

Defiance Public Library Board of Trustees
Regular Board Meeting
February 28, 2024

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, February 28, 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 5:00 pm. In attendance were board members: Ken Boroff, Chris Korhn, Dennis Sobecki, Rebecca Mansel-Pleydell, and Beth Michel. Staff members present: Director Cara Potter and DFO Elaine Talbert. CFO Nancy Roehrig was absent.

Visitors present: Shari Hedge, Tabitha Sullivan, Judy Hasch, Terry Howarth, and Lora Wood.

The Finance Committee met on February 13, 2024, at 12:00 pm at the Defiance Public Library to review January 2024 financials. 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 January was 1.04% (\$1,215.92) below the estimate for the month and expenditures were below budgeted amounts.

5:05 pm

David McMaster, Defiance City Council President arrived.

David McMaster administered the oath of office to board member Dennis Sobecki and new member Shari Hedge.

Do you solemnly swear, or affirm that you will support the Constitution of the United States and the Constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Defiance Public Library, Defiance County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

5:08 pm

David McMaster left the meeting.

The Personnel Committee met on February 5, 2024, at 12:07 pm at 311 Fort Street, Defiance to consider personnel matters. Committee Chair Beth Michel, Board President Laura Rath Connor, board members Rebecca Mansel-Pleydell and Chris Korhn, DPLS managers Marja McGuire, Renee Hopper, Tabitha Sullivan, Angela Powell, and Kathy Holtsberry were in attendance. No action was taken.

The Personnel Committee met on February 8, 2024, at 5:10 pm at 311 Fort Street, Defiance to consider personnel matters. Committee Chair Beth Michel, Board President Laura Rath Connor, Chris Korhn, Director Cara Potter, and CFO Nancy Roehrig were in attendance. The request by an

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employee for reduced hours was considered. It was later confirmed that the option discussed during the meeting was acceptable to the union. The effective date of the change will be March 1, 2024. No further action was taken.

The Personnel Committee met on February 13, 2024, at 1:00 pm at 311 Fort Street, Defiance to consider personnel matters. Committee Chair Beth Michel, Board President Laura Rath Connor, Chris Korhn, Rebecca Mansel-Pleydell and CFO Nancy Roehrig were present. No action was taken.

The Personnel Committee met on February 26, 2024, at 3:01 pm at 311 Fort Street, Defiance to review the director and CFO's job descriptions and consider personnel matters. Committee Chair Beth Michel, Board President Laura Rath Connor, Chris Korhn, Rebecca Mansel-Pleydell, CFO Nancy Roehrig, and Director Cara Potter were present. The CFO and Library Director job descriptions were reviewed, and revisions were suggested. No further action was taken.

The Annex Committee met on February 5, 2024, at 5:01 pm at 311 Fort Street, Defiance. Committee Chair Laura Rath Connor, Chris Korhn, Director Cara Potter, CFO Nancy Roehrig, and Communications Coordinator Taryn Lawson were present. The composition of the Committee, meeting dates, and the timeline of the project were discussed.

Chris Korhn and Judy Hasch updated the board on the activities of the Friends of the Defiance Public and Sherwood Branch libraries, respectively.

Consent Agenda

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

- Approval of the Minutes of the Organizational Board meeting and the Regular Library Board meeting on January 24, 2024.
- Approval of the January 2024 financial reports as reviewed by the Finance Committee and approval of the payment of bills for February 2024.
- Approval of the Fiscal Officer's Report as presented.

Year-to-Date General Fund Activity through January 2024:

Beginning Balance	\$ 2,576,165.85
Revenue	+ 144,511.41
Expenses	<u>- 140,888.13</u>
Month End Balance	\$2,579,789.13

January PLF \$ 115,249.62

- Approval of the Library Operations Report as presented.
- Approval of the change to Pat Rigg's retirement date from April 1, 2024, to March 29, 2024.
- Approval of the following personnel changes:

