

Huron Public Library Board of Trustees
Minutes to Regular Meeting September 9, 2020

Meeting was called to order at 7:00 p.m. by President, Terry Griffith.

Board Members: Joe Giardina, Terry Griffith, Pete Jackson, Rob Kozar, Karen Seibel, Rob Smith, and Robert Williams. Guests present: Vikki Morrow-Ritchie, Director; and Diane Adams, Fiscal Officer.

MOTION BY Trustee Seibel, second by Trustee Kozar to approve the minutes of the August 12, 2020 regular meeting. Roll call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson	X		
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

GUESTS:

None

REPORTS:

President's Report's:

President Griffith presented her report to the board. She stated that according to Section 2.06 of the Board Bylaws, the President is permitted to establish ad hoc committees for any special projects to be addressed. This subject will be discussed later in the meeting under New Business. The policies reviewed and updated in individual committees will be these three: The Emergency and Safety Procedures of 1/1/2016; the Operating Policies (last Revised 3/13/2013); and the Procedures Manual (10/1/2013)

Director's Report:

Director Morrow-Ritchie submitted her report to the board. She stated that the Building and Grounds Committee would give an update regarding the need for trimming of the trees. The Director also stated that the library was not awarded the \$3,000 stimulus funds from the State Library's CARES Act Mini-Grant, this was due to the funds being expended long before the grant date deadline. She then asked if the board would give her approval to apply for grants at her discretion, that are non-matching grants.

MOTION BY Trustee Smith, second by Trustee Seibel to give the Director their approval to apply for non-matching grants at her discretion. Roll Call- Yeas 7, Nays 0. MOTION CARRIED

Fiscal Officer Report:

The Fiscal Officer submitted her report to the board and asked if there were any questions. She also provided the board with the August Financial reports which included: The Cash Journal; the Payment Listing; the Funds Status; the Appropriation Status; and the Revenue Status Reports.

The Fiscal Officer notified the board that \$700,000 was transferred from the primary checking account to Star Ohio.

On September 3rd, she attended a Fiscal Officer Workshop sponsored by Ohio Library Council.

She also said that she received notice from the Ohio Library Council, that the PLF funds were not near as bad as originally anticipated, and as of now the PLF is only down 3.4% due to the Coronavirus.

Personnel Committee provided by Chair Williams:

Chair Williams stated that, he would contact the board regarding when terms will expire.

Audit and Finance Committee provided by Chair Jackson:

None

Building and Grounds Committee provided by Chair Smith:

A meeting was held on September 1st and also on September 3rd an advertised special meeting, to discuss several issues. Chair Smith stated in his report the following:

- A bid from Buckeye Tree & Crane Service to remove trees and shrubs that represent a threat to the building's exterior. The total cost is \$4425 which is within the Director's purview to authorize. A motion was made by J Giardina, seconded by R Williams, and approved unanimously to accept the bid from Buckeye Tree & Crane Service.
- A bid from Gundlach, our HVAC contractor, in response to the committee's inquiry regarding air filtration during the Covid 19 pandemic. The committee was informed that HEPA filters have been back ordered and will not be available any time soon. Gundlach recommended a Needle Point Bi-Polar Ionizing system to be installed in the current ventilation system. The projected cost would be \$8,658 which potentially could be covered by the recent \$25,000 Covid 19 grant, and might offer long term savings on utility bills. An additional benefit may be that, following the pandemic, the system would continue to reduce virus spread (such as influenza, legionnaire's disease, and Norovirus (to name a few) with our patrons. A motion was made in the committee meeting by Trustee Giardina, seconded by Trustee Williams, and approved unanimously to set up a meeting with Andy at Gundlach to answer remaining questions.

The phone meeting with Gundlach was held on September 3rd in a special meeting. After receiving information on the Ionizing System, Trustee Williams made a motion in the committee meeting to recommend the acceptance of the Gundlach proposal to install the air purification system. Trustee Giardina seconded the motion, and passed unanimously by the committee members.

