

Defiance Public Library Board of Trustees  
Regular Board Meeting  
January 26, 2023

The Board of Trustees of Defiance Public Library met for its monthly meeting on Thursday, January 26, 2023, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Laura Connor called the meeting to order at 5:14 pm. In attendance were board members: Chris Korhn, Rebecca Mansel-Pleydell, Ken Boroff, Dennis Sobecki and Beth Michel. Susan Mack was absent. Staff members present: CFO Nancy Roehrig, Elaine Talbert, Shannon McClure and Tabitha Sullivan.

Visitors present: None

Tabitha Sullivan talked to the Library Board about her position as Circulation Services Manager. The Circulation Department has a staff of eight; four Circulation Assistants, one Associate, two Library Aides and a manager. The staff's jobs go beyond circulation desk and shelving duties and include but aren't limited to processing books coming from/going to other Ohio libraries, curbside pick-up service and patron hold lockers. Tabitha has focused on growing the Homebound Delivery program as evidenced by the 4,349 items delivered to homebound patrons in 2022.

The Finance Committee met on January 18, 2023, at 5:00 pm at the Defiance Public Library to review December 2022 financials. Committee Chair Ken Boroff, CFO Nancy Roehrig and Library Director Cara Potter were in attendance. Ken Boroff reported to the board that total revenues for all funds were higher than estimated and expenses were below estimates for the year.

Chris Korhn updated the Library Board on the activities of the Friends of the Johnson Memorial, Sherwood Branch and Defiance Public libraries.

Rebecca Mansel-Pleydell left the meeting at 5:40 pm

Consent Agenda

Beth Michel moved and Chris Korhn seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on December 21, 2022.
- Approval of the December 2022 financial reports as reviewed by the Finance Committee and approval of the payment of bills for January 2023.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,611,888.77
Revenue	+ 2,345,166.09
Expenses	- 2,127,857.54
Month End Balance	<hr/> \$2,829,197.32
December PLF	\$ 140,529.24

Defiance Public Library Board of Trustees  
Regular Board Meeting  
January 26, 2023

- Approval of the Library Operations Report
- Approval of the following changes in the 2023 General Fund:
  - Approval of the acceptance of donations from Sharon Maas, in memory of Rose Ellerbrock, and Defiance Health Partners/Glenn Park in memory of Marilyn Mallott.
  - Approval of an increase in revenue in Unrestricted Contribution, Gifts of \$450.00.
  - Approval of an increase in appropriations in DPL Adult/Reference Books of \$450.00.
- Approval of vacation for the CFO for May 15<sup>th</sup> through 19<sup>th</sup>, and August 3<sup>rd</sup> and 4<sup>th</sup>.

Motion carried.

Items for Discussion

Ken Boroff moved and Beth Michel seconded the motion to approve the following revenue and appropriation changes for funding received from the Friends of Defiance Public Library:

- An increase in General Fund revenue of \$13,825.00 in Unrestricted Contributions, Gifts
- An increase in General Fund appropriation as follows:
  - DPL Friends Youth Program Services for \$5,485.00
  - DPL Friends Youth Program Supplies for \$1,350.00
  - DPL Friends Adult Program Services for \$2,275.00
  - DPL Friends Adult Program Supplies for \$645.00
  - DPL Friends YA Program Supplies for \$250.00
  - DPLS Friends Program Services for \$2,220.00
  - DPLS Friends Program Supplies for \$1,620.00
- An increase in Bequest Fund revenue of \$250.00 in Unrestricted Contributions, Gifts
- An increase in Bequest Fund appropriations of \$250.00 in DPL Storywalk Supplies
- An increase in General Fund revenue of \$665.00 in Unrestricted Contributions, Gifts
- An increase in General Fund appropriations of \$665.00 in Rent/Lease

Motion carried.

Dennis Sobecki moved and Chris Korhn seconded the motion to approve extending the hours for the Sherwood Branch Library until 8:00pm on January 23, February 13 and March 13 to accommodate programming. Motion carried.

The Youth Services shelving and desk redesign projects, including preliminary estimates from Library Design, were reviewed by the board. Marja McGuire and Shannon McClure have been working on the project for several months. Shannon attended the meeting to answer questions from the board about the project. The board wanted it made clear that they are not driving or pushing for this project.

The Library Director recommends Library Design do the shelving modifications since the shelving was purchased from them in 2014. The estimated cost from Library Design for the shelving

Defiance Public Library Board of Trustees  
Regular Board Meeting  
January 26, 2023

adjustments, including storage under the countertop near the windows is \$18,833.00. The estimated cost without the storage is \$16,868.00.

Library Design also provided a cost estimate for designing and building a new desk in the Children's area, and disassembling and removing the existing desk. The initial estimate was \$50,000.00, with an additional \$4,125.00 for furniture for a lounge area in the space where the existing desk sits. Additional costs for moving the desk from its current location include electrical and data work, with the latter estimated at \$525.00. The Library Director proposed getting additional "not to exceed" estimates from Library Design, having Beilharz Architects, Inc. design and estimate a custom desk, and searching for a desk and shelving directly from library furniture vendors (there would most likely be additional costs for assembly and installation). The next step is for the Library Director to meet with the Building & Lands committee to review the project.

The federal mileage rate set by the IRS increased from \$.625/mile to \$.655/mile effective January 1, 2023. The Library's policy directs reimbursement at the federal mileage rate. The policy is reviewed annually to confirm continued use of the current IRS rate. The board confirmed the policy.

Other Items for Consideration

The CFO let board members know the Ohio Library Council's Trustee Workshop will be held on March 4, 2023, and can be attended virtually or in person. Any board member that is interested in attending should let the CFO know.

The next Regular meeting of the Library Board is scheduled for Wednesday, February 22, 2023, at 5:00 pm at the Defiance Public Library, Defiance, Ohio.

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

Meeting adjourned by Board President Laura Connor at 6:20 pm.

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

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