

Huron Public Library Board of Trustees
Minutes to Regular Meeting December 9, 2020

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

Board Members: Joe Giardina, Terry Griffith, Pete Jackson, Rob Kozar, Karyn Seibel, Rob Smith, and Robert Williams. Guests present: Vikki Morrow-Ritchie, Director; and Diane Adams, Fiscal Officer.

MOTION BY Trustee Seibel, second by Trustee Smith to approve the minutes of the November 18, 2020 regular meetingRoll call:

| | Yes | No |
|-------------------|-----|----|
| Joseph Giardina | X | |
| Terry R. Griffith | X | |
| Peter Jackson | X | |
| Robert Kozar | X | |
| Karyn Seibel | X | |
| Robert Smith | X | |
| Robert Williams | X | |

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

GUESTS:

None

REPORTS:

President's Report's:

President Griffith presented her report to the board and asked if there were any questions. There were none.

Director's Report:

Director Morrow-Ritchie stated that on November 25th the library received a check from the Mylander Foundation for the full amount requested to begin replacing the public use PCs. They will begin being replaced in January 2021.

She also said that all funds are encumbered for the Corona Virus Relief Grant. Work on the self-flushing sensors have been installed, and the water bottle filling units for the main floor and the basement should be installed by December 9th.

Director Morrow-Ritchie discussed the result of the meeting of the Clevnet Westside Directors regarding E-rate funding, and that they decided to table the subject at this time.

Fiscal Officer Report:

The Fiscal Officer provided the board with the November Financial reports which included: The Cash Journal; the Payment Listing; the Funds Status; the Appropriation Status; the Bank Reconciliation Report, the Cash Summary by Fund, and the Revenue Status Reports.

She stated that she would advertise in the Sandusky Register the board meeting's day and times the same as 2020. The meetings will be held on the second Wednesday of each month at 7 PM.

The Fiscal Officer stated that she earned seven (7) hours certification hours provided by UAN for Year End Updates.

She also stated that she will provide the board with the Cash Summary by Fund Report each month.

Personnel Committee provided by Chair Williams:

None

Audit and Finance Committee provided by Chair Jackson:

None

Building and Grounds Committee provided by Chair Smith:

Chair Smith said that Christmas decorations are in the works for decorating the inside, and the outside of the building. He also asked Bob Williams if he would write a letter to The Friends of the Library thanking them for their donation of Christmas decorations.

Chair Smith stated that the roof project is on hold, and waiting for the proposal from T.I.P.S and they are waiting for more information in general. President Griffith said that she has the name of an Architect if the board needs to take that route.

Strategic Planning Committee provided by Chair Kozar:

Chair Kozar stated that Strategic Planning meetings are still on hold due to the State Library still being closed.

Contracts and Legislation provided by Chair Griffith:

None

OLD BUSINESS:

Motion to Accept the Financials for November 2020

MOTION BY Trustee Smith, second by Trustee Seibel to approve the November Financial Statements, Roll Call- Yeas 7, Nays 0. Motion Carried.

Status on CARE Act grant

Covered in the director's report

Status on roof repairs: Local architects

Covered under Building and Grounds Committee

Distribution of new Operating Policies dated 11/18/20

The director provided all board members and the Fiscal Officer updated copies

Status of Procedures Manual (10.1.2013); Emergency and Safety Procedures (10/1/2016)

Members still trying to meet to finalize

EXECUTIVE SESSION

MOTION BY Trustee Seibel, second by Trustee Kozar to enter into executive session at 7:44 pm. to Consider the Compensation of a Public Employee. Roll Call:

| | Yes | No |
|-------------------|-----|----|
| Joseph Giardina | X | |
| Terry R. Griffith | X | |
| Peter Jackson | X | |
| Robert Kozar | X | |
| Karyn Seibel | X | |
| Robert Smith | X | |
| Robert Williams | X | |

The board returned to regular meeting at 8:16 pm. to make a motion on the employees' wages for 2021.

MOTION BY Trustees Seibel, second by Trustee Kozar to approve a \$3,000.00 bonus for the Director to be paid in January 2021, a \$1,500.00 bonus for the Fiscal Officer to be paid in December 2020. Roll Call:

| | Yes | No |
|-------------------|-----|----|
| Joseph Giardina | X | |
| Terry R. Griffith | X | |
| Peter Jackson | X | |
| Robert Kozar | X | |
| Karyn Seibel | X | |
| Robert Smith | X | |
| Robert Williams | X | |

MOTION BY Trustee Seibel, second by Trustee Smith to approve a stipend of \$750.00 annually, \$187.50 per quarter to Diane Adams, Clerk of the Board; Roll Call:

| | Yes | No |
|-------------------|-----|----|
| Joseph Giardina | X | |
| Terry R. Griffith | X | |
| Peter Jackson | X | |
| Robert Kozar | X | |
| Karyn Seibel | X | |
| Robert Smith | X | |
| Robert Williams | X | |

MOTION BY Trustee Kozar, second by Trustee Seibel to approve a bonus of \$9,000.00 to be distributed in January 2021, to the nine (9) full and part-time staff members as the Director sees fit. Roll Call:

| | Yes | No |
|-------------------|-----|----|
| Joseph Giardina | X | |
| Terry R. Griffith | X | |
| Peter Jackson | X | |
| Robert Kozar | X | |
| Karyn Seibel | X | |
| Robert Smith | X | |
| Robert Williams | X | |

MOTION BY Trustee Seibel, second by Trustee Smith to adjourn the regular meeting. Roll Call:

| | Yes | No |
|-------------------|-----|----|
| Joseph Giardina | X | |
| Terry R. Griffith | X | |
| Peter Jackson | X | |
| Robert Kozar | X | |
| Karyn Seibel | X | |
| Robert Smith | X | |
| Robert Williams | X | |

The meeting adjourned at 8:50 pm

Terry R. Griffith, President

Diane Adams, Fiscal Officer