

Defiance Public Library Board of Trustees
Regular Board Meeting
December 21, 2022

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, December 21, 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, Susan Mack and Laura Connor. Rebecca Mansel-Pleydell was absent. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert, Rebekah DeVeaux and Sydni Weigle.

Visitors present: Shannon McClure, Pamela Kranenburg and Marja McGuire

Defiance Youth Associates Sydni Weigle and Rebekah DeVeaux spoke to the board about their jobs in the Youth Services department.

Sydni focuses on kindergarten preparation for early literacy ages zero to six. She leads Storytime and Read, Rhyme and Romp, and has started holding Storytimes in school classrooms, which involves teaching the children about the library.

Rebekah also leads Storytime and Read, Rhyme and Romp for early literacy children. She incorporates puppets into the programs and also music with her ukulele.

Both Sydni and Rebekah also work on collection maintenance, program development, working the reference desk and organizing activities for the craft room.

Chris Korhn updated the board on the activities of the Friends' of the Defiance Public Library. Susan Mack noted the Johnson Memorial Friends has not met since October.

The Finance Committee met on December 8, 2022, at 4:00 pm at the Defiance Public Library to review November 2022 Financials, the 2023 Appropriations of all Funds and the 2022 inflation adjustment for staff. Committee Chair Ken Boroff, CFO Nancy Roehrig and Library Director Cara Potter were in attendance. Ken Boroff reported to the Board the PLF was \$195,000 above the estimate for the year. Expenses continue to run below budgeted amounts.

The Personnel Committee met on December 21, 2022, immediately prior to the board meeting. Committee Chair Laura Connor, Susan Mack, Beth Michel, CFO Nancy Roehrig and Director Cara Potter were present. Laura Connor reported to the board the committee reviewed several position changes that are included in the 2023 budget.

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 November 30, 2022.
- Approval of the November 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for December 2022.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,611,888.77
Revenue	+ 2,196,135.55
Expenses	<u>- 1,788,170.27</u>
Month End Balance	\$3,019,854.05

November PLF	\$ 129,567.04
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- Approval of the Library Operations Report as presented.
- Approval of the resignation of Lori Moore, 20-hour Defiance Circulation Assistant effective December 05, 2022.

Motion carried.

Items for Discussion

Laura Connor moved and Dennis Sobecki seconded the motion to approve closing the Defiance Public Library at 4:00 pm on Thursday, January 19, 2023 to host a Defiance Chamber of Commerce After-Hours event which will focus on Defiance's bicentennial. Motion carried.

Ken Boroff moved and Susan Mack seconded the motion to approve the year end transfer of \$50,000.00 from the 2022 General Fund to the Building & Repair Fund. Roll Call Ayes: Chris Korhn, Beth Michel, Dennis Sobecki, Ken Boroff, Susan Mack and Laura Connor. Nays: none. Motion carried.

Beth Michel moved and Laura Connor seconded the motion to approve the 2023 Wage and Salary List for all Library System Employees, with the exception of the Director and CFO. Motion carried.

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2023 Pay Rates	
Name	Rate
Cara Bolley	\$ 19.66
Linda Clay	\$ 12.33
Joan DeSota	\$ 13.89
Rebekah DeVeaux	\$ 16.65
Caitlin Flickinger	\$ 10.66
Gary Ford	\$ 17.93
Brenda Froelich	\$ 12.41
Hilary Gabers	\$ 16.32
Karlee Harris	\$ 16.65
Amber Headley	\$ 16.65
Katherine Holtsberry	\$ 25.86
Renee Hopper	\$ 24.85
Krista Kirsch	\$ 16.65
Pamela Kranenburg	\$ 20.06
Taryn Lawson	\$ 23.79
Sarah Marshall	\$ 18.02
Shannon McClure	\$ 17.51
Marja McGuire	\$ 26.37
Craig Miller	\$ 14.74
Christina Pergram	\$ 16.65
Angela Powell	\$ 24.85
Zach Ridgway	\$ 11.54
Patricia Rigg	\$ 18.41
Gail Rutherford	\$ 21.71
Victoria Schmearsal	\$ 16.32
Hannah Short	\$ 13.35
Tabitha Sullivan	\$ 23.89
Elaine Talbert	\$ 21.97
Sydni Weigle	\$ 16.65
Tory Westrick	\$ 17.32
Lora Wood	\$ 16.65

Susan Mack moved and Dennis Sobecki seconded the motion to approve the 2023 Appropriations of All Funds as presented.

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2023 Appropriations Budget	
General Fund	
Salaries & Benefits Total	1,548,900
Supplies Total	53,035
Purch & Contract Srv Total	449,850
Library Mat'ls Total	245,505
Capital Outlay Total	39,000
Other Total	10,100
Contingency	40,000
Transfers Out	50,000
TOTAL General Fund	2,436,390
Building & Repair Fund	
Purchased & Contractual Services	-
Capital Outlay	28,000
Transfer	-
TOTAL Bldg & Repair Fund	28,000
Permanent Improv Fund	
Purchased & Contractual Services	7,000
Capital Outlay	20,000
Transfer	-
TOTAL Permanent Improvement Fund	27,000
Bequest Fund	
Supplies	300
Purchased & Contractual Services	2,000
Capital Outlay	20,000
TOTAL Bequest Fund	22,300

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

Beth Michel moved and Ken Boroff seconded the motion to approve the calculation details for the 3% inflation adjustment for all employees. The adjustment will be based on 2022 regular pay, with a minimum of \$50.00, to be paid with the last payroll of 2022. Motion carried.

The Library Director updated the board on several projects

- The Storywalk displays have arrived. The City of Defiance is storing them and will place them along the Bronson Park walkway when the weather permits.
- The Library's architect met with the Library Director, CFO and Branch Manager at SBL to discuss plans for creating an enclosed office space for the Branch Manager.
- The Friends of the Johnson Memorial Library along with Hicksville community members donated funds for the purchase of a Charlie Cart. The cart will provide JML staff the opportunity to do programs about food.

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Laura Connor moved and Beth Michel seconded the motion to approve the following personnel changes that are included in the 2023 budget with pay rates based on the 2023 step scales:

- Increasing the hours of the two 20-hour branch associates to 30 hours
- Adding two 20-hour branch assistant positions, one at each branch
- Adding an 8-week, 20-hour Youth Services Assistant position for the Summer Reading Program

Motion carried.

5:55 pm

Laura Connor moved and Dennis Sobecki 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, Susan Mack and Laura Connor. Nays: None. Motion carried.

6:02pm

Beth Michel moved and Susan Mack seconded the motion to return to regular session

Laura Connor moved and Ken Boroff seconded the motion to increase the pay rates of the Library Director and CFO by 2%, to \$44.64 and \$35.98, respectively. Motion carried.

Beth Michel moved and Dennis Sobecki seconded the motion to approve vacation for the Library Director for January 23rd through 27th. Motion carried.

The 2023 Organizational meeting of the Library Board, which is scheduled for Wednesday, January 25, 2023, at 5:00 pm at the Defiance Public Library, will be followed immediately by the Regular meeting.

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

Meeting adjourned by Board President Chris Korhn at 6:06 pm.

_____, President

_____, ~~Secretary~~ Vice-President