

Defiance Public Library Board of Trustees
Regular Board Meeting
December 20, 2023

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, December 20, 2023, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

Vice President Beth Michel called the meeting to order at 5:04 pm. In attendance were board members: Chris Korhn, Ken Boroff, Dennis Sobecki, and Susan Mack. Board President Laura Connor participated online via Zoom. Staff members present: Director Cara Potter, CFO Nancy Roehrig, and DFO Elaine Talbert.

Visitors present: Tabitha Sullivan, Sarah Marshall, Shannon McClure, Jeff Hahn, Tim Dennie, and Andrea Dennie.

Andrea Dennie expressed her concern about how the donated lots on Fort Street and the new building will affect the neighborhood and property values. She also questioned if more houses on the block would be purchased and torn down.

Rebecca Mansel-Pleydell arrived at 5:13 pm

The Finance Committee met on December 19, 2023, at 1:00 pm at the Defiance Public Library to review November 2023 financials and the 2024 Appropriations of All Funds. Committee Chair Ken Boroff, Nancy Roehrig, and Cara Potter were in attendance. Board President Laura Connor participated online via Zoom. Ken Boroff reported the PLF for November was 10% (\$12,353.75) above the estimate for the month and expenditures ran below budget estimates.

The Personnel Committee met on December 4, 2023, at 4:00 pm at the Defiance Public Library to review the proposed collective bargaining agreement pay scales for 2024-26, and insurance for part-time employees. Committee Chair Beth Michel, Laura Connor, Susan Mack, Nancy Roehrig, and Cara Potter were in attendance. Cara Potter reviewed the committee's recommendations and will present the information to the Union at the January 5, 2024, negotiation session.

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

Consent Agenda

Chris Korhn moved and Dennis Sobecki seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on November 29, 2023.
- Approval of the November 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for December 2023.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,829,197.32
Revenue	+ 2,317,873.62
Expenses	- <u>1,983,917.05</u>
Month End Balance	\$3,163,153.89

November PLF	\$ 136,611.15
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- Approval of the Library Operations Report as presented.
- Approval of the following staff resignations:
 - Mallery Cardarelli, 30-hour JML Branch Associate, effective December 29, 2023.
 - Lora Wood, 30-hour DPL Circulation Associate, effective December 29, 2023.
- Approval of the retirement of Pat Rigg, DPLS Cataloging Specialist, effective April 1, 2024.
- Acceptance of a gift from Barbara Sinn.
- Approval of the following increases in General Fund revenue:
 - Unrestricted Contributions, Gifts of \$250.00.
 - Refunds and Reimbursement of \$232.53.

The donation from Ms. Sinn will be used to purchase library service supplies at Johnson Memorial Library. The refund/reimbursement is the settlement from the Smith v. FirstEnergy Corp., et al., class action lawsuit.

Motion carried.

Items for Discussion

Ken Boroff moved and Susan Mack seconded the motion to approve the year-end transfer of \$50,000.00 from the 2023 General Fund to the Building and Repair Fund. Roll Call Ayes: Chris Korhn, Ken Boroff, Dennis Sobecki, Rebecca Mansel-Pleydell, Beth Michel and Susan Mack. Nays: None. Motion carried.

Susan Mack moved and Rebecca Mansel-Pleydell seconded the motion to approve the following:

- An increase in appropriation from the cash balance in the General Fund in Transfers Out of \$500,000.00.
- An increase in revenue in the Permanent Improvement Fund in Transfers In of \$500,000.00.
- The transfer of \$500,000.00 from the 2023 General Fund to the Permanent Improvement Fund.

Roll Call Ayes: Chris Krohn, Ken Boroff, Dennis Sobecki, Rebecca Mansel-Pleydell, Beth Michel and Susan Mack. Nays: None. Motion carried.

Susan Mack moved and Dennis Sobecki seconded the motion to approve the 2024 Appropriations of All Funds as presented.

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2024 Appropriations of All Funds

General Fund

Salaries & Benefits Total	1,651,500
Supplies Total	48,305
Purch & Contract Srv Total	461,011
Library Mat'ls Total	265,430
Capital Outlay Total	41,300
Other Total	9,900
Contingency	40,000
Transfers Out	50,000
TOTAL General Fund	2,567,446

Building & Repair Fund

Purchased & Contractual Services	-
Capital Outlay	12,000
Transfer	-
TOTAL Bldg & Repair Fund	12,000

Permanent Improv Fund

Purchased & Contractual Services	70,000
Capital Outlay	-
Transfer	-
TOTAL Permanent Improvement Fund	70,000

Bequest Fund

Supplies	500
Purchased & Contractual Services	-
Capital Outlay	20,000
TOTAL Bequest Fund	20,500

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

The federal mileage rate set by the IRS will increase from \$.655/mile to \$.67/mile effective January 1, 2024. The Library's policy directs reimbursement at the federal mileage rate. The policy is reviewed annually, and the board confirmed the continued use of the current IRS rate.

Director Cara Potter addressed the library board about partnering with the Defiance Area Foundation during the annex capital campaign to assist the Defiance Public Library System with collecting campaign funds and sending donation thank you letters for a fee of 1 to 2% of donations received. The agreement will be discussed at the January 24, 2024, meeting.

5:37 pm

Chris Korhn moved and Susan Mack seconded the motion to enter into Executive Session to consider collective bargaining matters. Roll Call Ayes: Chris Krohn, Ken Boroff, Dennis Sobecki, Rebecca Mansel-Pleydell, Beth Michel and Susan Mack. Nays: None. Motion carried.

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6:00 pm

Chris Korhn moved and Susan Mack seconded the motion to return to regular session.

Other Items for Consideration

The board thanked Susan Mack for her 10 years of service to the library system. She has always been a strong advocate for libraries and has been a vital contributor to the board during her tenure.

Meeting adjourned by Board Vice-President Beth Michel at 6:16 pm.

The next meeting of the Library Board is the 2024 Organizational meeting, which is scheduled for Wednesday, January 24, 2024, at 5:00 pm at the Defiance Public Library. It will immediately be followed by the Regular meeting.

_____, President

_____, Secretary