

Huron Public Library Board of Trustees  
Minutes to Regular Meeting November 13, 2019

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

Present: Terry R. Griffith, Robert Williams, Robert Kozar, Robert Smith, Karyn Seibel, Joe Giardina, and 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 October 9, 2019 meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

None

**REPORTS:**

**President's Report:**

Ms. Griffith reported that on the Stanley W. & Hilda H. Dickhaut Family Endowment Fund, explaining how much can be released for Library purposes on an annual basis under R.C. 1715.51-59.

The work is completed in Meeting Rooms A and B. She is hoping for a grand opening at the library's annual Christmas Party on 12/7/19.

Ms. Griffith reported briefly on the applicants for vacant trustee seat. The Personnel Committee Chair will discuss further in his report.

A reminder was given to other Board members for planning 2020 appropriation budget, the annual Christmas Open House and Staff evaluations.

**Director's Report:**

Ms. Morrow-Ritchie reported that she and the Fiscal Officer met with Clevnet regarding the VOIP phone system. Realistically, we will likely not have the new phones installed until June of 2020.

Ms. Morrow-Ritchie contacted the State Library consultant, Mandy Simon. She will meet with our team regarding the Children's Area Renovation project shortly.

A quote from Gundlach to replace the compressors is in the Board's packet and will be discussed later in the meeting.

Gundlach's quote on the HVAC Preventative Maintenance Contract was approved and signed by the Board President on October 10, 2019.

Ms. Ranchoff contacted the Director on October 30, 2019 asking what the outcome of the October 9<sup>th</sup> Board Meeting was regarding the flag pole. Ms. Morrow-Ritchie explained to her that there was no further discussion on the flag pole at the meeting after she left.

The new and improved Huron Public Library website is now live.

Ms. Morrow-Ritchie reported on the various meetings that she attended in October, 2019.

#### **FISCAL OFFICER'S REPORT:**

Ohio Library Council announced the October 2019 PLF distribution. Calendar year 2019 was up 3.2% over what they estimated.

The Finance Committee met on October 22, 2019 to discuss temporary appropriations.

An additional \$250,000.00 has been received from the Stanley W. & Hilda H. Dickhaut Family Endowment Fund in our STAROhio account.

The Fiscal Officer has transferred \$69,533.00 from STAROhio to the Capitol Projects Fund for the meeting room renovations.

#### **Personnel Committee Report:**

Chair, Robert Williams, discussed the interview process for selecting a new trustee to begin 1/1/2020. The Personnel Committee is recommending to the Board of Trustees to select Peter Jackson to fill the vacant post and recommend him to Huron City Schools, Board of Education.

#### **Audit and Finance Committee Report:**

J. Giardina reported on the October 22, 2019 Finance meeting where the 2020 Temporary Appropriations were established. The Audit and Finance Committee is recommending to the Board the 2020 Temporary Appropriation Budget in the amount of \$1,016,549.00.

**Building and Grounds Committee:**

Chair, T. Hoffman, said the renovations for Meeting Rooms A & B have been completed and we are waiting for the technology equipment to be installed.

Rob Smith, discussed the problems we are having with the roof leaking. Damschroeder has been out to try to repair where they think the roof is leaking, but it may be migrating from a different area.

**Strategic Planning Committee:**

Chair, R. Kozar said the date for the 4<sup>th</sup> quarter meeting has yet to be determined. The Children's Department renovations will be discussed. The Fiscal Officer said she appropriated \$35,000.00 for renovations in the 2020 budget.

**Contracts and Legislation:**

None

OLD BUSINESS:

The schedule of delivery and installation on furnishings and electronics for the Meeting Rooms was discussed further. The goal is to have the meeting rooms completed by December 7, 2019.

MOTION BY T. Hoffman, second by K. Seibel, to have Gundlach replace two (2) tandem compressors at a cost of \$10,887.00 and allow the Director to sign the quote. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY J. Giardina, second by R. Kozar to close the library at 5:00 p.m. on Saturday, December 7, 2019 since Winterfest finale of fireworks is at 6:00 p.m. Roll Call – Yeas 7, Nays 0. Motion Carried.

Updated Staff List was provided to the Board of Trustees.

Updated Child Safety Policy was provided to the Board of Trustees for their Policy manuals.

NEW BUSINESS:

MOTION BY R. Williams, second by K. Seibel to recommend to the Huron City Schools Board of Education, to appoint Peter Jackson as trustee with a term from 1/1/20-

12/31/26. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by R. Kozar accepting the 2020 Temporary Appropriations. Roll Call – Yeas 7, Nays 0. Motion Carried. RESOLUTION NO. 2019-09.

MOTION BY R. Smith, second by R. Kozar accepting the Financial Statements for October, 2019. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by R. Smith accepting the additional partial distribution of an endowment institutional fund in the name of Stanley W. & Hilda H. Dickhaut Family Endowment Fund under the auspices of Ohio R.C. 1715.51-59. Roll Call – Yeas 7, Nays 0. Motion Carried. RESOLUTION NO. 2019-08.

MOTION BY K. Seibel, second by T. Hoffman accepting the resignation of Madison Linden, Tween/Teen Library Assistant effective 10/25/19. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY R. Williams, second by R. Kozar to hire Morgan Lukas as TweenTeen Library Assistant at the rate of \$10.00 per hour for 24 hours per week effective 11/5/19. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by R. Smith to not renew membership with Ohio Department of Administrative Services. Roll Call – Yeas 7, Nays 0. Motion Carried.

The Board was introduced to two new employees, Holly Lynn, and Morgan Lukas.

Trustee, Karyn Seibel is Chairing the Christmas Party to be held on December 7, 2019 and gave the Trustees their assignments for that day.

The new VOIP phone system was discussed further. We cannot put a VOIP phone system in the room dedicated for the Huron Historical Society use. Other alternatives were discussed. Trustee Smith said that having no phone may not be much of an inconvenience. Staff can take messages for the Society if needed.

Soft opening of meeting rooms A & B for the Friends of Huron Public Library will be held on December 2, 2019.

MOTION BY R. Williams, second by R. Smith to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee under O.R.C. 121.22(G)(1). Roll Call – Yeas 7, Nays 0. Motion Carried.

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Meeting resumed at 8:52 p.m.

MOTION BY K. Seibel, second by R. Williams to do a salary adjustment across the board for all employees at \$2.00 per hour for 2020 and not do a merit raise at this time. Roll Call – Yeas 7, Nays 0. Motion Carried.

There being no further business to discuss, MOTION BY K. Seibel, second by J. Giardina to adjourn. Roll Call – Yeas 7, Nays 0. Motion Carried.

Meeting adjourned at 8:55 p.m.

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Terry R. Griffith, President

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Joanne Kensik, Fiscal Officer