

Defiance Public Library Board of Trustees
Regular Board Meeting
January 24, 2024

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, January 24, 2024, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Laura Rath Connor called the meeting to order at 5:15 PM. In attendance were Board members: Ken Boroff, Chris Korhn, and Beth Michel. Dennis Sobecki was absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig, and DFO Elaine Talbert.

Visitors present: Tabitha Sullivan, Marja McGuire, Sarah Marshall, Shannon McClure, Katie Pauli, Rob Patz, Judy Hasch, Shari Hedge, and Terry Howarth.

Rob Patz of 24Media spoke to the library board about assisting with the fundraising campaign for the annex project.

5:28 PM

Rebecca Mansel-Pleydell arrived.

The Regular Board meeting was suspended.

The Organizational Board meeting resumed.

5:30 PM

The Organizational Board meeting was adjourned.

The Regular Board meeting resumed.

Judy Hasch, Shari Hedge, and Laura Rath Connor updated the board on the activities of the Friends of the Sherwood Branch, Johnson Memorial, and Defiance Public libraries, respectively.

The Finance Committee met on January 17, 2024, at 4:00 PM at the Defiance Public Library to review December 2023 Financials and staff pay for 2024. Committee Chair Ken Boroff, Board President Laura Rath Connor, CFO Nancy Roehrig, and Director Cara Potter were in attendance. Ken Boroff reported the PLF for December was 8.5% above the estimate for the month, bringing the total PLF for 2023 in at \$134,948.18 or 8.9% above the estimate for the year. Expenditures ran below estimates for the month and in total for the year.

The Personnel Committee met on January 18, 2024, at 5:00 PM at the Defiance Public Library to discuss the staff job satisfaction survey and the Technical Services Specialist job description. Committee Chair Beth Michel, Board President Laura Rath Connor, Rebecca Mansel-Pleydell, Chris Korhn, CFO Nancy Roehrig, and Library Director Cara Potter were in attendance. Beth Michel reported the Personnel Committee approved releasing the number ratings and summary without identifiers from the job satisfaction survey to the staff after reviewing the information with the board at this meeting. The committee decided to forgo the review of the Technical Services Specialist job description and take it directly to the board for approval.

Defiance Public Library Board of Trustees
Regular Board Meeting
January 24, 2024

The Policy Committee met on January 24, 2024, at 4:00 PM before the Regular Board meeting. Beth Michel discussed the changes to the Vacation and Bereavement policies. The committee recommended the board approve the changes.

Consent Agenda

Beth Michel moved and Chris Korhn seconded the motion to approve the Consent Agenda.

- Approval of the minutes of the Regular Library Board meeting on December 20, 2023, and the Special Library Board meeting on January 4, 2024.
- Approval of the December 2023 financial reports as reviewed by the Finance Committee and approval of the payment of bills for January 2024.
- Approval of the Fiscal Officer's Report as presented.

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

Beginning Balance	\$ 2,829,197.32
Revenue	+ 2,473,997.79
Expenses	<u>- 2,727,029.26</u>
Month End Balance	\$2,576,165.85

December PLF \$ 143,528.20

- Approval of the Library Operations Report as presented.
- Approval of the Cataloging Specialist job description.
- Approval of an increase in General Fund appropriations from the cash balance in DPLSFR Program Services of \$225.00.

Motion carried.

Items for Discussion

The Library Board deferred the decision on signing an agreement with the Defiance Area Foundation for assistance with donation administration during the capital campaign for the annex project.

Rebecca Mansel-Pleydell moved and Chris Korhn seconded the motion to approve a three-year contract with Gig-Above Computers. The expected annual cost for 12 hours of support each week will be \$65,520.00. The actual cost will vary based on hours worked. Motion carried.

Beth Michel moved and Ken Boroff seconded the motion to accept the 2024 annual funding donation from the Friends of the Defiance Public Library, and approve the following General Fund revenue and appropriations adjustments:

- An increase in Unrestricted Contributions, Gifts of \$19,160.00.
- An increase in the following appropriations:
 - DPLSFR Program Supplies for \$2,425.00
 - Rent/Lease for \$1,700.00

Defiance Public Library Board of Trustees
Regular Board Meeting
January 24, 2024

- DPLSFR Program Services for \$7,750.00
 - DPLFR Adult Program Supplies for \$890.00
 - DPLFR Youth Program Supplies for \$325.00
 - DPLFR Young Adult Program Supplies for \$970.00
 - DPLFR Youth Summer Supplies for \$1,000.00
 - DPLFR Adult Program Services for \$2,250.00
 - DPLFR Youth Program Services for \$700.00
 - DPLFR Youth Summer Services for \$1,150.00
 - An increase in Bequest Fund revenue in Unrestricted Contributions, Gifts of \$560.00
 - An increase in Bequest Fund appropriations in DPL Storywalk Supplies of \$560.00
- Motion carried.