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- The hiring of Danielle Renollet, 30-hour JML Branch Associate, at a rate of \$16.98 per hour and a start date of February 26, 2024.
- The hiring of Hayley Burnett, Substitute, at a rate of \$12.48 per hour and a start date of February 28, 2024.
- The transfer of Stanislava Volkman to 30-hour Technical Services Specialist, at a rate of \$15.71 per hour and a start date of March 4, 2024.
- The hiring of Savana Rodriguez, 30-hour DPL Circulation Associate, at a rate of \$16.65 per hour and a start date of March 11, 2024.
- Approval of updates to two DPLS policies, as appended:
 - 1.4 Equal Employment Opportunity Policy
 - 5.4 Sick Leave Usage
- DPLS Department Reports as presented.
- Approval of donations from the Friends of the Sherwood Branch, Johnson Memorial and Defiance Public Libraries, and Geenex Solar.
- Approval of an increase in General Fund revenue in Unrestricted Contributions, Gifts of \$150.00
- Approval of an increase in General Fund appropriations in DPLSFR Program Services of \$150.00
- Approval of an increase in General Fund revenue in Unrestricted Contributions, Gifts of \$635.00
- Approval of an increase in General Fund appropriations in DPLSFR Program Services of \$635.00
- Approval of an increase in General Fund revenue in Unrestricted Contributions, Gifts of \$1,500.00
- Approval of the following increases in General Fund appropriations:
 - JML Children's Services for \$500.00
 - SBL Children's Services for \$500.00
 - DPL Summer Supplies for \$500.00

Motion carried.

Items for Discussion

Rebecca Mansel-Pleydell moved and Beth Michel seconded the motion to approve the closing of all DPLS buildings on April 8, 2024, from 2:45 pm to 3:45 pm during the eclipse's totality, with pay for staff already scheduled to work during the closure. Motion carried.

The Ohio Plan notified the director of the need to pay property insurance for 319 Fort Street and 109 Jefferson Avenue if the houses are not demolished in 2024. The insurance cost has not been provided so no action was taken.

Chris Korhn moved and Dennis Sobecki seconded the motion to approve an increase in appropriations from the cash balance of the Permanent Improvement Fund of \$3,200.00 in Architect Services.

Motion carried.

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Chris Korhn moved and Rebecca Mansel-Pleydell seconded the motion to approve the appointment of the following DPLS staff and Defiance residents to the Annex Committee.

Staff: Taryn Lawson, Rebekah DeVeaux, and Cara Bolley
Defiance Residents: Terry Howarth, Bill Duerk, Danielle Weber, and Jeff Hahn
Motion carried.

Ken Boroff moved and Beth Michel seconded the motion to approve the appended contract with The Hodge Group for conducting a capital campaign feasibility study for the library annex project, with costs not to exceed \$28,000.00. Motion carried.

The Library Board agreed to place Shari Hedge on the Branches and Outreach Committee.

5:45 pm

Beth Michel moved and Rebecca Mansel-Pleydell seconded the motion to enter into Executive Session for the purpose of discussing the employment of a public employee. Roll Call Ayes: Laura Rath Connor, Shari Hedge, Ken Boroff, Chris Korhn, Dennis Sobecki, Rebecca Mansel-Pleydell and Beth Michel. Nays: None. Motion carried.

6:15 pm

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

Meeting adjourned by Board President Laura Rath Connor at 6:20 pm.

The next Regular meeting of the library board is scheduled for Wednesday, March 27, 2024, at 5:00 pm at the Sherwood Branch Library.

_____, President

_____, Secretary

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SECTION 1.4 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Library actively supports and encourages non-discriminatory employment policies and practices and is committed to fostering the growth and development of its employees. No employee or applicant will be discriminated against on the basis of race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, gender identity, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law.

It is the Library's policy to recruit, hire, train, and promote the most qualified individuals based on merit, qualifications, and abilities, which includes a combination of both education and work experience. It is the Library's belief that its Equal Employment Opportunity Policy will be furthered in an environment of mutual trust where employees are encouraged to discuss their problems with their supervisors or the Library Director. The Library has pledged to pursue this policy and employees are expected to comply with this policy in every respect.

The Library will make reasonable accommodations for qualified individuals with known disabilities to perform their essential job functions, unless doing so would result in undue hardship to the Library. Applicants or employees who believe they need a reasonable accommodation should contact either their supervisor, the business office or the library director, and all requests should be routed to the library director. All requests received will be evaluated individually and responded to appropriately. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

SECTION 5.4 SICK LEAVE

D. Sick Leave Usage

1. Sick Leave may be used for:
 - Absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to other employees, and illness or injury in the employee's immediate family.
 - Death of a member of the employee's family. (See Section 5.5 FUNERAL/BEREAVEMENT LEAVE).

