

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, July 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: Susan Mack, Chris Korhn, Dennis Sobecki, Beth Michel, Ken Boroff and Rebecca Mansel-Pleydell. Staff members present: Director Cara Potter, CFO Nancy Roehrig and DFO Elaine Talbert.

Visitors present:

Shannon McClure, Tabitha Sullivan and Lora Wood.

Chris Korhn and Laura Connor, Susan Mack and Cara Potter 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 July 12, 2023, at 12:00 pm at the Defiance Public Library to review June 2023 financials and discuss updates to the property and casualty insurance renewal. Committee Chair Ken Boroff, board President Laura Connor and CFO Nancy Roehrig were in attendance. Ken Boroff reported the PLF for June was 12.3% (\$17,218.25) above the estimate for the month and expenditures in line with budgeted amounts.

The Personnel Committee met on July 20, 2023, at 12 pm at the Defiance Public Library to discuss staff morale and job satisfaction. Committee chair Beth Michel, Susan Mack, Library Board President Laura Connor and Director Cara Potter were in attendance. Beth Michel informed the board of the committee's plan to revise the complaint policy and the staff input procedure. Revised job descriptions for circulation assistant, branch assistant and children's services assistant were also reviewed.

Consent Agenda

Ken Boroff moved and Susan Mack seconded the motion to approve the Consent Agenda.

- Approval of the minutes of the Regular Library Board meeting on June 28, 2023.
- Approval of the June 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for July 2023.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,829,197.32
Revenue	+ 1,300,867.21
Expenses	<u>- 1,070,779.43</u>
Month End Balance	\$3, 059,285.10
June PLF	\$ 156,718.30

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- Approval of the Library Operations Report as presented.
Motion carried.

Items for Discussion

The director requests time for the 2023 annual staff appreciation lunch in December be extended by 30 minutes to make it easier for staff to return to work afterwards.

Beth Michel moved and Chris Korhn seconded the motion to change the time of the 2023 Staff Appreciation Luncheon to 11:30 am to 2:30 pm. Motion carried.

Rebecca Mansel-Pleydell moved and Dennis Sobecki seconded the motion to approve the updated circulation assistant job description, branch assistant job description and children's services assistant job description as appended. Motion carried.

Terry Howarth, in partnership with the Friends of the Defiance Public Library, would like to gift and install pavers in front of the west wing, where there is now gravel.

Susan Mack moved and Dennis Sobecki seconded the motion to accept the gift of pavers and their installation in front of the west wing of the Defiance Public Library. Motion carried.

CFO Nancy Roehrig updated the library board on items that could be added to the insurance policy, including reducing the deductible for cyber data breach from \$10,000 to \$5,000 for \$158. The board asked the CFO to get input from the library's IT services company and report back to the board at the next meeting.

5:37 pm

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

6:26pm

Chris Korhn moved and Susan Mack seconded the motion to return to Regular Session. Motion carried.

The next regular meeting of the library board is scheduled for Wednesday, August 23, 2023, at 5:00 pm at the Johnson Memorial Library.

Meeting adjourned by Board President Laura Connor at 6:27pm.

_____, President

_____, Secretary

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POSITION DESCRIPTION
DEFIANCE PUBLIC LIBRARY
An equal opportunity employer

Job Title: CIRCULATION SERVICES ASSISTANT
Department: Circulation Services
Immediate Supervisor: Circulation Services Manager
Positions Supervised: None

JOB RESPONSIBILITIES

Under general supervision, the circulation services assistant provides services by locating library materials, occasionally assisting patrons in using library computers; performs circulation duties, shelves library materials, and processes library materials as assigned. Must have ability to communicate well and work collaboratively.

QUALIFICATIONS

High school diploma and a minimum of twelve (12) months of library or customer service experience; or an equivalent combination of education, training, and experience. Basic clerical and computer skills a must.

WORKING CONDITIONS

The circulation services assistant is required to work a flexible schedule, including evenings and weekends. Duties involve considerable mobility, including but not limited to extensive periods of walking, bending, standing, lifting weights up to 40 pounds, and pushing full book carts. Periodic intense concentration and sustained use of a computer. Collaborative work environment with interruptions and distractions.

A person who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for the position.

COMPETENCIES

*May be acquired after hire.

