

Huron Public Library Board of Trustees  
Minutes to Regular Meeting October 11, 2017

Meeting was called to order at 7:00 p.m. by President, Terry Griffith.

Present: Terry Griffith, Karyn Seibel, Robert Williams, Joe Giardina, Tom Hoffman, R. Kozar, Rhonda Watt. Guests: Benjamin Reid, Director and Joanne Kensik, Fiscal Officer.

MOTION BY: K. Seibel, second by J. Giardina to approve the minutes to the September 13, 2017 regular meeting as corrected. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

COMMITTEE REPORTS:

**President's Report:**

Ms. Griffith said this is the last meeting before the election in November. We are in the last stage of advertising and distribution of door hangers, signs, and other informational documentation. She thanked everyone for their hard work and we look forward to a positive election result.

**Director's Report:**

Mr. Reid attended one day of the OLC Convention in Dayton on 10/5/17. He attended workshops on "Managing Across Generations" which focused on those in the work force ranging from Traditionalists to Millennials. Also, "Developing Your Cultural Competencies". This was a series of exercises to test individual assumptions in our everyday world. Mr. Reid told the Board that this was the topic of discussion for the library's Staff Day held at Milan Library on 10/9/17 titled "Unconscious Bias". He also reported on other workshops he attended on "Visual Merchandizing", the "Opioid Crisis" as well as "Improve your Career with Improv".

**Fiscal Officer's Report:**

Ms. Kensik said a decision has to be made regarding our gas and electric suppliers.

The three-hour mandatory training for workers' compensation has been completed and certificates are filed in the Fiscal Officer's personnel file.

Ms. Kensik explained the Supplemental Appropriations Report to the Board. These transfers occur often at the end of the year when we have unexpected expenses or when we underestimated expenses for the year.

Ms. Kensik requested a motion from the Board to ask for an "Amended Certificated of Estimated Resources" for memorial donations. The Board tabled until the November meeting.

**Personnel Committee Report:** None

**Audit and Finance Committee Report:**

Chair, Mr. Giardina, said the Audit and Finance Committee will be meeting in November to discuss 2018 temporary appropriations.

**Building and Grounds Committee Report:**

The Buildings and Grounds Committee met on October 10, 2017.

The committee is waiting for a price estimate on the proposed sump pump from DeLuca Plumbing.

Gas and Electric suppliers were discussed and the Building and Grounds Committee proposed the two- year plan with On Demand Energy. MOTION BY R. Watt, second by R. Kozar to table until our November 8, 2017 meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

Other items discussed were new chairs which Mr. Reid has requested another opportunity to display sample chairs for board members to test out. Boiler test is being conducted by Wadsworth Solutions. The committee will continue to seek options to lighting in certain areas of the library. Mr. Reid is checking into obtaining a new sign for the parking lot and also obtaining information in regards to kiosks to provide digital versions of the daily activities held at the library.

**Strategic Planning Committee:** None

**Contracts and Legislation:**

Chairman Griffith suggested the Board postpones discussion of the Historical Society contract as well as the Security Camera contract until the November meeting.

**Ad Hoc Committee:**

**Fundraising:** None

**Publicity and Graphics:** None

**Finance:** None

**Data:** None

**Volunteers:**

Canvassing will take place on October 14, 2017. Signs are underway.

**Special Events:**

Volunteer Appreciation Event November 13, 2017 at 7:00 p.m.

OLD BUSINESS:

End of campaign details was discussed under Ad Hoc Committee reports.

The contract for Security Cameras was discussed under Contracts and Legislation.

NEW BUSINESS:

President Griffith suggested the Board set the December meeting each year as the Organizational Meeting for the following year. The Board agreed.

Evaluations for the Director and Fiscal Officer will be due by the end of November 2017.

Staff evaluations and recommendations for salaries will be due by December, 2017 Board meeting.

MOTION BY K. Seibel, second by R. Kozar on the adoption of a policy with the Ohio Plan for provision of insurance for real and personal property. Roll Call – Yeas 6, Nays 1. Motion Carried. RESOLUTION NO.2017-12.

MOTION BY R. Williams, second by T. Hoffman to enter into a service agreement with Wadsworth Solutions/Services to perform scheduled preventive maintenance. Roll Call – Yeas 7, Nays 0. Motion Carried. RESOLUTION NO. 2017-13.

MOTION BY T. Hoffman, second by R. Kozar to contract with Franklin Sanitation for 2017-2018 snow removal at a cost of \$70.00-\$90.00 per plow. Roll Call – Yeas 7, Nays 0. Motion Carried.

There being no further business to discuss, MOTION BY R. Kozar, second K. Seibel to adjourn. Roll Call – Yeas 7, Nays 0. Motion Carried.

Meeting adjourned at 8:20 p.m.

---

Terry. R. Griffith, President

---

Joanne Kensik, Fiscal Officer