

Defiance Public Library Board of Trustees
Regular Board Meeting
September 27, 2023

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, September 27, 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: Beth Michel, Ken Boroff, and Dennis Sobecki. Rebecca Mansel-Pleydell and Chris Korhn were absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig, DFO Elaine Talbert and Renee Hopper.

Visitors present: Pam Kranenburg, Marja McGuire, Hilary Gabers and Shannon McClure.

Renee Hopper updated the Library Board on the Worthington Cemetery project and map.

5:07 pm: Susan Mack arrived.

5:09 pm: Renee Hopper, Pam Kranenburg and Hillary Gabers left meeting.

The Finance Committee met on September 7, 2023, at 12:00 pm at the Defiance Public Library to review August 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 August was 3.5% (\$3,972.09) above the estimate for the month and expenditures continued to run below budgeted amounts.

The Personnel Committee met on September 14, 2023, at 5:00 pm at the Sherwood Branch Library to discuss the complaint policy, an employee satisfaction survey and the review of job descriptions. Committee Chair Beth Michel, Susan Mack, Board President Laura Connor, Director Cara Potter and CFO Nancy Roehrig were in attendance. Staff member present: Kathy Holtsberry. Beth Michel reported the committee reviewed the complaint procedure and recommended presenting it to the board for approval. The committee also agreed to refer the Employers' Association proposal for an employee satisfaction survey to the board for approval. The Director was assigned the task of providing a timeline for reformatting 2018/19 job descriptions and reviewing them with managers before the next committee meeting.

Laura Connor and Susan Mack updated the Library Board on the activities of the Friends of the Defiance Public and Johnson Memorial libraries, respectively. There were no updates on the Friends of the Sherwood Library.

Consent Agenda

Beth Michel moved and Dennis Sobecki seconded the motion to approve the Consent Agenda.

- Approval of the minutes of the Regular library board meeting on August 23, 2023.
- Approval of the August 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for September 2023.
- Approval of the Fiscal Officer's Report as presented.

Defiance Public Library Board of Trustees
Regular Board Meeting
September 27, 2023

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

Beginning Balance	\$ 2,829,197.32
Revenue	+ 1,849,269.21
Expenses	- <u>1,425,272.33</u>
Month End Balance	\$3,253,194.20

August PLF \$ 118,677.95

- Approval of the Library Operations Report as presented.
- Acceptance of a donation from Terry Howarth.
- Approval of an increase in Bequest Fund revenue in Unrestricted Contributions, Gifts of \$337.50.
- Approval of an increase in Bequest Fund appropriations as follows:
 - Professional Services for \$105.00
 - DPL Furniture and Equipment for \$232.50The donations from Mr. Howarth were made to cover the cost of a new DPL security camera.
- Approve the following journal entry:
 - Bequest Fund – Credit DPL StoryWalk Supplies for \$9.32
 - General Fund – Debit Defiance Maintenance Supplies for \$9.32.
- Approve the following Children's Services transfers:
 - From DPL Children's Supplies \$350.00
 - From Summer Reading Supplies \$600.00
 - From DPL Summer Supplies \$185.00
 - To DPL Children's Books \$1,135.00
 - From Early Lit Supplies \$150.00
 - From DPL Early Lit Supplies \$ 80.00
 - To DPL Early Literacy Books \$230.00
- Approval of the resignation of Kearston Blair, 20-hour JML Branch Assistant, effective September 17, 2023.

Motion carried.

Items for Discussion

Susan Mack moved and Ken Boroff seconded the motion to approve the updated DPLS Complaint Policy with corrections, as appended. Motion carried.

Dennis Sobecki moved and Susan Mack seconded the motion to increase the replacement hotspot fee to \$198.00. Motion carried.

Beth Michel moved and Dennis Sobecki seconded the motion to approve contracting with the Employer's Association for an employee engagement survey at a cost of \$2,250.00, to be executed by either CFO Nancy Roehrig and Director Cara Potter. Motion carried.

