

Defiance Public Library Board of Trustees  
Regular Board Meeting  
August 24, 2022

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, August 24, 2022, at the Johnson Memorial Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

Vice President Laura Connor called the meeting to order at 5:01 pm. In attendance were Board members: Ken Boroff, Susan Mack and Rebecca Mansel-Pleydell. Board members Dennis Sobecki, Chris Korhn and Beth Michel were absent. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert, Karlee Harris and Angela Powell.

Visitors present: None

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

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

JML Branch Associate Karlee Harris spoke to the Library Board about her job. She assists patrons, orders books and plans programs for the branch. This is the first post-COVID summer that Karlee and her co-workers organized the Summer Reading program without support from DPL Youth Services. They decided to hold three big programs rather than the many smaller programs they held in the past and the attendance was higher than previous years. Karlee loves her twenty-hour position and all the things the JML staff accomplish as a team.

Consent Agenda

Rebecca Mansel-Pleydell moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on July 27, 2022.
- Approval of the July 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for August 2022.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,611,888.77
Revenue	+ 1,401,921.00
Expenses	- 1,120,903.66
Month End Balance	<hr/> \$ 2,892,906.11

July PLF	\$ 153,693.49
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- Approval of the Library Operations Report.
- Revenue and Appropriation Adjustments:
  - Approval of an increase in Bequest Fund revenue of \$451.00 in Unrestricted Contributions, Gifts (for the SBL StoryWalk).
  - Approval of an increase in Bequest Fund Revenue of \$50.00 in Unrestricted Contributions, Gifts (for the Worthington Cemetery Project).
- Approval of vacation for CFO Nancy Roehrig for September 26 – 30, 2022.

Motion carried.

Items for Discussion

Ken Boroff moved and Rebecca Mansel-Pleydell seconded the motion to approve the updated Mobile Hotspot Patron Agreement. Motion carried.

Susan Mack moved and Ken Boroff seconded the motion to approve updates to the following policies:

- 4.10 Travel Policy – updates to Air Transportation, Library Van Transportation and Meals
- 5.4 Sick Leave Policy – updates to New Hires
- MakerSpace – Policy for Use updates
- Remove the Blood Born Pathogen Policy from the policy manual; use it as a procedure.

See addendum for details of noted policies.

Motion carried.

The 2021 Annual Report was distributed to the Board.

The Fall 2022 Levy Committee has formed with members from Defiance, Hicksville and Sherwood. A committee meeting will be scheduled soon.

The Defiance Story Walk project is moving forward. The cost of the posts and signs has been covered by donations and the City will install the posts along the path in Bronson Park.

Ken Boroff moved and Susan Mack seconded the motion to approve the depository agreement with Huntington National Bank in accordance with Ohio law governing public fund deposits and investments:

<u>Term</u>	<u>Active Deposits</u>	<u>Interim Deposits</u>	<u>Inactive Deposits</u>
9/23/22 to 9/22/27	\$2,000,000	\$1,500,000	\$1,500,000

Motion carried.

Rebecca Mansel-Pleydell moved and Ken Boroff seconded the motion to approve the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor for 2023.

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WHEREAS, the Budget Commission of Defiance County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore be it

RESOLVED, By the Board of Trustees of the Defiance Public Library, Defiance, Ohio, that the amounts and rates commencing January 1, 2023, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

For the General Fund the Amount Approved by Budget Commission Outside 10 Mill Limitation of \$706,000 with the County Auditor's Estimate of Tax Rate to Be Levied of 0.75 Mills.

and be it further

RESOLVED, that the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Roll Call Ayes: Laura Connor, Ken Boroff, Susan Mack and Rebecca Mansel-Pleydell. Nays: None. Motion carried.

5:53 pm

Susan Mack moved and Rebecca Mansel-Pleydell seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees.

Roll Call Ayes: Laura Connor, Ken Boroff, Susan Mack and Rebecca Mansel-Pleydell. Nays: None. Motion carried.

6:13pm

Ken Boroff 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, September 28, 2022, at 5:00 pm at the Defiance Public Library, Defiance, Ohio.

Rebecca Mansel-Pleydell moved and Ken Boroff seconded the motion to adjourn the meeting.

Meeting adjourned by Board Vice President Laura Connor at 6:14 pm.

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

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

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ADDENDUM

**SECTION 4.10 TRAVEL POLICY**

**A. Policy Statement**

This policy has been established to facilitate safe and economical library travel while maintaining the necessary controls for accountability. The library needs to comply with state and federal law and to the greatest extent possible, minimize administrative costs.

