

Defiance Public Library Board of Trustees
Regular Board Meeting
August 23, 2023

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, August 23, 2023, at the 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 5:03 pm. In attendance were Board members: Ken Boroff, Beth Michel, Susan Mack, Rebecca Mansel-Pleydell and Chris Korhn. Dennis Sobecki was absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig, DFO Elaine Talbert and JML Branch Manager Angela Powell.

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

The Finance Committee met on August 10, 2023, at 5:00 pm at the Defiance Public Library to review July 2023 Financials. Committee Chair Ken Boroff, Board President Laura Connor, Director Cara Potter and CFO Nancy Roehrig were in attendance. Ken Boroff reported the PLF for July was 11.5% (\$15,956.09) above the estimate for the month and expenditures continue to run below budgeted amounts.

The Policy Committee met on August 9, 2023, at 4:30 pm at the Defiance Public Library to review the proposed Complaint Policy and Museum Pass Policy, and updates to the DPLS Photography & Videography Guidelines. Committee Chair Beth Michel, Ken Boroff, Dennis Sobecki, Director Cara Potter and CFO Nancy Roehrig were in attendance. Beth Michel reported the Media Policy is ready for board approval. More information is needed for the Museum Pass Policy before approval, and the Personnel Committee will review the Complaint Policy before it is brought to the board for approval.

The Personnel Committee met on August 9, 2023, at 5:00 pm at the Defiance Public Library to discuss staff morale, job satisfaction and job descriptions. Committee chair Beth Michel, Susan Mack, Board President Laura Connor, Director Cara Potter and CFO Nancy Roehrig were in attendance. Beth Michel reported the revised job descriptions for Circulation Assistant, Branch Assistant and Children's Services Assistant were reviewed.

The Policy Committee met on August 17, 2023, at 5:00 pm at the Defiance Public Library to further review the proposed Museum Pass Policy. Committee Chair Beth Michel, Ken Boroff, Dennis Sobecki, Director Cara Potter, CFO Nancy Roehrig, Circulation Manager Tabitha Sullivan and Administrative Assistant Shannon McClure were in attendance. Beth Michel reported the committee agreed a policy was not needed for the museum pass program as the passes would be covered by the DPLS Circulation Policy, and any fees should be included in that policy. The director was tasked with bringing an updated DPLS Circulation Policy to the committee between the August and September board meeting.

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.

Defiance Public Library Board of Trustees
Regular Board Meeting
August 23, 2023

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 July 26, 2023.
- Approval of the July 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for August 2023.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,829,197.32
Revenue	+ 1,466,598.70
Expenses	- <u>1,245,086.05</u>
Month End Balance	\$3,050,709.97

July PLF \$ 155,176.53

- Approval of the Library Operations Report as presented.
- Acceptance of donations from the Defiance Area Foundation and Friends of the Johnson Memorial Library.
- Approval of an increase in Permanent Improvement Fund revenue in Unrestricted Contributions, Gifts of \$6,997.00.
- Approval of an increase in Permanent Improvement Fund appropriations in Architect Fees of \$6,997.00.

The donation from the Defiance Area Foundation is the grant spendable portion of the endowment fund which was requested by the library director and received in June.

- Approval of the following General Fund transfer:

From: Computer Software \$971.03
To: DPL Other Library Material \$971.03

The transfer of a previous Friends of DPL donation will help cover the cost of additional museum passes.

- Approval of an increase in General Fund revenue in Unrestricted Contribution, Gifts of \$450.00.
- Approval of an increase in General Fund appropriations in DPLSFR Program Services of \$450.00.

The Friends of JML donation will be used for the Children's author visit expenses.

Motion carried.

Items for Discussion

Beth Michel moved and Chris Korhn seconded the motion to approve the proposed update to the Photography & Videography Guidelines as appended. Motion carried.

Defiance Public Library Board of Trustees
Regular Board Meeting
August 23, 2023

Chris Korhn moved and Rebecca Mansel-Pleydell seconded the motion to approve a reduction in the cyber/data breach deductible from \$10,000.00 to \$5,000.00 for \$158.00 per month. Motion carried.

Susan Mack moved and Chris Korhn seconded the motion to approve the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor for 2024:

WHEREAS, the Budget Commission of Defiance County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, by the Board of Directors of the Defiance Public Library, Defiance County, Ohio, that the amounts and rates commencing January 1, 2024, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, that there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

For the General Fund, the Amount Approved by Budget Commission Outside 10 Mill Limitation of \$711,000 with the County Auditor's Estimate of Tax to Be Levied of .75 Mills. And be it further

RESOLVED that the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Roll Call Ayes: Laura Connor, Ken Boroff, Beth Michel, Susan Mack, Rebecca Mansel-Pleydell and Chris Korhn. Nays: None. Motion carried.

The director updated the board on the information she gathered from two HR organizations about conducting an anonymous employee engagement survey.

