

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, November 30, 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: Beth Michel, Dennis Sobecki, Ken Boroff, Rebecca Mansel-Pleydell and Laura Connor. Susan Mack was absent. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert, Renee Hopper and Sarah Marshall.

Visitors present: Mary Williams, Judy Hasch and Shannon McClure.

Sarah Marshall and Renee Hopper gave a presentation on the Worthington Cemetery Project. The project background was reviewed, including how Sarah found the information about the cemetery while doing research for the 2020 Riverside Cemetery Walk. Two years and a lot of research later, KYK9 Search Dogs came to the believed location of the cemetery on November 1, 2022, and were able to detect human remains. On November 13th, 2022, ground penetrating radar which was brought to the site by Eric Hubbard and Chris Lamack and provided courtesy of the University of Pennsylvania, was used to scan the area. Once the official results of the scan are received and the location of the cemetery is determined, the intent is to file for an historical marker to be placed near the site.

Laura Connor, Mary Williams and Judy Hasch updated the Library Board on the activities of the Friends of the Defiance Public and Sherwood Branch libraries, respectively.

The Finance Committee met on November 7, 2022, at 4:00 pm at the Defiance Public Library to review October 2022 financials, 2023 Estimated Revenue, the Cash Flow Projection Report, pay increase data for 2023 and the possibility of making a transfer to the Permanent Improvement Fund at the end of the year. Committee Chair Ken Boroff, Chris Korhn, CFO Nancy Roehrig and Library Director Cara Potter were in attendance. Ken Boroff reported to the Board the year-to-date PLF is \$172,000 above estimates, resulting in higher than budgeted overall revenue for the year. Expenses continue to run below 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 October 26, 2022.
- Approval of the October 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for November 2022.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,611,888.77
Revenue	+ 1,926,600.66

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Expenses	- 1,630,033.17
Month End Balance	\$2,908,456.26

October PLF	\$ 131,822.75
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- Approval of the Library Operations Report.
- Approval of the hiring of Lori Moore, 20-hour Defiance Circulation Assistant, at a rate of \$11.36 per hour and a start date of November 8, 2022.
- Approval of the hiring of Linda Clay, 20-hour Defiance Circulation Assistant, at a rate of \$11.36 per hour and a start date of November 21, 2022.
- Approval of an update to the DPLS Hotspot Agreement to include the billing zip code in the credit card information section. See addendum for agreement details.
- Revenue and Appropriation Adjustments:
 - Approval of the following General Fund appropriation transfer:

From: JML YA Supplies	\$150.00
JML Early Lit Supplies	50.00
JML Summer Supplies	51.00
JML Speaker Services	100.00
To: EBooks	\$351.00

Motion carried.

Items for Discussion

The Fall 2022 library levy passed with 72.37% for and 27.63% against the Tax Levy. Library Board President Chris Korhn gave a “Big Thank You” to all of the people who worked so hard to get the word out about supporting the library and the levy.

Ken Boroff moved and Dennis Sobecki seconded the motion to approve the new DPLS Meeting Room Policy. Motion carried. See addendum for policy details.

CFO Nancy Roehrig reviewed the 2022 Cash Flow Summary report with the Board. The report includes five-year income and expenditure projections for the library system for the purpose of informing library stakeholders of the long-term financial picture of the library system. Taking current and predicted economic factors into consideration, revenues were conservatively estimated, and inflation was considered in estimating expenditures.

Rebecca Mansel-Pleydell moved and Laura Connor seconded the motion to approve the 2023 Estimated Revenue of All funds to be filed with the Defiance County Auditor.

General Fund	\$2,261,600
Building & Repair Fund	50,800
Permanent Improvement Fund	7,800
Bequest Fund	18,200
Total	<u>\$2,338,400</u>

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Roll Call Ayes: Chris Korhn, Beth Michel, Dennis Sobecki, Ken Boroff, Rebecca Mansel-Pleydell and Laura Connor. Nays: None. Motion carried.