Rebecca Mansel-Pleydell moved and Chris Korhn seconded the motion to approve the following General Fund transfer for estimated property taxes to be paid in 2024 for 109 Jefferson Ave, 315 Fort St, and 319 Fort St:

- | | | |
|----------------------------|------------|------------|
| ○ From Contingency | \$2,801.20 | |
| ○ To Taxes and Assessments | | \$2,801.20 |

Motion carried.

The CFO reviewed the credit card rewards points reconciliation, included in the board packet, as required by the Ohio Revised Code.

Annex Updates

- The closing date for the donation of 315 and 319 Fort Street will take place in the next few days. The library will be responsible for the costs of title insurance, a wiring fee, and closing, examination, commitment, and recording fees estimated at \$1,817.44.
- Once the donations of the Fort Street properties are finalized, they, along with the 109 Jefferson Avenue property will be eligible for property tax exemptions starting in 2025.
- The board packet contains conceptual drawings of the library annex, including recommendations from library administration and staff. Also included in the packet is an initial timeline for the project.

6:22 PM

Beth Michel moved and Ken Boroff seconded the motion to enter into Executive Session for the purpose of discussing compensation of public employees, reviewing a collective bargaining strategy, and considering the investigation of complaints against a public employee. Roll Call Ayes: Laura Rath Connor, Ken Boroff, Chris Korhn, Beth Michel and Rebecca Mansel-Pleydell. Nays: None. Motion carried.

7:01 PM

Ken Boroff moved and Chris Korhn seconded the motion to return to regular session. Motion carried.

Defiance Public Library Board of Trustees
Regular Board Meeting
January 24, 2024

Beth Michel moved and Rebecca Mansel-Pleydell seconded the motion to approve the 2024-26 Collective Bargaining Agreement, as ratified by the OAPSE/AFSME Local 4, AFL-CIO, and its Local #277. Motion carried.

Beth Michel moved and Chris Korhn seconded the motion to approve the 2024-26 A-O Wage Step Schedule for Administrative, Professional, and Management Staff as appended. Motion carried.

Ken Boroff moved and Rebecca Mansel-Pleydell seconded the motion to approve the 2024 Wage and Salary List for all Library System Employees, as appended. Motion carried.

Rebecca Mansel-Pleydell moved and Chris Korhn seconded the motion to approve updates to the DPLS Vacation and Bereavement Policies, as appended. Motion carried.

Meeting adjourned by Board President Laura Rath Connor at 7:04 PM

The next Regular meeting of the library board is scheduled for Wednesday, February 28, 2024, at 5:00 pm at the Defiance Public Library.

_____, President

_____, Secretary

Defiance Public Library Board of Trustees
Regular Board Meeting
January 24, 2024

2024-26 STEP SCALE - ADMINISTRATION											
Position	Class	1	2	3	4	5	6	7	8	9	10
Administrative Assistant	B	17.17	17.51	17.86	18.22	18.59	18.96	19.34	19.72	20.12	20.52
Deputy Clerk	C	19.12	19.50	19.89	20.29	20.70	21.11	21.53	21.96	22.40	22.85
Communications Coordinator	F	18.24	18.60	18.98	19.36	19.74	20.14	20.54	20.95	21.37	21.80
Librarians	G	19.28	19.67	20.06	20.46	20.87	21.29	21.71	22.15	22.59	23.04
Managers	H	23.89	24.37	24.86	25.35	25.86	26.38	26.90	27.44	27.99	28.55

