

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

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

Visitors present: Tabitha Sullivan, Marja McGuire, Sydni Weigle, Rebekah DeVeaux, Victoria Schmursal, Renee Hopper, Pamela Kranenburg, Shannon McClure, Mary Williams and Judy Hasch.

Brenda Froelich spoke to the board about her position as the Technical Services Assistant for the library system. She began working at the library in 2015 as a Library Aide and moved to her current position in 2018. She demonstrated covering a new book with a book jacket and placing cataloging labels on the book.

Laura Connor, Susan Mack, and Judy Hasch 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 April 18, 2023, at 5:00 pm at the Defiance Public Library to review March 2023 financials and discuss replacement of an HVAC condenser coil 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 that the PLF was 10.5% (\$11,122.87) above and expenditures were below estimates for the month. The committee recommends replacing the condenser coil in the DPL west wing HVAC unit that is next to the condenser being replaced.

Consent Agenda

Beth Michel moved and Ken Boroff seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on March 22, 2023, and the Records Commission meeting on March 22, 2023, with page number corrections (672 through 683).
- Approval of the March 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for April 2023.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,829,197.32
Revenue	+ 846,474.94
Expenses	<u>- 502,169.08</u>

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Month End Balance \$3,173,503.18

March PLF \$ 116,710.18

- Approval of the Library Operations Report as presented.
- Approval of the following hirings:
 - Miranda Cassidy, 20-hour Branch Assistant at Johnson Memorial Library, at a rate of \$12.33 per hour and a start date of April 4, 2023.
 - Stanislava Volkman, 20-hour Branch Assistant at Sherwood Branch Library, at a rate of \$12.58 per hour and a start date of April 10, 2023.
 - Alexandra Warnke, 20-hour Circulation Assistant at Defiance Public Library, at a rate of \$12.33 per hour and a start date of April 11, 2023.
- Approval of the following resignations:
 - Amber Headley, 30-hour Branch Associate at Johnson Memorial Library, effective May 2, 2023.
 - Karlee Harris, 20-hour Branch Associate at Johnson Memorial Library, effective June 2, 2023.
- Acceptance of a gift from Friends of Johnson Memorial Library for the summer program Cirque Amongus.
- Approval of an increase in General Fund revenue in Unrestricted Contributions, Gifts of \$350.00
- Approval of an increase in General Fund appropriations in JML Program Services of \$350.00.

Motion carried.

Items for Discussion

CFO Nancy Roehrig informed the board of a leak discovered in the coil of the condenser unit on the west wing roof of DPL, next to the full unit that is being replaced this spring. The coil leak is adjacent to a leak that was repaired in 2021. Smith-Boughan recommends the coil be replaced because they cannot guarantee how long the repair will last. The Finance Committee recommends approving the coil replacement at an estimated cost of \$10,416.00.

Rebecca Mansell-Pleydell moved and Chris Korhn seconded the motion to approve the following:

- The replacement of the west side lower-level Mitsubishi condenser coil for a cost of \$10,416.00, to be paid from the Building and Repair Fund.
- An increase in appropriations from the cash balance in the Building and Repair Fund – Building Improvements for \$10,416.00.

Motion carried.

CFO Nancy Roehrig reviewed the Cash Flow Summary report which includes the five-year (2024 – 2028) income and expenditure projections for the library system. Public Library Fund (PLF) funding has exceeded the State's expectations by 3.3% through March while county Levy

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revenues have been lower than estimates by 5%. Projected income in the schedule is flat because of the uncertainty of estimating future revenue. Taking the current inflationary environment into consideration, expenditure levels increase by 5% each year. The schedule shows that by 2028, the library's cash reserve can sustain library operations for three months.

Due to the resignation of two employees at the Johnson Memorial Library, the branch's hours and programming will be reduced this summer. The Director and Branch Manager are working on a temporary revision to the scheduled hours the building will be open.

5:55 pm

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

6:28pm

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

The next regular meeting of the library board is scheduled for Wednesday, May 24, 2023, at 5:00 pm at the Johnson Memorial Library in Hicksville.

Susan Mack moved and Dennis Sobecki seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Laura Connor at 6:31 pm.

_____, President

_____, Secretary