MOTION BY Trustee Smith, second by Trustee Seibel to approve the bid from Gundlach in the amount of \$8.658 for the Needle Point Bi-Polar Ionizing system. Roll Call- Yeas 7, Nays 0.
MOTION CARRIED

- The roof leaks were discussed during a tour of the building, Director Morrow-Ritchie pointed out a new roof leak near the west entrance. The repairs made by Tusing have reduced the leaks on the eastern face of the building, but the last heavy rain made it clear that there are still issues in the roof section which ties the “new” addition to the original structure. The next step in the repair strategy would require tearing into the old roofing to create a new seam between the new construction and the old. At this point, the committee feels that we will be incurring expenses that do nothing but postpone the inevitable, and that they need to replace the entire roof. The most cost effective way would be to deal directly with the state approved program with Duralast, the manufacturer of the membrane material. When this issue was raised earlier, there were legal questions that could not be answered by the potential installers. A motion was made in the committee meeting by Trustee Giardina, seconded by Trustee Williams, and approved unanimously to set up a conference call with a representative from Duralast, specifically, the committee will request that President Terry Griffith be present to ask the pertinent legal questions.

Strategic Planning Committee provided by Chair Kozar:

Under new business

Contracts and Legislation provided by Chair Griffith:

None

OLD BUSINESS:

Motion to Accept the Financials for August 2020

MOTION BY Trustee Kozar, second by Trustee Smith to approve the August Financial Statements, Roll Call- Yeas 7, Nays 0. MOTION CARRIED

Status of measure re-opening of all Library activities

Director Morrow-Ritchie stated that “as of Thursday, September 3, Erie County moved to Level 2 Orange on the Ohio Public Health Advisory System Map. If the County stays level 2 Orange or moves to Level 1 Yellow, the plan is to re-open the Library on Monday, September 14. She said that they will not make this announcement until Thursday, September 10, after Governor DeWine’s 2 pm press conference. The copier/printer in the lobby will be available for self-service copying and printing.

Patrons will pay (exact change or round up) at the circulation desk. Cash will be collected in a box which will be counted and deposited by Diane at the end of the week. After School Study Sessions for students grades 7 through 12 – 10 tables spaced 6 feet apart will be available in YA and Children’s for student study time. The Director discussed holds pick up at registration desk at the door, they will be adding a line to the original registration form which will allow for a holds pickup option at the registration table.”

Acceptance of resignation of Tessann Brewster, Circulation Technician

MOTION BY Trustee Williams, second by Trustee Seibel to accept the resignation of Tessann Brewster, Roll Call- Yeas 7, Nays 0. MOTION CARRIED.

Status of CARES Act Grants and Mini Grant

This was covered in the Director’s Report

Status of roof repairs

This was discussed under Building and Grounds

NEW BUSINESS:

The board discussed the establishment of the Christmas Party for December, 2020. One suggestion was, an outside event. The board will think further and bring their ideas to the October meeting.

President Griffith created limited AD Hoc committees. These committees would also include Administration.

- Procedures Manual – Trustees Giardina, Griffith, and Smith, with Trustee Smith as chair
- Emergency and Safety Procedures – Trustees Kozar and Seibel, with Trustee Seibel as chair
- Operating Policies – Trustees Griffith, Jackson, and Williams, with Trustee Williams as chair

MOTION BY Trustee Kozar, second by Trustee Seibel to delay the planning of the Strategic Plan for 2021-2026 until 2021. Roll Call- Yeas 7, Nays 0. MOTION CARRIED

MOTION BY Trustee Seibel, second by Trustee Jackson to approve the Holiday closures for 2021, submitted by the director. Yeas 7, Nays 0. MOTION CARRIED

Voting ballot boxes were discussed, and also moving the voting on election day to the first floor. Moving the voting to the first floor, would avoid people using steps, elevators, and halls and meeting rooms and provide sufficient social distancing. The discussion will be tabled and discussed at the next meeting.

MOTION BY Trustee Seibel, second by Trustee Smith to adjourn the regular meeting. Roll Call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson	X		
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

The meeting adjourned at 8:41 pm.

Terry R. Griffith, President

Diane Adams, Fiscal Officer