

Defiance Public Library Board of Trustees
Regular Board Meeting
September 28, 2022

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, September 28, 2022, at the Johnson Memorial Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 5:02 pm. In attendance were Board members: Ken Boroff, Susan Mack, Beth Michel, Dennis Sobecki and Laura Connor. Board member Rebecca Mansel-Pleydell was absent. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert and Shannon McClure.

Visitors present: Mary Williams, Judy Hasch, Sidney Weigle, Pam Kranenburg, Lori Wood, Sarah Marshall and Rebekah DeVeaux.

Administrative Assistant Shannon McClure spoke to the Library Board about her job and work history. She has a bachelor's degree in merchandising management and worked for consumer product companies in product development, sales and marketing. Shannon started with the library system in 2018 and is working with her third director. The main focus of her job is managing projects, mainly for DPL. Each year she plans the Staff In-Service, staff recognition luncheon and acts as the library liaison with the DPL Friends for Art in the Park. One of the larger projects that she's managed recently is the ARPA-LSTA grant book drop and book locker purchase and installation.

Chris Korhn, Susan Mack, and Mary Williams and Judy Hasch 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 September 15, 2022, at 12:00 pm at the Defiance Public Library to review August 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 August again exceeded estimates. Total revenues continue to run above, and expenditures below budgeted amounts.

Consent Agenda

Ken Boroff moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on August 24, 2022.
- Approval of the August 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for September 2022.
- Approval of the Fiscal Officer's Report as presented.

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

Defiance Public Library Board of Trustees
Regular Board Meeting
September 28, 2022

Beginning Balance	\$ 2,611,888.77
Revenue	+ 1,739,714.10
Expenses	<u>- 1,301,620.65</u>
Month End Balance	\$3,049,982.22
August PLF	\$ 115,075.69

- Approval of the Library Operations Report.
- Revenue and Appropriation Adjustments:
 - Approval of the following transfer in the Coronavirus Relief Fund:

From: DPL Maintenance Supplies	\$200.00
Computer Services	\$ 40.00
DPL Maintenance Services	\$360.00
To: DPL Furniture & Equipment	\$600.00
 - Acceptance of a gift from the Quintin L & Juliet C Yao donor-advised fund.
 - Acceptance of a gift from the Defiance Rotary Foundation.
 - Approval of an increase in Bequest Fund revenue of \$43,000.00 in Unrestricted Contributions, Gifts.
 - Approval of an increase in Bequest Fund revenue of \$2,000.00 in Unrestricted Contributions, Gifts.
 - Approval of an increase in Bequest Fund appropriations in DPL Furniture & Equipment of \$6,000.00

Motion carried.

Items for Discussion

Laura Connor moved and Beth Michel seconded the motion to approve an update to DPLS Policy 3.4 – Hours of Work. Motion carried.
See addendum for policy details.

Susan Mack moved and Dennis Sobecki seconded the motion to change the Monday opening time for the Defiance Public Library to 10:00 am, effective November 7, 2022. Motion carried.

Laura Connor moved and Beth Michel seconded approval of the DPLS strategic plan, as presented. Motion carried

Library Director Potter reported the Defiance Rotary has donated the remaining funds needed to purchase the story walk posts and display frames. The equipment will be ordered this fall or spring, depending on arrangements for storage.

Library Director Potter reported the Fall 2022 Levy Committee will not have an in-person meeting because of member scheduling conflicts. The library has created a levy fact sheet that will be shared with the public.

Defiance Public Library Board of Trustees
Regular Board Meeting
September 28, 2022

5:49 pm

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

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

6:03pm

Beth Michel moved and Ken Boroff seconded the motion to return to Regular Session. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, October 26, 2022, at 5:00 pm at the Sherwood Branch Library, Sherwood, Ohio.

Dennis Sobecki moved and Laura Connor seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 6:08 pm.

_____, President

_____, Secretary

Defiance Public Library Board of Trustees
Regular Board Meeting
September 28, 2022

ADDENDUM

SECTION 3.4 HOURS OF WORK

- A. A regular full-time employee works forty (40) hours per week. Regular part-time employees will work an average of either thirty (30) or thirty-two (32) hours per week or twenty (20) hours per week.
- B. Employees are expected to work a flexible schedule including Saturdays, Sundays and evenings.
- C. No employee may work more than ten (10) hours in a day without approval of the Director.
- D. A student who is between sixteen (16) and eighteen (18) years of age and required by law to attend school will not be scheduled to work:
 - 1. Before 7:00 a.m. on any day school is in session, except he/she may begin at 6:00 a.m., if he/she did not work after 8:00 p.m. the previous day.
 - 2. After 11:00 p.m. on any night preceding a school day.
 - 3. During school hours, unless employment is part of a bona fide program of cooperative training; or
 - 4. More than forty (40) hours in any week.
- E. Meal Breaks
 - 1. When a nonexempt employee works more than six (6) hours in a day, he/she will have one unpaid **thirty-minute** meal period. The meal break will be taken at the time set by the employee's supervisor.
 - 2. An employee may not work through an unpaid meal break in exchange for arriving to work late or leaving early, unless expressly authorized by the supervisor.
 - 3. Employees will be relieved of all duties and may not remain or eat in their public work area during any unpaid meal period.
- F. Rest Breaks
 - 1. Each full-time and part-time employee generally will be granted one (1), fifteen-minute rest break for each four (4), consecutive hours of work. The rest break time will be paid.
 - 2. The supervisor will ensure that breaks are provided to employees in a fair manner and in consideration of service demands.
 - 3. An employee is required to notify his/her co-workers or supervisors before leaving the work area for a break.