The CFO discussed the possibility of transferring money from the General Fund to the Permanent Improvement Fund for the future library annex project. More research is needed to determine if monies in the Permanent Improvement Fund can be used for projects other than the Crown Jewel project. The CFO will report back to the board in late winter 2023.

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

Other Items for Consideration

Cara Potter invited board members to the Staff Recognition Luncheon on December 7, 2022, at the Iron Horse in Sherwood, Ohio, beginning at 12:00 noon.

6:02 pm

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

6:45 pm

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

Laura Connor moved and Beth Michel seconded the motion to approve a 3% inflation adjustment based on the 2022 salary of all library employees by the end of the 2022 payroll year. Motion carried.

The next Regular meeting of the Library Board is scheduled for Wednesday, December 21, 2022, at 5:00 pm at Defiance Public Library, Defiance, Ohio.

Dennis Sobecki moved and Beth Michel seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Chris Korhn at 6:48 pm.

_____, President

_____, ~~Secretary~~ Vice President

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ADDENDUM

Board approved 8/24/22
Updated 11/4/22



Mobile Hotspot Patron Agreement Form

Patron Name _____

Patron phone # _____

Library card # _____ Mobile hotspot # _____

Please read the information and sign below to check out a Mobile Hotspot.

- Patron must be 18 years of age or older to check out a mobile hotspot.
- New library card holders must wait 30 days before checking out a hotspot.
- Patron must be in good standing with the library, with a current address on file and no fines above \$5.00.
- Overdue mobile hotspots will be deactivated within 24 hours of due date.
- Credit card information or a \$20 deposit are due upon checkout of mobile hotspot. Deposits will be returned upon return of mobile hotspot. Credit cards will be charged the full replacement cost if not returned within 6 weeks of due date. Deposits will be applied to the lost fee accrued on patron record. If hotspot is returned after credit card is charged or deposit is used, a refund will be issued.
- Only one (1) mobile hotspot per household may be checked out at a time.
- Mobile hotspots may be checked out for 14 days. NO RENEWALS.
- Returned mobile hotspots may not be available for 24 hours.
- Holds are not allowed on mobile hotspots.
- Mobile hotspots cannot be used internationally.
- Roaming fees will be the patron's responsibility.
- Mobile hotspots must be returned to the main desk of the DPLS location the hotspot was checked out. DO NOT RETURN IN A DROP BOX.
- The patron is responsible for costs associated with loss or damage of the mobile hotspot, case, or charger.
- **Cardholder must sign this agreement.** *Individuals with permission to use an account may not sign in cardholder's absence.*

CONTENTS OF MOBILE HOTSPOT KIT and REPLACEMENT COSTS

- 1 case - \$20.00
- 1 mobile hotspot (1 SIM card, 1 battery) - \$90.00
- 1 USB C cord and wall charger - \$10.00

Signature _____ Date: _____

By signing this patron agreement, you accept Defiance Public Library System's borrowing terms and conditions and indicate your need for the hotspot is due to lack of adequate Internet access.

Credit card #: _____ CVV: _____

Expiration date: _____ Billing Zip code: _____ Staff initials: _____

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Defiance Public Library System

Meeting Room Use Policy

Approved Nov. 30, 2022

General

The Defiance Public Library System (DPLS) meeting rooms are defined as limited public forum spaces, generally for the use by groups or individuals residing in Defiance County.

- There shall be no exclusion by the library from their use based on the points of view, beliefs or affiliations of the users, sponsors or participants.
- Nothing in this statement prohibits the DPLS Board from adopting reasonable time, place and manner policies regarding the use of meeting rooms.

All programs and meetings must be open to the public. No group may deny attendance based on race, creed, color, age, sexual orientation, disability, gender, religion, national origin, or citizenship.

All programs must be free.

- No fees, dues or donations may be charged or solicited by the sponsor or group for any program except to cover the cost of materials required for use at the program.
- Library director may make exceptions regarding fees, dues or donations for seminars, lectures and programs held in cooperation with the library, or for adult education courses sponsored by an established educational non-profit institution.

No business solicitations or sign-up sheets may be presented in the building, though presenters are welcome to leave their business cards for audience members to take if they choose.