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- Medical or dental appointments that cannot be scheduled during non-work time. Time off must be arranged with the employee's supervisor in advance.
 - Other as provided by the Department of Labor's FMLA regulations.
2. If an illness or disability continues beyond the time covered by earned sick leave, an employee may use earned vacation leave and compensatory time or may request an unpaid leave of absence. (See Section 5.9 LEAVES OF ABSENCE).
 3. The Director has the authority to investigate the reasons for an employee's absence.
 4. An employee who fraudulently obtains sick leave or falsifies sick leave records is subject to corrective action. (See Chapter 10 CORRECTIVE ACTION).
 5. When the use of sick days extends beyond three (3) consecutive scheduled workdays, the employee shall furnish the Library with a physician's statement verifying the use of sick leave and a release to return to work.
 6. If an employee exhibits symptoms of illness while at work, their supervisor and the library director have the authority to send them home to maintain a safe work environment for other staff and the public.



**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN
DEFIANCE PUBLIC LIBRARY SYSTEM
and
THE HODGE GROUP**

The Hodge Group, hereinafter referred to as the “Contractor,” and Defiance Public Library System, hereinafter referred to as “Client,” agree as follows:

1. The Contractor will serve as counsel for the Client. The scope of work includes.
 - Internal Assessment/Capital Stack Assessment
 - Case Statement Development
 - Feasibility Study
 - Prospect Research
2. Services are estimated to begin immediately and can be terminated by either party with sixty-days-notice.
3. The fee for service is:
 - \$14,000 payable by April 15
 - \$14,000 payable by June 15

This fee is all-inclusive with two exceptions:

- We budget ten hours of work within the contract to develop creative materials (case statement, infographics, etc.). Anything beyond ten hours will be billed back to Client at a rate of \$70 per hour. Of course, we will advise you if you begin to approach that 10-hour limit.
- Travel (plane/hotel/car/food) is invoiced separately. For driving, we bill at the federal rate of 67 cents per mile. Contractor will work with Client to mutually determine when in-person visits are necessary and when virtual/phone is adequate in order to maximize efficiency.



4. The Contractor will be responsible for normal in-office expenses. In addition to the aforementioned professional fee, Client will be presented with receipts and billed for outside professional services including delivery and courier services, printing and non-routine copying, document binding, job postings and US postage etc. Contractor shall obtain prior approval from Client prior to incurring any expenditure on Client's behalf.

5. All information and resources gathered through the execution of service shall be the sole property of Client and will be held in strict confidence by the Contractor. The Contractor will not at any time, have control or custody of contributions. The Contractor does not retain Client information, resources, reports, records etc. once the Contractor/Client project is completed.

6. All matters relative to compensation will be held in confidence.

7. (a) Client agrees that it will not hire, employ, contract or do businesses with any former employee of the Contractor, whether directly or indirectly or through another employer or any company or business entity of any type whatsoever for a period of one year from the termination of the employee from Contractor's employ, or one year from the termination of the contractual relationship between Client and the Contractor, whichever is later. Client may engage in such a relationship with a former employee of the Contractor if Client obtains the written consent of the Contractor and pays the Contractor a fee equal to the greater of \$40,000.00 or the gross revenue managed by the employee in the 12 months preceding the month of his or her termination from the Contractor's employ.

- (b) Contractor agrees that it will not hire, employ, contract or do businesses with any former employee of the Client, whether directly or indirectly or through another employer or any company or business entity of any type whatsoever for a period of one year from the termination of the employee from Client's employ, or one year from the termination of the contractual relationship between Contractor and the Client, whichever is later. Contractor may engage in such a relationship with a former employee of the Client if Contractor obtains the written consent of the Client and pays the Client a fee equal to the greater of \$40,000.00 or the gross revenue managed by the employee in the 12 months preceding the month of his or her termination from the Client's employ.

This Agreement constitutes the entire agreement between the parties and may only be amended in writing by both parties.

3/4/2024

 Russell L. Hodge, CFRE (date)
 CEO
 The Hodge Group

 Cara Potter (date)
 Director
 Defiance Public Library System