**B. Policy Requirements**

1. An individual traveling on library business should neither gain nor lose personal funds as a result of that travel. Employees are expected to choose the least costly method of transportation that also meets their scheduling needs. Employee reimbursements must be library business-related and clearly indicate prudent use of public funds.
2. The library will comply with the IRS Code Regulations in determining Taxable, Nontaxable, Partially Taxable and Tax-Deferred status of employee reimbursements. Payments deemed taxable (i.e., meal reimbursement for non- overnight travel) will be reported on the employees' W-2.
3. In general, the library is more restrictive than the private sector regarding the use of funds for travel. Likewise, the library may have limited resources, and therefore find it necessary to place more stringent controls on allowable expenses. The employee must be aware of any limitations. Employees should have prior permission to travel from their supervisor, the director, and the Board of Trustees. If the employee uses an indirect route or interrupts travel by direct route for personal convenience, any additional expenses incurred will be the sole responsibility of the employee. Expenses incurred by a spouse or personal guest are not reimbursable expenses. Travel expenses for non-library employees, such as consultants, monitors, business prospects, and lecturers are reimbursed with proper cost documentation.

**C. Air Transportation**

1. The library business office will make all reservations for air travel. The benefits of frequent flyer credits and plan bonuses for airfare, car rental, hotels, and restaurants accrue to the library when acquired at library expense. Employees who travel on library business are encouraged to obtain one frequent flyer card exclusively for library travel and one card for personal trips. When personal and business travel is combined, expenses must be documented and may not exceed the lowest available cost of direct or uninterrupted route.
  - a. The business office will book the most economical flights, taking travel time schedules into account.

**D. Library Van Transportation**

1. An employee is expected to use the library van when it is available and must have permission of the Board to travel out of state. For insurance purposes, employees must be placed on the approved driver list to utilize the van.

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2. The van can be used for office business only; personal use of the van is strictly prohibited.
  - a. If the van is available and an employee chooses to drive their personal vehicle, the employee will not be reimbursed for mileage.
3. Trustees and Friends may drive/use the library van if:
  - a. The director or chief fiscal officer approves the van usage.
  - b. Usage is related to library business.
  - c. Usage does not impede library functions.
4. With the director's authorization, employees may drive the van to their personal residence when going to a training session the next day.
5. Non-employees are not permitted to ride in the library van except for business-related reasons.
6. No employees shall operate the library van while under the influence of alcohol or drugs.
7. If two (2) employees need the van on the same day, the employee traveling the furthest utilizes the van. The other employee utilizes his/her own vehicle and is reimbursed for mileage at the appropriate mileage rate.

E. Personal Vehicle Transportation

1. Personal vehicles are not covered by library insurance. The employee is responsible to insure a personal vehicle used for library business. No reimbursement for mileage will be made unless an employee carries automobile/liability insurance. The library does not insure non-employees who are traveling on library business.
2. The mileage reimbursement rate shall be at the current federal rate. The mileage reimbursement will be deemed to cover all expenses incurred by use of the privately owned vehicle including gas, vehicle maintenance and other vehicle related costs.
3. If the library van is not available, mileage will be paid for authorized errands, mileage to be calculated from the library to the destination and back. An employee who chooses to use his/her own vehicle for an out of state trip will be reimbursed at an amount not to exceed the lower cost of air transportation (lowest available rate) or mileage.
4. When two (2) or more employees are traveling to the same destination, they should travel together and only one (1) may claim reimbursement.
5. No reimbursement will be made for travel between the employee's home and the library.

F. Other Transportation

1. Reimbursement for taxi fares, bridge, highway and tunnel tolls, parking and garage charges may be claimed upon presentation of itemized receipts.

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G. Lodging

1. The library's business office will make all arrangements when an employee travels out of town on official library business and such travel requires an overnight stay. Lodging expenses may be claimed upon presentation of itemized receipts.

H. Meals

1. Individuals traveling may claim reimbursement for meals that are not already included in paid conference, seminar, airfare or lodging fees. If an employee chooses to eat meals other than those provided, they will be at their own expense (i.e., Breakfast included in lodging fee). If an employee chooses to decline a meal provided as part of a conference, airfare, or lodging fee and purchase the meal elsewhere, he/she cannot apply for reimbursement for that meal.
2. The evening meal is reimbursable for individuals not traveling overnight but returning after 6:00 p.m.
3. Meals, while in travel status, are reimbursed at actual cost, not to exceed the library's meal allowance.
4. Maximum Meal Allowance (Includes gratuities automatically added to the bill by a restaurant and taxes) will be determined based on the U.S. General Services Administration's current rates for Meals & Incidentals for the destination. The business office will confirm the rates, which can be found at:  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

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**SECTION 5.4 SICK LEAVE**

A. Eligibility

1. Sick leave is earned only when an employee is in active pay status, only for those months for which the employee is actually paid.

B. Accrual

1. Employees shall accrue one (1) day per month. Full time employees, assigned a forty (40) hour work week, shall earn sick leave based on an eight (8) hour day. Part time employees will earn a prorated share. Thirty-two (32) hour employees receive the same prorated share as thirty (30) hour employees.
2. Sick Leave accrual is based on an employee's regularly scheduled hours and is not affected by overtime, substitute, or temporary re-assignment hours.