5:39 pm

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

6:17pm

Beth Michel moved and Susan Mack seconded the motion to return to Regular Session. Motion carried.

Defiance Public Library Board of Trustees
Regular Board Meeting
August 23, 2023

The next regular meeting of the library board is scheduled for Wednesday, September 27, 2023, at 5:00 pm at the Defiance Public Library.

Meeting adjourned by Board President Laura Connor at 6:18pm.

_____, President

_____, Secretary

Defiance Public Library Board of Trustees
Regular Board Meeting
August 23, 2023

Defiance Public Library System

Photography & Videography Guidelines

General Patron Privacy

Defiance Public Library System (“DPLS”) is committed to respecting and protecting the privacy of its patrons. Therefore:

- DPLS assumes that its patrons have a reasonable expectation of privacy during general use of Library facilities.
- If the Library wants an identifiable photo or recording of a patron or group of patrons during their regular use of the Library, the Library will obtain written and signed permission to use their likeness and/or voice.
- The public may take photographs and/or videos in public areas of the Library to document their own visit. However, such photography and/or videography may not include other patrons without their permission, as this violates the expectation of privacy within a limited public forum. Permission to photograph or video record individuals must be granted by those individuals or their guardians. Minors cannot give permission—only their legal guardians can grant permission. Library staff will not administer permissions for members of the public to take photographs and/or videos of other individuals.
- Public areas do not include areas where personal privacy would be expected (i.e., restrooms, staff-only areas) or areas and/or events where photography is prohibited by signage.
- Photographs and/or videos of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is prohibited.
- DPLS staff may terminate any photography and/or videography that appears to interfere with DPLS’ ability to conduct business, violates a patron’s privacy, or that compromises public safety or security.

Privacy at events, classes, & programs

- Non-flash photography and/or videography is permitted at Library programs and events for personal use, provided it is not disruptive and does not capture any identifiable likenesses of individuals without their permission.
- By attending an event (that is, by entering the location in which an event is occurring with the intent to participate either actively or passively), patrons consent to photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, webcasts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by DPLS and its partners. Any individual who does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs are being taken. Patrons may decline consent to be photographed or recorded by the library at any event or class without being barred from the event in question. Patrons will never be required to provide a reason for declining consent.

Defiance Public Library Board of Trustees
Regular Board Meeting
August 23, 2023

- It is expected that patrons who decline consent will cooperate with library staff in their efforts to comply with their decision to decline consent, up to and including requests that they relocate and/or sit in locations that will be outside a shot or out of range of recording equipment. (This consideration will be secondary to any ADA-access considerations that may apply.)
- Images, photos, or videos may be used to promote similar DPLS events in the future, highlight the event, and exhibit the capabilities of DPLS. Patrons release DPLS and its officers, and employees, from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, video, and/or audio recording.
- By attending an event, patrons waive all rights they may have to any claims for payment or royalties in connection with any use, exhibition, streaming, webcasting, televising, or other such publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, webcasting, or other publication, irrespective of whether a fee of any kind is charged.
- Patrons waive the right to inspect or approve any photo, video, or audio recording taken by DPLS.
- The library will not provide information that, when combined with an image or recording, could enable contact with a child.

Media Provisions

- DPLS happily welcomes news media photographers, videographers, and reporters documenting stories or projects that directly involve DPLS and its programs, resources, and/or services, provided that notice is given and approved (one week preferred), the public's use of the library is not impeded, and all other provisions contained in these guidelines are followed. Requests may be made to the Communications Coordinator or by calling 419-782-1456.
- Taking photographs and/or videos at library programs or author events is subject to the wishes of the individual author or paid presenter. Performers/presenters who are not DPLS staff will be asked to grant/decline consent at the time the program is scheduled to allow for media requests to be handled in a timely manner.
- We ask that news media photographers, videographers, and reporters do not approach minors for photography/videography requests unless an accompanying parent or legal guardian grants permission.
- We ask that news media do not approach patrons, or conduct or schedule interviews with the public, about non-library stories or projects.

Commercial Photography/Videography

- No commercial photography and/or videography in library facilities is permissible without the express permission of DPLS administration, which shall set forth the conditions under which the photography or videography may take place. Requests should be made at least one week in advance by calling 419-782-1456.

Defiance Public Library Board of Trustees
Regular Board Meeting
August 23, 2023

Exterior Photography/Videography

- Taking photographs or videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to and from the library building.

Library Board Meetings

- While the Ohio open records law does not specifically state whether you can use recording devices at a public meeting, the Ohio Attorney General has issued an opinion stating that using them is permissible when it does not interfere with the meeting.

Liability

- Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

Communication of the Policy

- The policy will be posted on the DPLS website.
- An abridged version of the policy will be posted prominently at any event where photography and/or videography are taking place. In addition, the following will be read prior to the program:

Photography and/or videography will be taking place during the event and may be used for news & promotional purposes. Anyone who does not wish for themselves or their child to appear in photographs or video is asked to notify a library staff member prior to or while photos are being taken.