KNOWLEDGE OF:	SKILLS & ABILITIES TO:
<ul style="list-style-type: none">• Basic computer skills & knowledge of computer equipment.• Basic clerical skills.• Email and telephone etiquette.• Library policies & procedures.*• Library services & locations.*• Library Systems Online Catalog*• Library equipment for public use.*• Dewey Decimal Classification System.*• Library website and online library catalog.*• Troubleshooting simple technology issues.*	<ul style="list-style-type: none">• Present a positive, professional image to the public.• Interact and respond appropriately to patrons and staff.• Develop and maintain effective working relationships with supervisor and coworkers.• Work independently, prioritize tasks and meet deadlines.• Use computers and other technology.• Correctly shelf library materials.• Lift, retrieve and demonstrate physical strength necessary to transfer materials from one location to another.

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ILLUSTRATIVE DUTIES:

PUBLIC SERVICES

- Responds to questions from patrons in person and via phone; provides directional assistance to patrons; ensures patrons with non-directional questions are guided to an appropriate staff member.
- Assist patrons with using the online catalog and library equipment, including copiers, computers and microfilm machines.
- When reference services are busy, place patron requests (holds) using the online circulation system.
- Assists with maintaining statistical reports of library services.
- Provides circulation and account assistance, including check-in, check out material renewals, holds management and check-out, lost items, acceptance and recording of payments, setting up new cards, account maintenance, and placing hold notifications via phone.
- Empties book deposit box as needed.
- Assists with packing and processing of materials for delivery as assigned.
- Provides additional services as needed

PROGRAMS & OUTREACH

- Supports senior staff to promote, execute and evaluate library programs and events as needed.
- Attends meetings and serves on committees as assigned. This may include locating and pulling library materials, helping with set-up, and helping with implementation.
- Assists with departmental outreach efforts such as homebound services or manning event booths as assigned.

READER'S ADVISORY & COLLECTION MARKETING

- Performs basic reader's advisory services and recommends appropriate materials.
- Pulls materials for special collections as assigned.

COLLECTION DEVELOPMENT & MAINTENANCE

- Organizes materials for shelving according to current practices; shelves materials when needed.
- Assists with maintaining library collections by recommending new materials to appropriate manager, assists with weeding tasks as needed.
- Assists patrons with basic library technology needs, including simple photocopying and basic use of the library catalog.
- Ensures the orderliness and good appearance of library displays, shelves, and furniture including ensuring that materials are shelved in proper order.
- Shelves library materials according to the proper filing system.
- Checks shelves for requested materials.

MISCELLANEOUS

- Performs additional duties and assignments as required.
- Attends meetings, training sessions, and serves on temporary committees as assigned

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POSITION DESCRIPTION
DEFIANCE PUBLIC LIBRARY

An equal opportunity employer

Job Title: BRANCH SERVICES ASSISTANT
Department: Branch Services
Immediate Supervisor: Branch Manager
Positions Supervised: None

JOB RESPONSIBILITIES

Under general supervision, the Branch Services Assistant assists patrons in locating library materials, using computers, smart phones, and tablets; performs circulation duties, shelves library materials, and processes library materials as assigned.

QUALIFICATIONS

High school diploma and a minimum of eighteen (18) months of library or customer service experience, or an equivalent combination of education, training, and experience. Basic clerical and computer skills a must. Ability to stand for extended periods, push full book carts, lift, retrieve and demonstrate physical strength necessary to transfer materials from one location to another.

WORKING CONDITIONS

The branch services assistant is required to work a flexible schedule, including evenings and weekends. Duties involve considerable mobility, including but not limited to extensive periods of walking, bending, sitting, lifting weights up to 40 pounds, and pushing full book carts. Periodic intense concentration and sustained use of a computer. Collaborative work environment with interruptions and distractions.

A person who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for the position.

COMPETENCIES

*May be acquired after hire.

KNOWLEDGE OF:	SKILLS & ABILITIES TO:
<ul style="list-style-type: none">• Basic computer skills and basic understanding of computer equipment.• Basic clerical skills.• Email and telephone etiquette.• Library policies & procedures.*• Library services and locations.*• Staff side of the circulation system.*• Library equipment for public use.*• Dewey Decimal Classification System.*• Library website and online library catalog.*• Troubleshooting simple technology issues.*	<ul style="list-style-type: none">• Present a positive, professional image to the public.• Interact and respond appropriately to patrons and staff.• Develop and maintain effective working relationships with supervisor and coworkers.• Work independently, prioritize tasks and meet deadlines.• Use computers and other technology.• Correctly shelf library materials.• Create and use Google and Microsoft Word documents

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ILLUSTRATIVE DUTIES:

CIRCULATION SERVICES

- Checks in, checks out and renews library materials using the library's online circulation system.
- Responds to questions from library users, both in person and over the phone.
- Assists patrons in using library equipment, including copier, fax, microfilm reader and computer.
- Handles patron concerns and forwards problems to supervisor.
- Places patron requests (holds) using the online circulation system.
- Notifies patrons when requested library materials are available.
- Collects and records fees and copy machine money, as assigned.
- Enters claim returns and payments received using the library's online circulation system.
- Pulls library materials for cargo.
- Assists patrons with library card applications and electronic access.
- Maintains library card application records.
- Checks library materials for damage; documents damaged materials in patron records.

