

Defiance Public Library Board of Trustees  
Regular Board Meeting  
February 22, 2023

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, February 22, 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 5:00 pm. In attendance were board members: Susan Mack, Chris Korhn, Rebecca Mansel-Pleydell, Beth Michel, Dennis Sobecki and Ken Boroff. Staff members present: Director Cara Potter, CFO Nancy Roehrig, Elaine Talbert, and Hillary Gabers.

Visitors present: Shannon McClure, Sarah Marshall, Renee Hopper and Judy Hasch.

Hillary Gabers spoke to the board about her position as an Adult Services Associate at the main library. Hilary began as a Circulation Services Assistant in 2019 and transferred to Adult Services in 2020. She enjoys creating monthly themed Lit Kits for patrons which include crafts and books personalized for their preferred genre. Along with monthly programs and covering the reference desk, Hilary is involved in the Halloween parade and safety committees and helps with displays in the library.

5:10 pm Hilary Gabers, Sarah Marshall and Renee Hopper left the meeting.

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

The Finance Committee met on February 7, 2023, at 5:00 pm at the Defiance Public Library to review January 2023 Financials. Committee Chair Ken Boroff, Laura Connor, CFO Nancy Roehrig and Library Director Cara Potter were in attendance. Ken Boroff reported to the Board the PLF was 5.39% (\$6,793.05) above the estimate for January. The committee discussed the proposed replacement of the condenser unit on the west wing roof and the dismantling of the reference desk that was installed in 2017.

The Buildings and Land Committee met on February 16, 2023, at 1:00 pm at the Defiance Public Library. Trustees Chris Korhn and Rebecca Mansel-Pleydell, and director Cara Potter were present. Estimates for two projects for the Youth Services area were reviewed - shelving modifications and under counter shelving. A proposal to move the Youth Services reference desk was also discussed. The committee recommends approval of the shelving modifications and counter shelving projects. The projects will be covered under Items for Discussion.

#### Consent Agenda

Dennis Sokecki moved and Chris Korhn seconded the motion to approve the Consent Agenda.

- Approval of the minutes of the Organizational meeting and the Regular Library Board meeting, both held on January 26, 2023.
- Approval of the January 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for February 2023.

Defiance Public Library Board of Trustees  
Regular Board Meeting  
February 22, 2023

- Approval of the Fiscal Officer's Report.

Year-to-Date General Fund Activity through January 2023:

Beginning Balance	\$ 2,829,197.32
Revenue	+ 157,273.00
Expenses	- 125,281.53
Month End Balance	<u>\$2,861,188.79</u>

January PLF	\$ 132,922.02
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- Approval of the Library Operations Report.
- Approval of the resignation of Gary Ford, 20-hour Handyperson, effective February 10, 2023.
- Approval of the following changes in the 2023 General Fund:
- Approval of the acceptance of donations from Friends of the Johnson Memorial Library and Friends of the Sherwood Branch Library.
- Approval of an increase in revenue in Unrestricted Contributions, Gifts of \$500.00.
- Approval of an increase appropriations in DPL Youth Programming Services of \$500.00.

Motion carried.

Items for Discussion

Beth Michel moved and Susan Mack seconded the motion to approve the shelving modifications and under counter shelving projects in Defiance Youth Services, as follows:

- Shelving modifications for a cost of \$16,868.00
- Under counter shelving for a cost of \$1,965.00
- To be paid from the Permanent Improvement Fund, with increased appropriations split between the Professional Services and Furniture & Equipment accounts per detail to be provided by the vendor.

Motion carried.

Relocating and building a new Youth Services desk is under consideration. The Buildings & Land Committee asked the director to continue to pursue estimates for the three different options that have been proposed.

CFO Nancy Roehrig updated the board about the issues with the HVAC condenser on the west wing roof. Smith-Boughan, the library's HVAC contractor, stated that the manufacturer, Mitsubishi, recommends replacing the condenser; they do not recommend making repairs. The total estimated cost of the project will be \$36,344.00, which includes \$21,116.00 to replace the condenser and troubleshooting costs already incurred of \$4,228.00.

Dennis Sobecki moved and Chris Korhn seconded the motion to approve the replacement of the west side main level Mitsubishi condenser for a cost of \$36,344.00, to be paid from the Building

Defiance Public Library Board of Trustees  
Regular Board Meeting  
February 22, 2023

and Repair Fund, with an increase in appropriations in the Building Improvements account.  
Motion carried.

The five-year preventative maintenance agreement with Smith-Boughan is due for renewal effective March 1, 2023. It includes a 4% increase each year and a 5% discount on parts and service.

Chris Korhn moved and Susan Mack seconded the motion to approve the preventative maintenance agreement with Smith-Boughan, effective March 1, 2023 to February 28, 2028.  
Motion carried.

5:58 pm

Beth Michel moved and Rebecca Mansel-Pleydell seconded the motion to enter into executive session for the purpose of discussing the purchase or sale of property.

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

6:24pm

Beth Michel moved and Chris Korhn seconded the motion to return to regular session.

Other Items for Consideration

The library director discussed a proposal that would provide internet service via VPN from the Johnson Memorial Library to the Hicksville Historical Society building next door.

The next regular meeting of the library board is scheduled for Wednesday, March 22, 2023, at 5:00 pm at the Sherwood Branch Library.

Susan Mack moved and Beth Michel seconded the motion to adjourn the meeting.

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

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

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