

Huron Public Library Board of Trustees  
Minutes to Regular Meeting February 10, 2021

The Zoom meeting was called to order at 7:00 pm. by President, Rob Smith.

Present via zoom: Joe Giardina, Terry R. Griffith, Pete Jackson, Robert Kozar, Karyn Seibel, Robert Smith, and Robert Williams. Guests: Vikki Morrow-Ritchie, Director, and Diane Adams, Fiscal Officer.

MOTION BY Trustee Seibel, second by Trustee Griffith to approve the minutes of the January 13, 2021 Regular Meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

None

**REPORTS:**

**President's Report:**

President Smith received correspondence from Mark Wagner, the proposed architect for the roof project. Mr. Smith stated that he was hoping that Mr. Wagner could have met with the board this evening via zoom, but this did not work out. He said that there will be more discussion on this matter under Old Business Roof Repairs. President Smith stated that he normally not be giving a President's report for the board meetings.

**Director's Report:**

The Director updated the board on the status of the new phone system. The VoIP service will remain with AT&T due to the fact that Spectrum would not be able to handle all Clevnet Library systems. She stated that hopefully soon the library will be back on the agenda for the new phone system; The library would then only have to pay for the initial purchase of the phones and the licensing, and the monthly phone bills will be eliminated.

She stated that a tree/bush was down on the property over the walkway. The branches were cut and the problem was taken care of. She said that in the spring, the tree would need to be removed and something planted in its place.

The Director stated that she is submitting a non-matching funds grant for Weidman-Wieber, the application will be due by March 1<sup>st</sup>. The funds for this grant are designated for Teen and Tween Technology Kits, circulating and non-circulating.

Huron Public Library Board of Trustees  
February 10, 2021  
Page 2

She also said that Melissa, Head of Youth Services will be submitting her annual application to Mylander Foundation for a non-matching grant.

The Director stated that she participated in the Quarterly Clevnet Director's meeting, and they said that books by mail may be becoming available soon for homebound patrons. She will update the board as information comes in. She also said they also discussed in the meeting Exterior Wifi for patrons in which the library would pay to set up a router box at another location and patrons could access it. Another topic discussed in the Director's meeting was the moving of drives from servers housed in libraries to SharePoint and One Drive which is a safer method.

She brought up the re-opening of the library on February 16<sup>th</sup>. Trustee Giardini stated that his only concern was going back and forth in opening and closing. The Director stated she doesn't think that would happen, and out of 41 libraries in Clevnet area only 13 are still closed or curbside, and they are red. President Smith stated that the libraries ventilation system is good, but wanted the board to vote on the matter of re-opening. President Smith asked the board what their desire was regarding re-opening the library on February 16th. MOTION BY Trustee Williams, second by Trustee Seibel to re-open the library for browsing on Feb. 16<sup>th</sup>. Roll Call – Yeas 7, Nays 0. Motion Carried.

Trustee Kozar had a question regarding page 14 included in the Director's report on the 2021 stats FB Posts, as to what did the number represent. The Director said that this number comes from FB, it appears in someone's feed, and doesn't mean that they viewed saw it, viewed it, or interacted.

**Fiscal Officer Report:**

The Fiscal Officer said that under New Business, Resolution 2021-1 is available for the board to approve the Permanent Appropriations.

The Fiscal Officer stated that the PLF for January and February are up from the original estimates previously received. She also said that the tax valuations for tax year 2020 to be collected this year in 2021 vs. the valuations for tax year 2019 collected in 2020 has increased by \$5,610.00.

She said that she had received an email from John Rogers at County Auditor's Office revising the previous PLF estimates from \$314,441.00 to \$357,495, which is an increase of \$43,054 to be received in 2021.

The Fiscal Officer said that the Records Commission Meeting is usually held in February, and asked that it would be postponed until June at the latest. MOTION BY Trustee Griffith, second by Trustee Giardina to delay the February Records Commission meeting usually held in February to be held no later than May. Roll Call – Yeas 7, Nays 0. Motion Carried.

