

Huron Public Library Board of Trustees
Minutes to Regular Meeting October 9, 2019

Meeting was called to order at 7:00 pm. by President, Terry R. Griffith.

Present: Terry R. Griffith, Robert Williams, Robert Kozar, Robert Smith, Karyn Seibel, and Joe Giardina, Tom Hoffman. Guests: Vikki Morrow-Ritchie, Director, Joanne Kensik, Fiscal Officer.

MOTION BY R. Kozar, second by R. Smith to approve the minutes to the September 11, 2019 meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS:

Mr. Pete Jackson, 723 Gloucester, Huron, OH was in attendance just to observe.

Ms. Tracy Ranchoff, 1227 SR 6, Huron, OH was in attendance to speak to the Board regarding donations made to the library in her mother's (Carolyn McAllister) name. Ms. Ranchoff wanted the donations used to purchase a flag pole and flag. She found the letter sent by the Board President asking her to sign a contract (terms and conditions) regarding the placement and maintenance of the flag pole very abrasive. She said to use the money as we want and she will pursue getting a flag pole somewhere else. Someone who is more gracious.

Ms. Lynn Hoffman, 1229 SR 6, Huron, OH was in attendance as support for Ms. Ranchoff.

COMMUNICATIONS:

None

REPORTS:

President's Report:

Ms. Griffith reported at we have received \$300,000.00 as partial reimbursement from the Stanley W. & Hilda H. Dickhaut Family Endowment Fund. Ms. Griffith will work with the Erie County Auditor's office to determine what part of a permanent restricted endowment can be released for Library purposes on an annual basis under R.C. 1715.51-59.

Ms. Griffith also discussed the progress of the meetings rooms and the search for applicants for Trustee.

Director's Report:

Ms. Morrow-Ritchie will be meeting with Clevnet before the end of the month to discuss installation dates and the cost of new phones.

Gundlach will prepare a quote to replace the compressors. The quotes should be complete before our December meeting.

The Carpet tiles have been repaired. We are waiting on delivery and installation of new transition strips.

The Director is working with Clevnet on a plan to upgrade computers to Windows 10 and replace those that are not able to upgrade. The cost will be added to the 2020 Budget.

Ms. Morrow-Ritchie reported on the Erie County Director's meeting held on September 12, 2019 at the Sandusky Library. Items of discussion were 2020 Census, confirming PLF distribution for 2020, 2021 and the Ohio Governor's Imagination Library.

Huron Public Library took third place this year at the Battle of the Books competition. Norwalk Public Library finished first and Milan-Berlin Library in second. Huron Public Library had 13 team members this year.

Fiscal Officer's Report:

Ohio Library Council announced that Better Workers Comp will be reducing premium rates for public employers an average of 10% next year.

Money from the Stanley W. & Hilda H. Dickhaut Family Endowment Fund has been deposited into STAROhio.

Invoice from Tusing has been received for the meeting room renovations. Punch list needs to be completed and signed off on by the Director before I will transfer funds from STAROhio.

HVAC Planned Maintenance Contract from Gundlach has been received and will be discussed by the Director and Contracts and Legislation.

Personnel Committee:

Chair, R. Williams, reported that as of today there are three applications for the Trustee position that will be vacant on January 1, 2020. The cut off for applying is October 11, 2019 and the next School Board meeting is 11/19/19.

Audit and Finance Committee:

Chair, J. Giardina asked the committee members to stay after the meeting so he can set a meeting of the Finance Committee to do the temporary appropriations for 2020.

Building and Grounds Committee:

The renovations of meeting rooms A and B was discussed and it was decided that the meeting rooms could be open to the public next week.

Strategic Planning Committee:

Chair, R. Kozar, reported on their 3rd quarter meeting held on October 2, 2019. Renovation of the Children's area was discussed.

Contracts and Legislation:

None

OLD BUSINESS:

Update on furnishings and electronics for the meeting rooms was discussed. Atech Technologies has provided a quote for the electronics needed. Folding tables and recessed power strips has been ordered.

Building and Grounds has made the recommendation to the Board of Trustees to use Gundlach for 2020 Planned Maintenance for HVAC.

MOTION BY K. Seibel, second by T. Hoffman approving the 2020 Holiday Closures and to close on Saturday for July 4, 2019. Roll Call – Yes 7, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by T. Hoffman to close the day after Thanksgiving. Roll Call – Yeas 6, Nays 1. Motion Carried.

NEW BUSINESS:

MOTION BY R. Smith, second by R. Kozar to accept the Financial Reports for September, 2019. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY R. Williams, second by J. Giardina accepting the partial distribution of an Endowment Institutional Fund in the name of Stanley W. & Hilda H. Dickhaut Family Endowment Fund under the auspices of ORC 1715.51-59. Roll Call – Yeas 7, Nays 0. Motion Carried. RESOLUTION NO. 2019-07.

MOTION BY R. Smith, second by R. Kozar to hire Holly Lynn at the salary of \$36,000.00 per year as Head of Public Services. Roll Call – Yeas 7, Nays 0. Motion Carried.

The Board requested the Director send a letter to the Erie County Budget Commission affirming continuation of the current formula for distribution of Public Library Fund revenues to libraries in Erie County as outlined in Huron Public Library Board of Trustees Resolution 2017-08, which was passed on March 8, 2017.

The Wadsworth HVAC maintenance program will be ending in November. The Board discussed whether we need to give them 30-day notice if we are not going to renew. After looking over the contract, it was decided that we do not have to give them any notice if we are not renewing.

MOTION BY K. Seibel, second by R. Kozar to change the Child Safety Policy 17.02, making the age consistent with 17.03 and 17.03 to read Library Staff may not take responsibility for the care of a minor or an incompetent adult. Roll Call – Yeas 7, Nays 0. Motion Carried.

The Christmas Open House was discussed. This year we coordinated our open house with Huron's Winterfest which will be on December 7, 2019. The Winterfest will last until 7:00 p.m. and Director Ritchie asked the Board if the Library should stay open until 7:00 p.m. After considerable discussion regarding staff staying until 7:00 p.m. MOTION BY K. Seibel, second by R. Smith to stay open until 6:30 p.m. Roll Call – Yeas 5, Nays 2. Motion Carried.

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

Meeting adjourned at 9:00 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer

