

**Defiance Public Library Board of Trustees
Annex Committee Minutes
February 5, 2024**

The Defiance Public Library Annex Committee held its first meeting on Tuesday, February 5, 2024, at 311 Fort St.; notice of said meeting pursuant to O.R.C. 121 having been posted.

Committee Chair Laura Connor called the meeting to order at 5:01 p.m. In attendance were board members: Laura Connor and Chris Korhn. Staff members present: Director Cara Potter, CFO Nancy Roehrig, and Communications Coordinator Taryn Lawson.

Visitors present: Diana Bauer, Jenny Derringer, Anne Kohout, Joe Eureste, Terry Howarth

No audience member came forward to make a public comment.
Items for discussion were:

1.1. Composition of Committee

Laura Connor opened the discussion, stating that the board members who would be serving on the committee were herself and trustee Christine Korhn, library director Cara Potter, and CFO Nancy Roehrig were also on the committee.

Laura Connor commented that the annex committee is an ad-hoc committee formed by the DPLS Board of Trustees. After asking for input on the proportion of staff and community committee members, she stated that she would present three staff members and three community members at the February 28th DPLS board meeting for appointment to the committee.

Library employees who have expressed interest in serving on the committee are Communications Coordinator Taryn Lawson, Emerging Technology Librarian Cara Bolley, and Children's Services Associate Rebekah DeVeaux. Community member Terry Howarth expressed interest in serving on the committee, and Laura Connor will be approaching other community members to serve on the committee.

Cara Potter suggested that the committee may, at certain times, want to create subcommittees or invite special guests to attend committee meetings, depending on the topic.

1.2. Meeting Dates

Laura Connor suggested that the committee meet once a month, halfway between board meetings. There was consensus that this made sense. There will not be another committee meeting before the February DPLS board meeting, where committee members will be appointed.

Future annex committee meetings will be in the Defiance Public Library Nellie Gary Room if it is available. Another meeting location will be arranged if the Nellie Gary Room is being used for a library program. Cara Potter will be in touch with committee members after their appointment on February 28th to arrange a committee meeting the week of March 11.

1.3. Project Timeline

Laura Connor asked Cara Potter to give an overview of the annex timeline:

Cara Potter shared that 2024 would be used to plan the building and implement a capital campaign. The total estimate of the annex construction is 5 million dollars, and she hopes the library will raise 2.5 million.

In 2025, the library would be borrowing money (a mortgage) to cover the difference between what the capital campaign raised and the amount needed to construct the annex. It would also be putting a levy on the ballot to cover the cost of the monthly mortgage payments and staffing, maintenance and utilities.

Once full funding is secured for the building construction, the library will begin the work of arranging the construction of the annex.

2026 would be the earliest that construction of the building would happen.

The two donated plots of land will revert to the donor if the annex isn't built within five years, which would be 2029.

The library will not be acquiring more property. The library purchased 109 Jefferson so that there could be ample green space around the whole building. The annex will provide 7,000 square feet plus a full basement if it is a one-story building. It would provide 14,000 square feet plus a full basement if it is a two-story building.

The director has a long-term view of the library, and two years ago, the library system signed 100-year leases on both branch buildings at the cost of \$1. The library did not build or renovate the buildings to be branch libraries; that was done by the village and by the friends of the library. I do not believe the city or a private owner would be interested in providing a similar renovated space to the Defiance Library on those terms, and it makes no sense for the library to give up the security of owning its building to be at the mercy of whoever owns the 1918 building.

1.4. Expectations

There was a consensus that the discussion of the expectations be tabled until the March annex committee meeting.

At the end of the meeting, members of the audience began a discussion about the 1918 building. Laura Connor noted that this meeting was to discuss the library annex, not the 1918 building.

Annex Committee Chair Laura Connor adjourned the meeting at 5:39 p.m.

The next meeting of the Annex Committee will be the week of March 11, with a date yet to be set.

Minutes approved 3/12/24.