

Defiance Public Library Board of Trustees  
Regular Board Meeting  
July 27, 2022

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, July 27, 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: Ken Boroff, Susan Mack, Rebecca Mansel-Pleydell, Dennis Sobecki and Beth Michel. Laura Connor arrived at 5:05 pm.

Staff members present: Cara Potter, Nancy Roehrig and Elaine Talbert.

Visitors present: Mary Williams, Judy Hasch, Victoria Westrick, Sarah Marshall and Shannon McClure. Pamela Kranenburg arrived 5:09 pm.

Mary Williams, Susan Mack and Laura Connor updated the Library Board on the activities of the Friends of the Sherwood Branch, Johnson Memorial and Defiance Public libraries, respectively.

The Finance Committee met on July 13, 2022, at 12:00 pm at the Defiance Public Library to review June 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 June exceeded estimates. Total revenues are above, and expenditures are below annual budgeted amounts.

Consent Agenda

Beth Michel moved and Dennis Sobecki seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on June 22, 2022.
- Approval of the June 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for July 2022.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,611,888.77
Revenue	+ 1,242,931.01
Expenses	<u>- 950,835.71</u>
Month End Balance	\$ 2,903,984.07

June PLF	\$ 143,502.81
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- Approval of the Library Operations Report
- Approval of updates to the DPLS COVID Policy to align the policy with the Defiance County Health District recommendations. See the Addendum for details.
- Approval of the resignation of Yolanda Iams, 20-hour Defiance Circulation Assistant, effective June 27, 2022 (before she began working).
- Revenue and Appropriation Adjustments
  - Recognition of a gift from the Friends of the Sherwood Branch Library

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Regular Board Meeting  
July 27, 2022

- Approval of an increase in General Fund Revenue of \$180.00 in Unrestricted Contributions, Gifts:
- Approval of an increase in General Fund appropriations of \$180.00 in SBL Other Library Materials of \$180.00.

Motion carried.

Items for Discussion

Library Director Potter updated the Board on the progress of the Fall 2022 Levy campaign.

A draft copy of the Annual Report was presented to the Board. The Library Director asked the Board to review and advise of any revisions.

Development of the Strategic Plan is in progress. Currently input regarding how to fulfill library goals is being gathered from Library Managers.

Susan Mack moved and Ken Boroff seconded the motion to approve renewal of the library system's property and casualty insurance package with Ohio Plan at a premium total of \$9,064.00 effective 8/15/22, with a three year renewable term. Motion carried.

5:58 pm

Laura Connor moved and Ken Boroff 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, Laura Connor, Susan Mack, Rebecca Mansel-Pleydell, Dennis Sobecki and Beth Michel. Nays: None. Motion carried.

6:28pm

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

Laura Connor moved and Rebecca Mansel-Pleydell seconded the motion to approve payment of the Library Director's dues and meals for the Defiance Rotary. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, August 24, 2022, at 5:00 pm at the Johnson Memorial Library, Hicksville, Ohio.

Rebecca Mansel-Pleydell moved and Susan Mack seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 6:21 pm.

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

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

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ADDENDUM

**DPLS COVID Safety  
Policy**

Update approved 2022.07.27

**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. Time off shall be covered by DPLS leave policies.

**B. Employee with COVID:**

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

**D. Healthy employees:**

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