Defiance Public Library Board of Trustees
Regular Board Meeting
September 27, 2023

Ken Boroff moved and Susan Mack seconded the motion to approve the following General Fund transfer to cover the cost of the employee engagement survey:

- From Contingency \$2,250.00
- To Consultant Services \$2,250.00

Motion carried.

Dennis Sobecki moved and Beth Michel seconded the motion to approve the depository agreement with Premier Bank in accordance with Ohio law governing public fund deposits and investments:

<u>Term</u>	<u>Active Deposits</u>	<u>Interim Deposits</u>	<u>Inactive Deposits</u>
9/15/23 to 9/14/28	\$50,000	\$500,000	\$400,000

Motion carried.

Susan Mack moved and Ken Boroff seconded the motion to approve the following banking transactions with Premier Bank:

- The creation of a checking account.
- The creation of an Insured Cash Sweep (ICS) account.
- The ICS Deposit Placement Agreement as included in the meeting agenda.

Motion carried.

5:45 pm

Beth Michel moved and Dennis Sobecki 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, Beth Michel, Ken Boroff, Susan Mack and Dennis Sobecki. Nays: None. Motion carried.

6:14pm

Susan Mack moved and Dennis Sobecki seconded the motion to return to Regular Session. Motion carried.

Dennis Sobecki moved and Beth Michel seconded the motion to approve an increase in Permanent Improvement Fund appropriations from the cash balance of \$10,000.00 in Professional Services. Motion carried.

Ken Boroff moved and Beth Michel seconded the motion to approve the Professional Design Services proposal with Beilharz Architects for the Fort Street Annex for \$3,985.00. Motion carried.

Susan Mack introduced the following resolution and moved its passage:

AUTHORIZING ACCEPTANCE OF ASSIGNMENT OF CONTRACT TO PURCHASE CERTAIN REAL PROPERTY, EXECUTION OF ALL DOCUMENTS ASSOCIATED THEREWITH, AND CLOSING ON PURCHASE OF SAID REAL PROPERTY

Defiance Public Library Board of Trustees
Regular Board Meeting
September 27, 2023

WHEREAS, Gail Pryse, as trustee, ("Buyer") has executed a Contract to Purchase dated September 12, 2023 (the "Contract to Purchase") with respect to certain real property located at 109 Jefferson Avenue, Defiance, Ohio 43512 (the "Real Property"); and

WHEREAS, the Buyer has offered to assign the Contract to Purchase to the Board in exchange for the earnest money being held in escrow; and

WHEREAS, the Board wishes to acquire the Real Property upon the terms and conditions contained within the Contract to Purchase.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

1. The Board President, Secretary, and Fiscal Officer, or their designees, are authorized, on behalf of the Board and in consultation with legal counsel, to negotiate and execute an assignment of the Contract to Purchase from Buyer to the Board upon terms and conditions that they deem to be in the best interest of the Board, including reimbursement to Buyer for the \$5,000 Earnest Money it has already deposited pursuant to the Contract to Purchase and which will be assigned to the Board.
2. The Board President, Secretary, Fiscal Officer, and the Director, or their designees, in consultation with legal counsel, are authorized to engage such professionals, execute such documents, and take such action as they may deem necessary or advisable to complete due diligence relating to the Real Property and, if satisfied in their discretion that all contingencies are met and that the acquisition of the Real Property would be in the best interest of the Board, they are authorized to execute such documents and take such actions as may be necessary to close on the purchase of the Real Property.

Beth Michel seconded the motion and, after discussion, a roll call vote was taken and the resolution passed with at least two thirds of the full membership of the Board in favor.

Ayes: Laura Connor, Beth Michel, Ken Boroff, Susan Mack and Dennis Sobecki.

Nays: None. Motion carried.

The next regular meeting of the library board is scheduled for Wednesday, October 25, 2023, at 5:00 pm at the Sherwood Branch Library.

