

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

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

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

MOTION BY K. Seibel, second by R. Smith to approve the minutes of the December 12, 2018 Organizational Meeting. Roll Call – Yeas 6, Nays 0, Abstained 1. Motion Carried.

MOTION BY R. Kozar, second by K. Seibel to approve the minutes of the December 12, 2018 Regular Meeting. Roll Call – Yeas 6, Nays 0, Abstained 1. Motion Carried.

President, Terry R. Griffith swore in Robert Williams for the position of trustee for the period of January 1, 2019 through December 31, 2025.

President, Terry R. Griffith swore in Robert Smith for the position of trustee for the uncompleted term of January 1, 2019 through December 31, 2023.

PUBLIC COMMENTS: None

COMMUNICATIONS:

The meeting with David Snyder on the Meeting Room Project has been moved to the February 2019 regular board meeting.

REPORTS:

President's Report:

Ms. Griffith asked all the chairs of the committees, Director and Fiscal Officer to continue submitting a short, written report outlining how recommendations and decisions were made in your committee meetings. The presented materials will be stored as part of the Board's official records.

Some issues with the planned renovation of the Meeting Room have come to light. We have requested that IAP (current general contractor/manager) provide us with additional and clarifying information about the process. While the irregularities do not affect the project but the methodology of the bidding and other legal aspects, we cannot go forward until these issues are resolved.

We have not heard from the attorney in charge of the distribution of the Dickhaut Trust. I hope to send a letter supplying account information needed to transfer the funds and a stern request to give us a date certain when our distribution will be made.

Due to resignations and ill health, staffing needs of the library will need to be addressed. We have experienced problems and issues with the building which demonstrate a lack of sufficient upkeep.

While the Director and administration are addressing the issues as they arise, the Board will have to come to some decisions as equipment continues to age and becomes dysfunctional. Policy changes may be needed throughout 2019 to preserve the Library's equipment and plant.

Director's Report:

The Director updated the Board of Trustees on various projects currently happening at the library, such as the LED light conversion and phone system upgrade.

Steffanni carpet has refastened several carpet tiles in the children's area and also repaired/refastened several tiles in problem areas located in the original section of the building.

Gallagher Plumbing had to replace parts in the handle of the urinal located in the ground level men's restroom.

Willoway nurseries will be donating a few planters (with annuals) to beautify our entrance ways in the late spring.

CASSIE PC Management System has been installed and all staff members have been trained and the public has been educated on its use.

MOTION BY K. Seibel, second by T. Hoffman to allow the Director to apply to the Erie County Foundation for an intern, paid for by the Foundation, to assist with the Summer Reading Program for ten (10) weeks. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

MOTION BY R. Williams, second by T. Griffith to require documentation (background check) to be paid for by Huron Public Library if the intern's background check is over a year old or if the Erie County Foundation does not provide a background check. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

MOTION BY R. Smith, second by R. Williams approving the new organizational chart as provided by the Director and hereby incorporated in the minutes as Exhibit A. Roll Call – Yeas 6, Nays 1. MOTION CARRIED.

Fiscal Officer's Report:

The Fiscal Officer explained to the Board that HB 291 Bonding/Insurance Policy has been signed by the Governor. HB291 allows a library to purchase and “employee dishonesty and faithful performance of duty policy” instead of a bond for the Director and Fiscal Officer. MOTION BY R. Smith, second by R. Kozar to allow the Director and Fiscal Officer to make the decision on whether to purchase a

“dishonesty and faithful performance of duty policy or a bond and to report back to the Board of Trustees. Roll Call – Yeas 7, Nays 0. Motion Carried.

The Fiscal Officer explained to the Board that SB 263 has been signed by the Governor. This bill has changes to the laws impacting notary services. The Fiscal Officer turned this piece of legislation over to the Contracts and Legislation Committee for their review. Since we provide notary services, we want to pay close attention to these changes.

Personnel Committee Report:

Chair, Robert Williams, told the Board that he requested a received an updated Trustee Handbook. He will send each Board member a copy electronically. Mr. Williams also told new Board Member, Robert Smith about the Trustee workshop for all newly appointed trustees that is held in the spring. If Mr. Smith is interested in attending, the Director can get him enrolled.

Audit and Finance Committee:

A meeting will be held in February to establish Permanent appropriations to be presented to the Board at the March Board Meeting.

Building and Grounds Committee:

A meeting will be held before the March Board Meeting.

Strategic Planning Committee:

A meeting will be held soon.

Contracts and Legislation:

None

OLD BUSINESS:

The meeting room renovation project was discussed further. President Griffith went into more detail regarding the steps the library needs to take before sending out or accepting any bids. In order to use IAP (the current general contractor/manager) the library must be a member of the Ohio Department of Administrative Services, Cooperative Purchasing Program. MOTION BY R. Smith, second by R. Williams authorizing Huron Public Library to participate in the State of Ohio's Cooperative Purchasing Program at a cost of \$100.00 per year. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.
RESOLUTION NO. 2019-01.

MOTION BY K. Seibel, second by R. Kozar to authorize the President of the Board to correspond with

the attorney Jesse T. Wilkins of Preston and Wilkins to ascertain the status of the distribution of 1/6 of the estate of Dickhaut trust. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

NEW BUSINESS:

The Board was requested to sign up for committees for 2019.

The Christmas Open House for 2019 was discussed. MOTION BY K. Seibel, second by R. Kozar to hold the Christmas Open House for 2019 to coincide with Huron's Winterfest on December 7, 2019. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

MOTION BY K. Seibel, second by J. Giardina, approving FMLA for employee Randy Lazette. Roll Call – Yeas 7, Nays 0 MOTION CARRIED.

MOTION BY R. Kozar, second by J. Giardina to amend the 2019 General Fund Revenue Budget from \$903,001.00 to \$937,623.00 to coincide with the Erie County Auditor's Amended Certificate of Estimated Resources. Roll Call – Yeas 7, Nays 0. Motion Carried.

There being no further business to discuss, MOTION BY R. Kozar, second by J. Giardina to adjourn. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

Meeting adjourned at 8:45 pm.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer