

Defiance Public Library Board of Trustees
Regular Board Meeting
May 24, 2023

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, May 24, 2023, at Johnson Memorial Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Laura Connor called the meeting to order at 5:01 pm. In attendance were Board members: Chris Korhn, Rebecca Mansel-Pleydell, Susan Mack, Dennis Sobecki, Ken Boroff, and Beth Michel. Staff members present: Cara Potter, Nancy Roehrig, Elaine Talbert and Angela Powell.

Visitors present:

Alberta Glassey, Joni Slattery, Pastor Steve Evers, Judy Hasch, Collen Powell, Cynthia Allen, Dawn Hostetler, Kent Miller, Treana Eberly, Ben Zurbrugg, Jeffery Keefer, Lynn Hitt, Officer Samantha Wiedmer and Karlee Harris.

Many of the visitors spoke about the request for reconsideration for the book “Rainbow Parade” by Emily Neilson.

5:40 pm

Alberta Glassey, Joni Slattery, Collen Powell, Treana Eberly, Ben Zurbrugg, Jeffery Keefer and Lynn Hitt left the meeting.

Angela Powell, Branch Manager of Johnson Memorial Library, presented the Charlie Cart which provides hands-on food education that supports cooking and nutrition education for any learning environment. Community fundraisers and a matching donation from the Friends of Johnson Memorial Library provided funding for the cart.

Chris Korhn, Dawn Hostetler 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 May 16, 2023, at 5:00 pm at Defiance Public Library to review the April 2023 Financials and updates on the potential property. 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 for April was 6.2% (\$6,231.26) above the estimate for the month and expenditures are on track or below estimates.

Consent Agenda

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

- Approval of the minutes of the Regular Library Board meeting on April 26, 2023.
- Approval of the April 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for May 2023.
- Approval of the Fiscal Officer’s Report as presented.

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

Beginning Balance	\$ 2,829,197.32
Revenue	+ 965,314.38
Expenses	<u>- 668,236.21</u>
Month End Balance	\$3,126,275.49

March PLF \$ 107,189.51

- Approval of the Library Operations Report as presented.
- Approval of the resignation of Miranda Cassidy, 20-hour JML Branch Assistant, effective May 9, 2023.
- Approval of the hiring of Emily Gearhart, 20-hour Children's Services Assistant Summer Intern, at a rate of \$12.09 per hour and a start date of May 24, 2023.
- Approval of the following Permanent Improvement Fund appropriation transfer:
From: Furniture & Equipment \$1,034.00
 To: Professional Services \$1,034.00
The transfer is to reallocate funds for the children's shelving modification project.
- Accept donations from Defiance Area Foundation, Kara McDonald, Douglas and Joni Lehman and ARK Learning and Arts Academy.
- Approval of an increase in Bequest Fund revenue in Unrestricted Contributions, Gifts of \$2,095.00.
- Approval of an increase in Bequest Fund appropriations in Professional Services of \$2,095.00.
- Approval of an increase in General Fund revenue in Unrestricted Contributions, Gifts of \$250.00.
- Approval of the following General Fund appropriation increases:
 - JML Library Service Supplies for \$200.00
 - DPL Children's Summer Supplies for \$50.00.

Motion carried.

Items for Discussion

Ken Boroff moved and Chris Korhn seconded the motion to accept the CFO evaluation process document. See addendum for details. Motion carried.

Rebecca Mansel-Pleydell moved and Beth Michel seconded the motion to approve the following temporary hours for Johnson Memorial Library for the months of June and July, 2023:

Monday	1:00 pm – 7:00 pm
Tuesday	1:00 pm – 7:00 pm
Wednesday	10:00 am – 5:00 pm
Thursday	10:00 am – 1:00 pm
Friday	10:00 am – 5:00 pm

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Saturday	CLOSED
Sunday	CLOSED

Motion carried.

Due to the loss of library staff, all but the following Summer Reading events at Johnson Memorial Library will be cancelled:

DATE	TIME	EVENT
June 12	6:00 pm	"Drawn Together" artist Jeff Nicholas
June 23	2:00 pm	DIY Temporary Tattoos
June 26	3:30 pm	Cirque Amongus
July 11	4:00 pm	Princess Bride Interactive Movie
July 21	2:00 pm	Fairytale Ear Cuffs
July 24	6:00 pm	The Exotic Zoo
July 26	3:00 pm	Creepy Creatures called Cryptids
July 27	3:30 pm	Magic Nate

6:13 pm

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

6:35 pm

Beth Michel moved and Dennis Sobecki seconded the motion to return to regular session.

The next regular meeting of the library board is scheduled for Wednesday, June 28, 2023, at 5:00 pm at Defiance Public Library.

Ken Boroff moved and Susan Mack seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Laura Connor at 6:37 pm.

_____, President

_____, Secretary

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ADDENDUM

**Defiance Public Library System
CFO Evaluation Process**

Rationale

Our goal is to be holistic, transparent, and collaborative in approach so that the board of trustees, the CFO, and the director, work in tandem to continually produce improvements in the Defiance Public Library System. The goal is to productively and positively critique the present in order to prepare for a brighter future.

PART ONE

Evaluation Process Steps

Timeline: The annual review process begins in April of each year.

- 1.** In April, the board will meet with the CFO and consider relevant assessment criteria and the evaluation process. The criteria may be collaboratively revised if necessary on an annual basis based on changing community and/or institutional needs. If no changes are needed, previously developed criteria will be implemented. See current evaluation criteria in Part Two of this document. Deadline: April board meeting
- 2.** The CFO will write a self-evaluation addressing the criteria detailed in Part Two. The CFO should address each criterion, providing relevant objective evidence in a systematic manner that parallels the layout of the evaluation form. The CFO should include an honest reflection on said evidence, acknowledging positives and negatives in a nuanced manner. This meta-level self-evaluation should end in a list of future goals based on his or her forgoing evidence and reflection. The director will also write a letter, informed by the below criteria, describing the work of the CFO. Deadline: May board meeting.
- 3.** Each board member will individually complete the evaluation form (Part Two). Each response will be based on documents provided by the CFO and director. Deadline: June board meeting.
- 4.** The personnel committee chair will create a summative form which aggregates all data from individual evaluation forms and the required letter (deadline: one week prior to the July board meeting). The board of trustees will meet in executive session to discuss summative document. The personnel committee chair, and the chair of the board will meet with the CFO. At this meeting, the summative document will be shared with the CFO and discussed. Deadline: July board meeting.