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

_____, President

_____, Secretary

CHAPTER 8 COMPLAINTS

8.1 OVERVIEW

- A. **This policy provides a clear, accessible, and confidential process for staff to express work-related complaints about management. The goal is to promptly resolve the concern or disagreement at the lowest level possible.**
- B. A complaint is any disagreement with management about the employment relationship.
- C. A formal procedure is available to every employee with a job-related complaint. This procedure provides a timely resolution of differences at the lowest level possible.
- D. Complaints must be submitted in writing, stating the reason for the complaint and the requested resolution.
- E. The employee must proceed through each step of the complaint procedure in proper order and within the prescribed time limits.
- F. The employee drives the complaint process; therefore, the employee has the prerogative to stop the process at any time.
- G. The complainant may choose to have one (1) other employee in their meetings.
- H. Managers must promptly inform the director of any complaint filed. The employee may appeal to the next level if management does not respond within the established time limits.
- I. The complaint is settled with the last management response if the employee does not respond within the established time limits.
- J. If a complaint cites issues of law that the individual receiving the complaint cannot address, the complaint will be sent to the county prosecutor's office for an opinion before proceeding. Time limits will be suspended until a response is received.

8.2 DISCRIMINATION

- A. If an employee submits a complaint regarding alleged civil rights violations (discrimination based on race, religion, sex, national origin, disability, sexuality, or genetic information) to their manager, the manager should promptly inform the director.
- B. If an employee submits a complaint regarding alleged civil rights violations by the director, the employee should promptly inform the personnel committee.

Defiance Public Library Board of Trustees
Regular Board Meeting
September 27, 2023

8.3 STEPS TO FILE A COMPLAINT

- A. **Informal Resolution:** Within a reasonable amount of time from the event prompting the complaint, the employee must meet with their manager or another manager to attempt to resolve it.
- B. **Level One:** If the informal resolution step is unsuccessful, the employee may appeal in writing to their supervisor within fourteen (14) calendar days of the informal resolution meeting.
 - a. The supervisor will respond in writing within fourteen (14) calendar days of its receipt. The complaint will be addressed the following workday if the fourteenth day falls on a weekend or holiday.
- C. **Level Two:** If the level one response is unacceptable, the employee may appeal in writing to the director within fourteen (14) calendar days of receipt.
 - a. The director will respond in writing within fourteen (14) calendar days of its receipt. The complaint will be addressed the following workday if the fourteenth day falls on a weekend or holiday.
- D. **Level Three:** If the level two response is unacceptable, the employee may appeal in writing to the personnel committee chair within fourteen (14) calendar days of receipt.
 - a. The personnel committee will respond in writing within fourteen (14) calendar days of receipt. The complaint will be addressed the following workday if the fourteenth day falls on a weekend or holiday.
- E. **Level Four:** If the level three response is unacceptable, the employee may appeal in writing to the board of trustees chair within fourteen (14) calendar days of receipt.
 - a. The board of trustees will respond in writing after the meeting after receiving the complaint. The response from the board of trustees is final.
- F. The trustees' and committees' names and contact information are stored in "Contacts" on the Staff Links page.

If the complaint is from an employee that reports to the director, the employee should:

- A. **Informal Resolution:** If the employee is comfortable discussing the complaint with the director, they may meet with them within a reasonable amount of time from the event prompting the complaint to resolve the issue.
 - a. If the informal resolution is unacceptable or they are uncomfortable speaking with the director, the employee may start the process at 8.3 Level Three within fourteen (14)

Defiance Public Library Board of Trustees
Regular Board Meeting
September 27, 2023

workdays of the informal resolution meeting or a reasonable amount of time from the event prompting the complaint.

8.4 COMPLAINT RECORDS

- A. Complaint records are not placed in an employee's personnel file.
- B. Copies of the complaint, response, and correspondence about the complaint are filed in the director's office on the day of receipt.
- C. If the complaint is about the director, copies of the complaint, response, and correspondence about the complaint are filed in the business office on the day of receipt until resolution of the matter.