Defiance Public Library Board of Trustees
Regular Board Meeting
January 24, 2024

2024 Wage and Salary List	
Name	Rate
Cara Bolley	\$ 20.87
Linda Clay	\$ 13.09
Joan DeSota	\$ 14.74
Rebekah DeVeaux	\$ 17.67
Caitlin Flickinger	\$ 11.32
Gary Ford	\$ 19.03
Brenda Froelich	\$ 13.16
Hilary Gabers	\$ 17.32
Katherine Holtsberry	\$ 27.44
Renee Hopper	\$ 26.38
Krista Kirsch	\$ 17.67
Pamela Kranenburg	\$ 21.29
Taryn Lawson	\$ 25.22
Sarah Marshall	\$ 19.13
Shannon McClure	\$ 18.59
Marja McGuire	\$ 27.99
Craig Miller	\$ 15.64
Christina Pergram	\$ 17.67
Angela Powell	\$ 26.38
Zach Ridgway	\$ 12.26
Patricia Rigg	\$ 19.53
Gail Rutherford	\$ 23.04
Victoria Schmearsal	\$ 17.32
Hannah Short	\$ 14.17
Tabitha Sullivan	\$ 25.35
Elaine Talbert	\$ 23.31
Stanislava Volkman	\$ 13.35
Alexandria Warncke	\$ 13.09
Sydni Weigle	\$ 17.67
Tory Westrick	\$ 18.38

Defiance Public Library Board of Trustees
Regular Board Meeting
January 24, 2024

SECTION 5.2

VACATION

C. Vacation Usage

1. Once enough time has accrued, submit a leave request via the online time and attendance system for the appropriate days.
2. Vacation leave may be taken in minimum units of one-quarter (1/4) hour for non-bargaining employees. Vacation leave for bargaining unit employees is covered by the Collective Bargaining Agreement.
3. For one (1) day or less of leave requested, a two (2) day notice is required to the Supervisor. For more than one (1) day of leave, at least fourteen (14) days of notice is required to the Supervisor.
4. Vacation leave may be denied during a specific period if the workload dictates.
5. When two (2) or more employees request the same vacation date, and all requests cannot be granted, the request of the employee with the most service with the department will be granted, provided the request has submitted a minimum of one (1) month in advance.
6. Leaves requested less than one (1) month in advance will be granted in the order received. Once an employee has received approval for vacation leave they may not be displaced by a more senior employee.
7. If an employee is on vacation and there is a death in the family that qualifies for bereavement leave under SECTION 5.5, vacation days may be swapped for bereavement days per SECTION 5.5. In this situation, accumulated sick leave may be used per policy.
8. Vacation must be used in the payroll year that it is earned with the following exceptions:
 - a) All employees can roll over up to one week of unused vacation time from one payroll year to the next.
 - b) At the last pay period each year the employee can choose to have up to two (2) days of their unused vacation (based on their pro-rated work week) paid out in one-quarter (1/4) hour increments at the employee's hourly rate up to a maximum of two (2) days.

4. Administrative, Supervisory, and Professional Staff

1. Annually, time off requested by administrative staff, supervisors, and librarians by the date of the February Board Meeting will receive priority consideration. All other time off will be approved by the Library Director/Supervisor prioritizing

Defiance Public Library Board of Trustees
Regular Board Meeting
January 24, 2024

operation continuity and in the order that requests are submitted.

2. Director and Chief Fiscal Officer shall not use vacation leave simultaneously for a period longer than two consecutive days without the permission of the Board of Trustees.

5. Vacation Upon Separation of Employment

1. Upon retirement or resignation, employees will be paid for all unused vacation hours.

Approved 2021.02.24; 2024.01.24

SECTION 5.5

FUNERAL/BEREAVEMENT LEAVE

- A. Bereavement leave shall be granted on consecutive calendar days with pay based on scheduled hours.
- B. Up to three (3) days will be granted in the case of death in the family, which includes mother, step-mother, father, step-father, brother, step-brother, sister, step-sister, child, step-child, spouse, grandchild, step-grandchild, legal guardian or other person who stands in the place of a parent (in loco parentis).
- C. Up to two (2) days will be granted in the case of death of family, which includes grandparent, step-grandparent, mother-in-law, step-mother-in-law, father-in-law, step-father-in-law, sister-in-law, step-sister-in-law, brother-in-law, step-brother-in-law, daughter-in-law, step-daughter-in-law, son-in-law, step-son-in-law.
- D. If an employee is on vacation and there is a death in the family that qualifies for bereavement leave under SECTION 5.5, vacation days may be swapped for bereavement days per SECTION 5.5. In this situation, accumulated sick leave may be used per policy.
- E. These days will not be deducted from any paid leave accumulated by the employee.
- F. Accumulated sick leave may be used to extend bereavement leave by four (4) more days.

Revised: 12/20/11, 5/22/12, 1/24/24