C. New Hires

1. New employees may draw up to one (1) week of their prorated share of non- accrued sick leave, to be paid back within the same payroll year. If employee leaves or the first year of employment ends before the sick leave accumulates, the time will be deducted from pay. Otherwise, sick leave may not be used until earned.
2. Missing more than one week of work during the probationary period may be cause for termination.

D. Sick Leave Usage

1. Sick Leave may be used for:
  - Absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to other employees, and illness or injury in the employee's immediate family.
  - Death of a member of the employee's family. (See Section 5.5 FUNERAL/BEREAVEMENT LEAVE).
  - Medical or dental appointments that cannot be scheduled during non-work time. Time off must be arranged with the employee's supervisor in advance.

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- Other as provided by the Department of Labor's FMLA regulations.
- 2. If an illness or disability continues beyond the time covered by earned sick leave, an employee may use earned vacation leave and compensatory time or may request an unpaid leave of absence. (See Section 5.9 LEAVES OF ABSENCE).
- 3. The director has the authority to investigate the reasons for an employee's absence.
- 4. An employee who fraudulently obtains sick leave or falsifies sick leave records is subject to corrective action. (See Chapter 10 CORRECTIVE ACTION).
- 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.

*Section 5.4 revised and approved  
2022.02.23*

E. Sick Leave Payment

1. An employee absent on sick leave is paid at his/her regular rate of pay.
2. Employees who retire under the Ohio Public Employees' Retirement System will receive payment for one-fourth (1/4) of the balance of their sick leave upon retirement. This will terminate the sick leave balance.

Updated:               7/27/10  
                              5/22/12



## **Defiance Public Library MakerSpace**

### **Mission**

To provide every user with the opportunity to learn something new, strengthen their skills and grow as a person.

### **What is a MakerSpace?**

A MakerSpace is a place where people can use technology, both low tech and high tech to create, make, and tinker. Collaboration and teamwork are highly encouraged, as is embracing failure as the first step to succeeding. At the Defiance Public library, the Makerspace is located in the West Mezzanine above non-fiction.

### **Purpose**

The MakerSpace at Defiance Public Library is for patrons of a variety of ages, skills, and interests to explore craftsmanship and to gain access to new technologies. The goal of the MakerSpace is to give the community a place where they can be innovative and creative without having to purchase the equipment themselves.

### **Policy for Use**

- The space is free and open to all patrons during “Open Make” times or by appointment.
  - Walk-in appointments will be accepted if MakerSpace staff and space is available.
- Each user of MakerSpace equipment must read and sign the Makerspace agreement. Users under the age of 18 will need a parent’s signature.
- Children under the age of 10 must be accompanied by an adult.
  - Children using the space as part of a library class or event may not need to be accompanied as the staff will be present to assist with equipment. Parents should check with the library staff before the event to know for sure.
- MakerSpace users must sign in and out of the space for each use.

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- Tools and technology are available on a first come-first-served basis. Please be courteous to other users by limiting your time when there is a high demand for certain equipment. Equipment, tools, and technology may also be unavailable due to their use for library projects, programming, or other uses.
- A staff member will be available to assist with equipment and resources to the extent that their time, other duties, and other patron's demands allow.
- No food or uncovered drinks are permitted in the MakerSpace.
- All users are subject to the safety rules described in the "MakerSpace Safety and Equipment Overview"; the library's general rules and regulations; Patron Code of Conduct; and Internet Access Policy.
- Users will be instructed in safety and proper use of equipment. Patrons who fail to follow library rules will be asked to correct any behavior in violation of policy and may be asked to leave the MakerSpace or library if the behavior is not corrected.
- Damage to equipment may result in the patron responsible being billed to repair or replace equipment.
  - The appropriate repair or replacement; the vendor chosen for the repair or replacement; and the cost of the repair or replacement are determined by the library. The library will only seek repairs or replacements necessary to restore lost capabilities unless comparable equipment or parts are no longer available.
  - Accidents or issues should be reported to a staff member as soon as possible.
- The library does not accept responsibility for any personal equipment or projects.
- Users are responsible for their own project management. The library is not responsible for any digital files left behind that may be altered, deleted, or viewed on the open to the public computers. Users should bring their own file storage media, plan to save files to a cloud-based service.
- Users are responsible for any infringement of copyright law in accordance with the copyright law of the United States (Title 17, U.S. Code).

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- Fees may exist for using some library supplies. These are only to cover the library's costs and keep the space free for everyone to use.
- The library has donated and small scraps of materials available for use, however, MakerSpace users are asked to bring any particular materials they will need to finish their project.
  - Consult MakerSpace staff to see what is available and what you will need to bring.
- The laminator, Ellison machine and dies are available for use during library open hours without signing in or signing a MakerSpace agreement. Staff must be available to accompany.