

Defiance Public Library Board of Trustees
Regular Board Meeting
June 28, 2023

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, June 28, 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 5:05 pm. In attendance were Board members: Chris Korhn, Susan Mack, Dennis Sobecki and Rebecca Mansel-Pleydell. Ken Boroff, and Beth Michel were absent. Staff members present: Library Director Cara Potter, CFO Nancy Roehrig, DFO Elaine Talbert and Victoria Westrick.

Visitors present:

Shannon McClure, Tabitha Sullivan, Mary Williams, Pamela Kranenburg, Marja McGuire, Sarah Marshall and Lora Wood.

Victoria Westrick talked to the board about her job as an Adult Services Associate at DPL. She began working for the library in 2008, moved away in 2013 and returned in 2015. Along with assisting patrons at the Reference Desk, Victoria is responsible for one adult program each month, including a fiction writing contest, Car Maintenance 101 and an "Artist Within" art date night.

5:13 pm: Lora Wood, Pamela Kranenburg and Victoria Westrick left the meeting.

Chris Korhn and 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 June 9, 2023, at 12:00 pm at the Defiance Public Library to review May 2023 financials, discuss updates to the DPL HVAC system and a potential property transaction. Committee Chair Ken Boroff, Laura Connor, Nancy Roehrig and Cara Potter were in attendance. Nancy Roehrig reported to the Board the PLF for May was 2.1% (\$3,194.60) above the estimate for the month and expenditures were at or below budget.

Consent Agenda

Chris Korhn moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on May 24, 2023.
- Approval of the May 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for June 2023.
- Approval of the Fiscal Officer's Report as presented.

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

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Beginning Balance	\$ 2,829,197.32
Revenue	+ 1,131,230.95
Expenses	<u>- 858,115.43</u>
Month End Balance	\$3,102,312.84

May PLF \$ 155,570.63

- Approval of the Library Operations Report as presented.
- Approval of the following hirings:
 - Kearston Blair, 20-hour JML Branch Assistant, at a rate of \$12.09 per hour and a start date of July 11, 2023.
 - Mallery Cardarelli, 30-hour JML Branch Associate, at a rate of \$16.00 per hour and a start date of July 11, 2023.
- The transfer of Sydni Weigle, 20-hour DPL Childrens Associate to 30-hour JML Branch Assistant, at the same pay rate of \$16.65 per hour, effective August 7, 2023.
- Approval of an increase in General Fund revenue in Unrestricted Contributions, Gifts of \$2,085.00.
- Approval of the following General Fund appropriation increases:
 - \$300.00 in DPL Furniture & Equipment
 - \$250.00 in DPLFR Adult Program Services
 - \$85.00 in DPLFR Youth Summer Supplies
 - \$971.03 in Computer Software
 - \$478.97 in DPL Other Library Material

The above funding was provided by Friends of Defiance Public Library for various requests submitted by Adult Services, Childrens Services and library administration.

- Approval of an increase in General Fund revenue in Unrestricted Contributions, Gifts of \$500.00
- Approval of an increase in General Fund appropriation in DPLSFR Program Services of \$500.00.

The above gift was provided by the Fraternal Order of Eagles Ladies Auxiliary – Hicksville and will be used for Def Com 2024.

Motion carried.

Items for Discussion

Dennis Sobecki moved and Chris Korhn seconded the motion to accept the gift of a statue and sandstone base from Terry Howarth, longtime library patron and exceptional volunteer. The statue will be placed on the grounds of Defiance Public Library in front of the west wing, with installation expected to be completed by the fall. Motion carried.

5:45 pm: Sarah Marshall left the meeting.

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Laura Connor provided a recap of Art in the Park 2023. The event was considered a success as it was well attended, and all available vendor slots were filled. A Living History Encampment, arranged by Adult Services Manager Renee Hopper and Adult Services Associate Sarah Marshall, also occurred the same weekend, across the river from the library grounds at Pontiac Park. The director thanked Renee and Sarah for their part in the encampment event and thanked Administrative Assistant Shannon McClure for coordinating Art in the Park with the Friends of DPL on behalf of the library.

Installation of the StoryWalk at Bronson Park was completed in June. Shortly after the installation was complete, Childrens Services Manager Marja McGuire prepared the first book for display, including activities for each station. The books will be changed once a month.

Rebecca Mansel-Pleydell moved and Dennis Sobecki seconded the motion to approve increasing the 20-hour DPL Childrens Associate position to a 30-hour position. Motion carried.

5:45 pm

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

6:34 pm

Rebecca Mansel-Pleydell moved and Dennis Sobecki seconded the motion to return to Regular Session. Motion carried.

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

Meeting adjourned by Board President Laura Connor at 6:35 pm.

_____, President

_____, Secretary