**Personnel Committee Report:**

Chair Williams presented the January 27<sup>th</sup> committee meeting minutes. He stated the Fiscal Officer has accumulated as of tonight's meeting 76 hours Comp. time due to being Clerk of the Board and attending meetings in 2020, filing the end of the Hinkle Report, and due to the learning curve of being new to the position. He stated that the Fiscal Officer had not been clear since she had not seen anything in writing of what her position how many hours over 20 that her position was to work. Chair Williams reminded the board that at the December Organization Meeting, a stipend of \$750.00 a year would be given to the Fiscal Officer to compensate her as Clerk of the Board, so this would take care of her not accumulating Comp. time for that reason. The Personnel Committee recommended that for the purpose of compensating the Fiscal Officer, the Fiscal Officer may choose to receive payment for up to 30 hours a week; or the Fiscal Officer may choose to bank the Comp time to be used at a later date.

Chair Williams also stated that the committee will also be looking at the Tools used for evaluation of staff. He said that all staff is currently being evaluated under Management by Objectives, they are looking at this tool and other tools for staff evaluations.

The Chair also said that there would be a discussion under New Business of revisions made to the Job description for the Head of Customer & Technical Services.

**Audit and Finance Committee Report:**

Chair Jackson presented to the board the committee meeting minutes of January 28<sup>th</sup>. He stated that since the temporary appropriations were approved in November 2020, there has been an increase in appropriations in the amount of \$265,800.00 of the which \$239,000.00 will be used from the Capital Project Fund to encompass most of roof project charges. He also said that renovations to the Youth Service area were added to the permanent appropriations in the amount of up to \$50,000.00. Chair Jackson stated that with the extra unanticipated \$45,000 coming in for the PLF in 2021 that the general fund almost breaks even with the increases stated above.

Chair Jackson stated overall that 2020 was better than anticipated for income received despite the circumstances.

**Building and Grounds Report:**

Chair Smith stated that they have not met as a committee but will be discussing the roof project under Old Business.

**Strategic Planning Committee:**

Chair Kozar stated they are still in a holding pattern waiting for the State Library to clear their back log of clients and to begin working with Huron.

He said that now the monies have been appropriated in the current budget for the Youth Services Updates. The Director said there will be AD Hoc committee made up of the Youth Services Staff, Strategic Planning Chair, Building and Grounds Chair, Finance Committee Chair, and herself, and/ or possibly getting help from an interior designer to make plans for the updates.

Mr. Giardina reminded the board that the Youth Services update project was had already been discussed with the community before the last levy.

**Contracts and Legislation:**

None

**OLD BUSINESS:**

MOTION BY Trustee Kozar, second by Trustee Jackson to accept the Financial Statements for January 2021. Roll Call – Yeas 7, Nays 0. Motion Carried.

**Status of Roof Repairs**

Chair Smith stated that at last meeting a motion was made to contact Mark Wagner with Poulos+Schmid Design Group. He set up a zoom meeting on the 21<sup>st</sup> of January with he, the director, and Mr. Wagner who is familiar with Duro-Last roofs. He stated that Mr. Wagner sent a proposal right away but the proposal needed to be updated because of legality issues, which Mr. Wagner did revise. Chair Smith, said that the library is hiring Mr. Wagner to be their advocate, in putting a bid package together that abides by ORC. Chair Smith said that he will contact Mr. Wagner to ask more questions and find answers that were asked at the board meeting.

**Status of Procedure Manual**

Chair Smith stated that the Procedure Manual has been reduced to two pages. MOTION BY Trustee Williams, second by Trustee Kozar to approve revisions to the Procedures Manual as presented by the AD Hoc committee. Roll Call – Yeas 7, Nays 0. Motion carried.

**NEW BUSINESS**

**Status to approve updated Customer and Technical Services Position Description**

Chair Williams went over the changes to the job description for the Customer and Technical Services Position. MOTION BY Trustee Seibel, second by Trustee Griffith to approve the updated Customer and Technical Services Position Job Description. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY Trustee Giardina, second by Trustee Seibel adopting permanent appropriations in the amount for all funds of \$1,252,198.00 for the calendar year 2021 under the authority granted by the Boards R.C. 3375.33 and being herein attached and incorporated by reference as Exhibit A. RESOLUTION NO. 2021-1 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	

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

Meeting adjourned at 8:47 p.m.

---

Rob Smith, President

---

Diane Adams Fiscal Officer