- Authors and artists may offer their works for sale incidental to a lecture or performance.

Granting of permission to any group, program or organization to use the space does not constitute an endorsement by the Defiance Public Library System, its staff or board of trustees.

- Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement.
- The library phone number and address shall not be used as a contact for information about the program. The library may share program information through its online calendar and/ or social media.

All activity in the meeting rooms shall comply with established Library policies.

- All agreements to use the rooms are temporary, revocable and conditional.
- The DPLS reserves the authority to revoke the agreement in its sole discretion at any time for any lawful reason without penalty or liability, and to impose conditions upon the agreement in the public interest.

The meeting rooms are available for use free of charge by the library, town boards, civic groups and other non-profit groups and organizations for informational, educational, cultural and civic needs, such as meetings, lectures, conferences, exhibits, films, etc.

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To reserve a room, the applicant must be a Defiance County resident aged 18 or over.

- The director or branch manager shall have the discretion to waive the residency requirement for
- groups meeting the criteria.
- Personal or family parties such as birthday parties, play dates, baby showers, etc. cannot be hosted in the meeting rooms.

The meeting rooms are available for use during the library's normal operating hours.

- Reservation times include setup and breakdown time.
- Rooms are available for use and may be reserved from 10:00 AM through 7:15 PM on days the library or branch library is open, except Saturdays.
- The Library meeting rooms are not available when the Library is closed.

The Library Director reserves the right to:

- Reclaim the use of the meeting room for Library programming with advance notice to the user whenever possible.
- Relocate a user to the room more suited for its size and function.
- Limit the annual number of reservations for any one organization.

The Library, at the discretion of library staff, may deny an application if:

1. The requested date and time is unavailable;
2. The application (including any required attachments and/or submissions) is incomplete;
3. The applicant or the person/group/organization on whose behalf the application is made contains a material falsehood or misrepresentation;
4. The applicant or the person/group/organization on whose behalf the application is made has damaged Library property on prior occasions and not paid for the damage;
5. The applicant or the person/group/organization on whose behalf the application is made is legally incompetent to contract or to sue and be sued;
6. The applicant or the person/group/organization on whose behalf the application is made has violated the terms of a previous Memo of Agreement for use of the Library;
7. The proposed use would present an unreasonable danger to the health and/or safety of Library patrons, visitors, employees, agents, volunteers, and/or other members of the public;

If approved, the Memo of Agreement and Application will be signed by a representative of DPLS and returned to the applicant. Any application that is denied will be returned to the applicant stating the reason for such denial.

- Any applicant denied an agreement to use a room or denied a waiver of any condition of use may appeal the decision to Library Director within five business days, stating in writing the reasons why the denial of the license or waiver was erroneous.
- A decision will be rendered within five business days following receipt of the written appeal.
- If applicant does not receive satisfaction with response, the appeal may be raised to Board of Trustees.

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DPLS reserves the right to impose reasonable and actual administrative costs on the user, including but not limited to necessary security, clean-up and traffic management costs so that same are not borne by the library and taxpayers.

Conduct

- While using the meeting room, user and accompanying parties must meet the *Defiance Public Library System Patron Code of Conduct*.
- No amendment, alteration or addition shall be made to the library's system components (electrical, lighting, network wiring, heating, doors, physical structure, or layout) by any organization.
- Flammable materials such as candles, matches, or incense are not permitted on the premises.
- At no time may fire lanes and emergency exits or handicapped parking spaces and entrances/ramps be blocked by vehicles or other objects. Illegal parking may result in vehicles receiving tickets, warnings or towing at the vehicle owner's own expense.
- No animals, except those trained to assist the disabled, are allowed in the building without approval by the Library Director.
- Parents or guardians attending an event/approved use of the premises must abide by the *Unattended Children's Policy*.

