

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

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

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

MOTION BY Trustee Griffith, second by Trustee Kozar to approve the minutes of the February 10, 2021 Regular Meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY Trustee Seibel, second by Trustee Griffith to approve the minutes of the March 1, 2021 Special Meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

None

**GUESTS:**

None

**REPORTS:**

**President's Report:**

No report

**Director's Report:**

The Director presented her report to the board and highlighted some items. She asked Gundlach to perform an evaluation of the libraries HVAC system. She stated that on March 3<sup>rd</sup> there was no heat in the building due to a failed relay switch. Gundlach was able to override the switch and heat was back on by 2:30 p.m. A new switch was ordered.

Ms. Morrow-Ritchie said that OLC was distributing COVID-19 Abbott Rapid Response tests to libraries free of charge. The tests would be distributed via curbside to patrons upon requesting on the libraries website. Printed information and instructions are included with the tests.

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The Director stated that the Fiscal Officer sent a signed copy of the contract and Resolution for the roof project to Mark Wagner for architect services.

Ms. Morrow-Ritchie gave the status for February 17th re-opening of the library.

The Director gave an update of the Tech

**Fiscal Officer Report:**

The Fiscal Officer stated that the Civista Certificate of Deposit will mature on April 9<sup>th</sup> and that she will compare interest rates at three banks to determine whether or not to roll-over the CD or move it to another bank.

Ms. Adams said that the library received a Determination of Unemployment Compensative Benefits letter. The library will be required to pay a portion of the benefits for Tessann Brewster who resigned from the library in August 2020 to attend college, she then was laid off from her next job. Since it had been less than a year of her departure from the library we are required to pay a portion of her benefits which will total \$3,759.00.

**Personnel Committee Report:**

Chair Williams stated that the Personnel Committee met on March 3<sup>rd</sup> to discuss methods of evaluating the staff. He also stated that Chris Kane, the libraries insurance broker will be preparing renewals for the board to review.

**Audit and Finance Committee Report:**

None

**Building and Grounds Report:**

Chair Smith stated that the board had a Special Meeting on March 1<sup>st</sup> at 7:00 p.m. via zoom. A motion was made at that time to hire Mark Wagner with Poulos + Schmidt Design Group as the architect for the roof project. He said that Mr. Wagner will get started on the project.

**Strategic Planning Committee:**

None

**Contracts and Legislation:**

None

**OLD BUSINESS:**

**Status of Roof Repairs**

Discussed under Building and Grounds

**Status of Library re-opening on 2/17/21**

Discussed under Director's Report

**NEW BUSINESS**

MOTION BY Trustee Siebel, second by Trustee Kozar to accept the Financial Statements for February 2021. Roll Call – Yeas 6, Nays 0. Motion Carried.

**Discussion concerning Library distribution of free Covid-19 at home test kits to the community.**

MOTION BY Trustee Williams, second by Trustee Kozar to approve the library as a site to distribute COVID-19 tests via curbside. Roll Call – Yeas 6, Nays 0. Motion Carried

**Motion to accept 2021 Performance Objectives for the Director and Fiscal Officer**

MOTION BY Trustee Griffith, second by Trustee Siebel to accept the 2021 performance objectives for the Library Director and Fiscal Officer. Roll Call – Yeas 6, Nays 0. Motion Carried

Trustee Griffith will be excused from the April Regular Meeting.

There being no further business to discuss, MOTION BY Trustee Griffith second by Trustee Siebel to adjourn. Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting adjourned at 7:55 p.m.

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Rob Smith, President

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Diane Adams Fiscal Officer