors present: David McMaster, Defiance City Council President, Rebecca Mansel-Pleydell, Sarah Marshal, Marja McGuire, Shannon McClure and Lora Wood.

City Council President David McMaster administered the oath of office to new Board member Rebecca Mansel-Pleydell.

Do you solemnly swear, or affirm that you will support the Constitution of the United States and the Constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Defiance Public Library, Defiance County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Rebecca Mansel-Pleydell

Teen Librarian Pamela Kranenburg talked to the Library Board about her job at the Defiance Public Library. She started at the library in August 2012 as a Youth Services Associate and became the Teen Librarian in December 2013. Pam is currently working on bringing teenagers back into the library after the COVID-19 shutdown with events such as a Titanic-themed lock-in. She also brought a book subscription box that teens can check out to show to the Board.

Chris Korhn, Susan Mack and Cara Potter 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 June 7, 2022, at 4:00 pm at the Defiance Public Library to review the May 2022 financials. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Library Director Cara Potter were in attendance. Ken Boroff reported to the Board the PLF for May exceeded estimates. Total revenues are above, and expenditures are below annual budgeted amounts.

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 May 25, 2022.

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- Approval of the May 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for June 2022.
- Approval of the Fiscal Officer's Report as presented.

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

| | |
|-------------------|---------------------|
| Beginning Balance | \$ 2,611,888.77 |
| Revenue | + 1,096,146.12 |
| Expenses | <u>- 760,873.49</u> |
| Month End Balance | \$ 2,947,161.40 |

| | |
|---------|---------------|
| May PLF | \$ 187,330.79 |
|---------|---------------|

- Approval of the hiring of Gary Ford, 20-hour Handyperson for the library system, at a rate of \$17.57 per hour and start date of July 18, 2022.
- Approval of the hiring of Yolanda Iams, 20-hour Circulation Assistant at Defiance, at a rate of \$11.59 per hour and start date of July 5, 2022.
- Approval of the following increases in General Fund appropriations from the cash balance:
 - \$500.00 to Other Purchased Services
 - \$131.55 to DPL Speaker Services – YS
- Acceptance of donations from Tena Pruitt and Hicksville School's 7th Grade Class.
- Approval of the following increases in General Fund revenue and appropriations:
 - \$200.00 in revenue to Unrestricted Contributions, Gifts
 - \$200.00 in appropriations to JML Children's Supplies
 - \$185.75 in revenue to Unrestricted Contributions, Gifts
 - \$185.75 in appropriations to Other Library Materials
- Approval of a General Fund transfer to cover increased cargo delivery expenses resulting in statewide change in delivery service providers:

| | | |
|-------------------|-------------|-------------|
| From: Contingency | \$12,000.00 | |
| To Cargo Services | | \$12,000.00 |
- Approval of a Coronavirus Relief Fund transfer to cover the cost of supplies for Summer Reading bags:

| | |
|--------------------------------------|------------|
| From: Defiance Furniture & Equipment | \$2,761.35 |
| To: Summer Reading Supplies | \$2,761.35 |

Motion carried.

Items for Discussion

CFO Nancy Roehrig delivered the second resolution to the City Law Director and the levy resolution is expected to be approved by the Defiance City Council at their June 28, 2022, meeting. Director Cara Potter will attend the meeting to answer question about the library's levy. House Bill 140, which makes several changes to the way information about a proposed

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property tax levy is presented to voters on the ballot will not be in effect for the 2022 General Election.

Rebecca Mansel-Pleydell moved and Ken Boroff seconded the motion to approve an increase in the mileage reimbursement rate to \$.625 per mile effective with Payroll # 14 (begins 6/26/22). Motion carried.

Cara Potter presented the number of summer reading registrations as of June 17, 2022. Defiance has 239, Sherwood has 36 and Hicksville has 33.

Beth Michel moved and Susan Mack seconded the motion to approve the provided list of equipment for disposal. See addendum for details. Motion carried.

5:44 pm

Ken Boroff moved and Susan Mack seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees.

Roll Call Ayes: Chris Korhn, Ken Boroff, Susan Mack, Rebecca Mansel-Pleydell and Beth Michel. Nays: None. Motion carried.

6:01 pm

Rebecca Mansel-Pleydell moved and Beth Michel seconded the motion to return to Regular Session. Motion carried.

Susan Mack moved and Rebecca Mansel-Pleydell seconded the motion to increase the hourly rate for Communications Coordinator Taryn Lawson to \$21.79, effective June 26, 2022. Motion carried.

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

Ken Boroff 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

Equipment Disposal List

| Item Description | Quantity |
|---------------------------------------|----------|
| Dell OptiPlex 330 desktop | 1 |
| Dell Vostro 3500 | 10 |
| Dell Vostro 3560 | 1 |
| Dell OptiPlex 790 desktop | 4 |
| Kindle Fire - Adult | 1 |
| Epson TM-T20 - Receipt Printer | 2 |
| Dell Latitude E5510 Laptop | 1 |
| HP ProBook 450 G2 Laptop | 1 |
| Lenovo OneLink Laptop Docking Station | 1 |
| HP ProDesk 400 G3 Desktop | 2 |
| Intel Compute Stick - for mall TV | 1 |
| HP OfficeJet Pro 6978 Printer | 1 |
| HP Prodesk G4 laptop | 1 |
| NABI Big Tab - Tablet | 1 |
| Custom Gaming Desktop | 1 |
| Dell Poweredge T30 Server | 1 |
| Desktop computers | 2 |
| EMS Radios | 3 |
| Tablet Arm Chairs | 2 |
| Vinyl Hourglass Stool - 12" | 3 |
| Laptop Cart and charging station | 1 |
| Metal lowerator book return cart | 1 |
| Floor tablet charging pedestal | 1 |
| Toshiba Phone System | 1 |
| Metal adjustable table; plastic top | 1 |
| Blue rolling chair | 1 |