SHELF MAINTENANCE

- Organizes library materials for shelving according to proper shelving practices.
- Shelves library materials accurately.
- Reads shelves for correct placement of library materials.
- Straightens, dusts, and shifts library materials as required.

BRANCH SERVICES

- Provides directional information to library patrons.
- Uses the library online catalog and other online resources to locate data.
- Assists patrons in locating library materials.
- Assists patrons using library computers, copier, and other technology.
- Enters and deletes magazines and Baker & Taylor books using online program, as assigned.
- Performs minimal cataloging and links library and gift materials as required.
- Prepares materials for outgoing cargo.
- Clips and maintains articles from the newspaper as assigned.
- Performs clerical duties as assigned.
- Mends library materials as assigned.

MISCELLANEOUS

- Opens and closes the building.
- Picks up mail at post office as needed.
- Performs light housekeeping duties as assigned.
- Attends meetings, training sessions/workshops and serves on temporary committees as requested.
- Performs additional duties and assignments as required.

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POSITION DESCRIPTION

DEFIANCE PUBLIC LIBRARY

An equal opportunity employer

Job Title: CHILDREN'S SERVICES ASSISTANT
Department: Children's Services
Immediate Supervisor: Children's Services Manager
Positions Supervised: None

JOB RESPONSIBILITIES

Under general supervision, the children's assistant helps patrons locate library materials, use computers, and other technology. They support the work of more senior staff which may include assisting with programs and events, collection maintenance or outreach efforts.

QUALIFICATIONS

High school diploma and a minimum of eighteen (18) months of library or customer service experience; or an equivalent combination of education, training, and experience. Basic clerical and computer skills a must. Ability to lift, retrieve & demonstrate physical strength necessary to transfer library materials from one location to another, and to push a full book cart.

A person who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for the position.

COMPETENCIES

KNOWLEDGE OF:	SKILLS & ABILITIES TO:
<ul style="list-style-type: none">• Basic computer skills and knowledge of computer equipment.• Basic clerical skills.• library policies & procedures.*• Library services & locations. *• Library system's online catalog.*• Library equipment for public use.*• Dewey Decimal Classification System.*• Library website and online patron catalog.*• Troubleshooting simple technology issues.*• Use of email and telephone.	<ul style="list-style-type: none">• Present a positive, professional image to the public.• Interact and respond appropriately to patrons & staff.• Develop & maintain effective working relationships with supervisor & coworkers.• Work independently & prioritize tasks.• Use computers and other technology.• Correctly shelf library materials.*• Create and use Microsoft Word, Google documents and other online tools that assist with duties.

* May be acquired after hire.

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WORKING CONDITIONS

The children's services assistant works a flexible schedule including evenings and weekends. Duties involve considerable mobility, including but not limited to extensive periods of walking, bending, sitting, lifting up to 40 pounds, and pushing carts. There are periods of intense concentration and sustained use of a computer. Collaborative work environment with interruptions and distractions.

ILLUSTRATIVE DUTIES:

PUBLIC SERVICE

- Responds to questions from patrons in person, electronically and via phone; provides directional assistance to patrons; ensures patrons with non-directional questions are guided to the appropriate staff member.
- Assists with maintaining statistical reports of library services.
- Assists patrons in using the online catalog, the self-check station, and public computers.
- Places patron requests (holds) using the online circulation system.
- Provides additional services as needed.

PROGRAMS & OUTREACH

- As needed supports senior staff to promote, execute and evaluate library programs and events. This may include help with set-up and program implementation.
- Assists with conducting tours of the library.
- Assists with departmental outreach efforts.

READER'S ADVISORY & COLLECTION MARKETING

- Performs basic reader's advisory services and recommends appropriate materials.
- Pulls material for special collections as assigned.
- Set up special interest displays from collections, as assigned.

COLLECTION DEVELOPMENT & MAINTENANCE

- Organizes materials for shelving according to current practices; shelves materials when needed.
- Assists with maintaining library collections by recommending new materials to appropriate manager, assists with weeding tasks as assigned, and repairing and processing library materials as assigned.
- Ensures the orderliness and good appearance of library displays, shelves, and furniture including ensuring that materials are shelved in proper order.

MISCELLANEOUS

- Attends meetings and serves on temporary committees as assigned.
- Takes part in training to maintain and improve knowledge and skills.
- Performs additional duties and assignments as required.