

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, March 22, 2023, at the Sherwood Branch 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 Rebecca Mansel-Pleydell, Susan Mack, Dennis Sobecki, Beth Michel and Ken Boroff. Chris Korhn was absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig, DFO Elaine Talbert, and Sherwood Branch Manager Kathy Holtsberry.

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

Kathy Holtsberry updated the Library Board on the activities at the Sherwood Branch Library. Both current staff members are Associates and are now working thirty hours a week; interviews are being conducted for a new twenty-hour Assistant. Kathy noted that the Village will be moving the Storywalk from the Little Reservation Station to Moats Park which already has a pathway. Sherwood no longer qualifies for the NOCAC free summer lunches but Kathy plans to raise money to cover the expenses so they can continue to be distributed. Kathy thanked the Friends of the Sherwood Branch Library for funding four of the Summer Reading events.

Laura Connor, Susan Mack and Mary Williams 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 March 7, 2023, at 5:00 pm at the Defiance Public Library to review the February 2023 Financials, the Governor's Biennial Budget and HB1, and the replacement of a condenser unit at DPL. Committee Chair Ken Boroff, board President Laura Connor, CFO Nancy Roehrig and library director Cara Potter were in attendance. Ken Boroff reported to the Board, the PLF was 10.49% (\$14,700.60) above the estimate for February. The committee recommends replacing the DPL condenser unit, as recommended by Smith-Boughan.

The Personnel Committee met on March 22, 2023, at 4:00 pm at the Sherwood Branch Library to discuss proposed updates to several job descriptions and an assistant director rider. Committee chair Beth Michel, board president Laura Connor, Susan Mack, CFO Nancy Roehrig and director Cara Potter were present. Beth Michel discussed the updated job descriptions and noted the committee requested the job task percentages be removed and that the updated job descriptions be presented to the Union for their approval before the board approves them. An assistant director rider was presented to the committee by the director.

Consent Agenda

Susan Mack moved and Dennis Sobecki seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on February 22, 2023.
- Approval of the February 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for March 2023.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,829,197.32
Revenue	+ 320,952.74
Expenses	- 339,577.23
Month End Balance	<hr/> \$2,810,572.83

February PLF	\$ 154,814.57
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- Approval of the Library Operations Report.
- Approval of the acceptance of donations from Friends of the Sherwood Branch Library.
- Approval of an increase in General Fund revenue in Unrestricted Contributions, Gifts of \$350.00.
- Approval of an increase in General Fund appropriations in SBL Program Services of \$350.00.

Motion carried.

Items for Discussion

The library board discussed whether or not the Branches and Outreach Committee, which has not met for several years, should continue. The committee began as an outreach for board members to meet patrons and staff at each location, and to attend library events throughout the year. The board agreed the committee should remain.

Director Potter presented two possible locations for off-site programming space for the library - Grace Episcopal Church on Second Street and the Masonic Temple on Clinton and First Street. Neither location is ideal but may help resolve space issues for larger programs.

Director Potter introduced an assistant director rider as a starting point for discussions. The rider outlines tasks for the assistant director and can be attached to any management level employee.

Terry Howarth approached CFO Nancy Roehrig about the two Bradford pear trees in front of the building. The city's landscape designer recommends these trees be taken down as they are considered an invasive species and are known for structural weaknesses as they grow in size.

The Ohio Auditor of State's office was contacted about restrictions on the use of the money in the permanent Improvement fund (also known as the Crown Jewel Fund). Donations from the Crown Jewel renovation project have all been used and the balance in the fund is from the sale of the South Jefferson Ave. property. According to the Auditor of State, the money would have to be used for capital building projects according to any restrictions placed on the money when it was received. The CFO reviewed the board meeting minutes and determined there were no restrictions placed on the funds when received. The Auditor of State's office recommended legal

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counsel be consulted before any money is used for projects outside the main library to ensure the expenditures do not violate Ohio Revised Code.

Govern DeWine's FY24-25 budget was discussed, along with House Bill 1 which includes changes that could impact levy income as well as PLF income. The budget and bill are both in early-stage discussions and will likely change before being passed but were reviewed to ensure the board was made aware of the potential impacts on library funding.

Addendum

Beth Michel moved and Dennis Sobecki seconded a motion allowing the director to withdraw the grant spendable amount of \$6,997.00 from the DPL Endowment Fund held by the Defiance Area Foundation. The funds are to be divided between the Bequest Fund and the Permanent Improvement Fund at the director's discretion. Motion carried.

6:06 pm

Rebecca Mansel-Pleydell moved and Susan Mack seconded the motion to enter into Executive Session for the purpose of discussing employment and compensation of public employees. Roll Call Ayes: Laura Connor, Rebecca Mansel-Pleydell, Susan Mack, Dennis Sobecki, Beth Michel and Ken Boroff. Nays: None. Motion carried.

6:23pm

Dennis Sobecki moved and Ken Boroff seconded the motion to return to regular session.

The next regular meeting of the library board is scheduled for Wednesday, April 26, 2023, at 5:00 pm at the Defiance Public Library.

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

Meeting adjourned by Board President Laura Connor at 6:24 pm.

_____, President

_____, Secretary