

Defiance Public Library Board of Trustees
Regular Board Meeting
November 29, 2023

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, November 29, 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: Chris Korhn, Susan Mack, Ken Boroff, Rebecca Mansel-Pleydell, and Beth Michel. Staff members present: Director Cara Potter, CFO Nancy Roehrig, and DFO Elaine Talbert.

Visitors present: Lori Wood, Tabitha Sullivan, Shannon McClure, Sarah Marshall, Marja McGuire, Hillary Gabers, Chris Oberlin, Carmella Williams, David Williams, Jenny Derringer, and Marj Castanien.

Dave Williams and Chris Oberlin spoke with words of encouragement and confidence in the library board regarding the 1918 building and the new annex.

5:05 pm Dave Williams and Carmella Williams left.

5:07 pm Dennis Sobecki arrived.

The Finance Committee met on November 9, 2023, at 12:00 pm at the Defiance Public Library to review October 2023 Financials, items for the November Special Meeting, and the first negotiations meeting with OAPSE. Committee Chair Ken Boroff, Laura Connor, Cara Potter, and Nancy Roehrig were in attendance. Ken Boroff reported the PLF for October was 14% (\$16,216.33) above the estimate for the month and expenditures were in line with the budget.

Laura Connor and Susan Mack updated the board on the activities of the Friends of the Defiance Public and Johnson Memorial libraries, respectively.

5:10 pm Taryn Lawson arrived.

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 October 25, 2023, and the Special Board meeting on November 20, 2023.
- Approval of the October 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for November 2023.
- Approval of the Fiscal Officer's Report as presented.

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Year-to-date General Fund activity through October 2023:

Beginning Balance	\$ 2,829,197.32
Revenue	+ 2,169,590.30
Expenses	- <u>1,763,278.10</u>
Month End Balance	\$3,235,509.52

October PLF	\$ 131,198.51
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- Approval of the Library Operations Report as presented.
- Approval of the following General Fund adjustments:
 - An increase in revenue in Unrestricted Contributions, Gifts of \$499.93.
 - An increase in appropriations in DPLSFR Program Services of \$499.93.
This donation from the Friends of Defiance Public Library will cover signage to be used at DPL programs.
 - An increase in Unrestricted Contributions, Gifts of \$200.00.
 - An increase in appropriations as follows:
 - SBL Library Service Supplies of \$100.00.
 - SBL Adult Supplies of \$100.00.

The donation from the Friends of the Sherwood Branch Library will be used to cover the costs of Lit Kit supplies and earbuds for library patrons.

 - Approval of an increase in revenue in Unrestricted Contributions, Gifts of \$230.00.
 - Approval of an increase in appropriations in Children's Books of \$230.00

Motion carried.

Items for Discussion

Beth Michel moved and Dennis Sobecki seconded the motion to approve the 2024 DPLS Holiday and Closing Calendar. Motion carried.

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2024 DPLS HOLIDAY AND CLOSINGS CALENDAR

PAID FULL HOLIDAYS		
New Year's Day	Monday	January 1, 2024
Martin Luther King Day	Monday	January 15, 2024
Memorial Day	Monday	May 27, 2024
Independence Day	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Thanksgiving Day	Thursday	November 28, 2024
Christmas Eve	Tuesday	December 24, 2024
Christmas Day	Wednesday	December 25, 2024
Day After Christmas	Thursday	December 26, 2024
PAID EARLY HOLIDAYS		
New Year's Eve – close at noon	Tuesday	December 31, 2024
UNPAID EARLY HOLIDAYS		
Good Friday – close at 4 pm	Friday	March 29, 2024
NON-HOLIDAY CLOSINGS		
Staff mtg & summer update – noon – 5 pm	Wednesday	May 8, 2024
Staff Development Day – all day	Wednesday	September 11, 2024
Staff Recognition Luncheon – 11:30 am – 2:30 pm	Wednesday	December 11, 2024

5:15 pm

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

6:34 pm

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

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

The next Regular meeting of the library board is scheduled for Wednesday, December 20, 2023, at 5:00 pm at the Defiance Public Library.

_____, President

_____, Secretary