Responsibilities

- User is responsible for the observance of fire and safety requirements including but not limited to maintaining all aisles, doorways, and exits free and clear of all obstructions to permit unimpeded emergency access. If applicable, user must secure any required permits from local or state governing agencies/bodies.
- User is required to have an on-site supervisor who is at least 18 years of age who will be always present during the event/use of the room(s). Youth meetings require at least a 1:10 adult to child ratio.
- Fliers, brochures, or other printed information should remain in the meeting room and be removed from the meeting room at end of event/use. User is responsible for set-up and break-down for its event/use in the meeting room and is required to leave the space in a neat and orderly condition, including returning the furniture to its original location unless otherwise notified by Library personnel.
- User must remove all trash from the library immediately following the event/use and properly dispose of same.

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NOVEMBER EQUIPMENT 2022 DISPOSAL LIST	
Item Description	Quantity
Blue rolling chair	1
Meraki Wireless Access Points	6
Dell 9010 Optiplex Desktop Computer	2
Lenovo Thinkpad Edge E531 Notebook	1
HP Prodesk Desktop Computer	1
HP Prodesk 400 G3 Desktop Computer	3
Acer Chromebook	1
HP Desktop Computer	1
HP SB Prodesk G4 Desktop Computer	1
Canon Imageclass Color Laser Printer	1
HP Laserjet Printer	1
Dell Optiplex 320 Desktop Computer	6
Dell Optiplex 330 Desktop Computer	10
OPAC Desktop with monitor	1
Dell Vostro Notebook	1
HP Officejet 8100 Pro Printer	1
HP X451DN Printer	1
Triplite UPS, SMART1500XL	2
Triplite UPS	2
Viewscan Microfilm Reader	1
Fabric, oak rocker library chairs	5
Fabric padded oak stool	1
Fabric, oak armchair	2
Fabric, molded plastic Operator's chair	3
Sony 32" flat screen TV	1
Sony DVD/VCR player	1
TV cart	1
Kangaru DVD Burner	1
Dell T4300 Precision Desktop Computer	1
Dell Optiplex 360 Desktop Computer	1
Desktop Computer	1
Dell Optiplex 745 Desktop Computer	1
HP 2430N Laserjet Printer	1
3x5 Wood Table, turned legs	1
Wood Shelf 1x6x12	1
Metal Paperback Rack with 4 Spinners	1
Wood Shelf 1x7x6	1
HP Scanjet 5590 Scanner	1
Oak bookcase, 4 shelf, single face 10x36x42	1

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Item Description	Quantity
Laminated Plastic Oak Tall Table 17x60x36	1
Kingsley Metal Book Drop 2.5x2.5x5	1
Laminated plastic, oak single pedestal desk, 36x65x42, return, single door	1
Activity display unit; black metal stand	1
Pipe rack, double rail for backpack circ items	2
Oak single face bookcase, 5 shelf, 10.5"x38"x72"	1
Oak bookcase, 6 shelf, single face, 10"x6'X84"	1
Oak 5 shelf single face bookcase, 9'x3'x72"	1
Oak bookcase, 7 shelf, double face, 21"x12'x82" w/1 slotted oak ends and molded plastic single book holders	1
Oak single pedestal desk with shelf, bookshelf, 24" wide; 3 drawer	1
TA Adler Royal typewriter, Satellite 4	1
Wood bookcase, 3 shelf, double face, 15" x 6 ft x 40"	1
Oak child's table	1
Laminated plastic oak table, 36" x 60"	1
Wood table/cabinet base	1
Electric air cleaner	1
A Frame metal magazine display double face 24 slot/other newspaper 11 slot and flat shelves w/lights	3
HP Scanjet flatbed scanner	1
Fabric, molded plastic executive chair; red	1
Fabric, molded plastic operator's chair; red	4
Oak laminate desk return, 20.5" x 42"	1
Glass, oak 5-shelf bookcase	1
Kingsley lowerator cart, mid height	1
Leather, wood closed armchair	3
Samsung Galaxy A7 Tablet	3
Personal Computer Table, 2 x 2, Caster Base	1
Magazine Rack 29x14.5x28	1
Children's Desk 32x28x24	2
Rolling tubs	2
Metal desk	1
Wood chairs with fabric back and seat	12
Solid red reading chairs	2