

Huron Public Library Board of Trustees
Minutes to Regular Meeting June 12, 2019

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

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

MOTION BY R. Kozar, second by K. Seibel to approve the minutes to the May 08, 2019 minutes. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

Letter received from Preston & Wilkins LLC, attorneys for the Dickhaut Family Endowment Fund. They are addressing some remaining tax filing issues and trust fund liquidations. They expect to have items resolved by mid-July-2019.

Board's response to volunteer will be completed by August meeting.

REPORTS:

President's Report:

Ms. Griffith said that the meeting room project will commence upon Tussing's date selection of September or October 2019. The Building and Grounds Committee will have to decide on the replacement of compressors and make a recommendation to the Board as soon as possible. A special board meeting may be necessary to approve the cost of the compressors since it is possible that the air conditioning will not function to full capacity without replacing the compressors.

Draft Personnel Policies have been sent to the Personnel Committee. The By-laws have been delayed until the August or September meeting.

Staff Appreciation of donated items by Board members was very successful. We can decide early next year if we want to return to the old system or keep the new one.

A reminder to the Board, there will be not meeting in July.

Director's Report:

Director Ritchie, discussed several project either in progress or temporarily on hold. Most of the items will be addressed later in the meeting under New or Old Business.

Ms. Ritchie attended the Rotary International 6600 District Conference at the request of Molly Carver, Sandusky Library. She showcased the book bike, the ukulele collection, Launch Pads, Hots Spots, Literacy Backpacks, puzzle collection, Library Programs as well as Rotary events, and the Club 3rd grade dictionary donation program.

She attended a grant writing workshop to find out more about the City of Huron becoming a host site for Ohio Chautauqua which is a five-day community event that combines living history performances, music, education and audience participation into a one-of-a-kind cultural event the entire community can enjoy.

Fiscal Officer's Report:

The Fiscal Officer reported that a \$1300.00 donation to the Summer Reading Program has been received from the Friends of Huron Public Library. The Library would like to use the money this year, so I will be asking the Erie County Auditor's Office for an "Amended Certificate of Estimated Resources".

Donations in the memory of Carolyn McCallister have been received. Her daughter has requested possibly purchasing a flag pole. The Board suggested this request be sent to Building and Grounds.

The Fiscal Officer asked the Board if they would prefer the Library purchasing a small power washer to clean the entryways or if a company should be hired to clean them. The Board suggested asking Building and Grounds Committee.

A sign in the Parking Lot stating all cars left unattended will be towed needs to be either replaced or removed. The Board suggested this should go the Building and Grounds.

OPERS have certified employee and employer contributions rates for 2020 calendar year. They will remain unchanged with the employee paying 10.00% and the Employer paying 14.00%.

The Fiscal Officer checked with the State Auditor's office regarding the new code regarding stating a library may purchase an "employee dishonest and faithful performance of duty policy" instead of a surety bond. The Chief Auditor would not give any type of legal opinion, he just cautioned to make sure that the employee dishonest and faithful performance of duty policy covers everything that s surety bond covers.

Personnel Committee Report:

Will be discussed under Old Business.

Audit and Finance Committee:

None

Building and Grounds Committee:

Will be discussed under Old Business.

Strategic Planning Committee:

Chair, Rob Kozar, said a meeting will be held on June 18, 2019 at 10:00 a.m. at the Library.

Contracts and Legislation Committee:

None

OLD BUSINESS:

The Building and Grounds Committee has recommended to the Board of Trustees to enter into a contract with Tusing Builders and Roofing for the renovation of the meeting rooms and kitchen in the lower level of the library.

The Board discussed the estimate from Wadsworth for the replacement of tandem compressors. MOTION BY R. Williams, second by R. Smith authorizing the Director to spend up to \$14,000.00 for two compressors, installation and extended warranty and to halt any further installation of VAV controllers. Roll Call – Yeas 6, Nays 0. Motion Carried.

Updated list of employees' information and an updated Organizational Chart will be given to the Board in August.

Draft Personnel Policy was presented to the Board from the Personnel Committee. The following items were discussed:

Page 2 1.06 Applicant testing needs to be changed. MOTION BY R. Smith second by R. Kozar to strike Drug Testing and Credit Checks from the policy. Roll Call – Yeas 5, Nays 1. MOTION CARRIED

Page 8 2.03 Asked for clarification. Ms. Griffith explained that the Director can hire someone, then recommend to the Board. The Director cannot fire someone; they can place them on unpaid leave. Only the Board of Trustees can fire someone.

Page 15 7.08 Take out employees must remain on the premises.

Page 22 8.26 Gratuities was discussed. Left unchanged.

Page 28 9.06 Medical Marijuana law was discussed. Left unchanged.

MOTION BY R. Smith, second by R. Williams to accept the Personnel Policies as amended (take out drug testing and background checks and eliminate the line that employees must stay on premises during lunch break). Roll Call – Yeas 6, Nays 0. Motion Carried.

NEW BUSINESS:

MOTION BY R. Smith, second by K. Seibel accepting the financial statement for May, 2019. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Kozar, second by K. Seibel to accept the voluntary resignation of Eric Rickel, effective 5/9/19. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by J. Giardina to accept the resignation of Mary Petronella, effective 5/14/19. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by R. Smith to hire Clay Pilkenton as a contractual employee for one-year effective May 27, 2019. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Williams, second by K. Seibel to hire Brian Kearney as regular part-time employee effective May 29, 2019. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Williams, second by R. Smith approving the recommendation of the Building and Grounds Committee and authorizing a contract with Tusing Builders and Roofing services for the renovation of the meeting rooms and kitchen in the lower level of the Library. Roll Call – Ms. Griffith – Yeas, Ms. Seibel – Yeas, Mr. Williams – Yea, Mr. Giardina – Yea, Mr. Kozar – Yea, Mr. Smith – Yea. Motion Carried. RESOLUTION NO 2019-05.

Director Ritchie gave the Board an update on the Riverfest Parade.

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There being no further business to discuss, MOTION BY K. Seibel, second by J. Giardina to adjourn. Roll Call – Yeas 6 Nays 0. Motion Carried.

Meeting adjourned at 9:03 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer