

Huron Public Library Board of Trustees
Minutes to Regular Meeting April 10, 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, and Robert Smith, Karen Seibel, 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 March 13, 2019 minutes. Roll Call – Yeas 7, Nays 0. Motion Carried.

NOTE: Special Meeting called for March 21, 2019 was not held due to lack of quorum. No minutes were recorded.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

Correspondence from Attorney Wilkins regarding the Dickhaut endowment was received.

REPORTS:

President's Report:

Staff Spring Brunch was discussed. It was suggested that instead of doing a one-day staff breakfast, that the Board do a Staff Appreciation Month. Each Board member can choose a week and what item to bring for the month of May.

Meeting Rooms Renovation will be discussed later in the meeting.

Draft Bylaws and Personnel Policies are being updated. The entire Board is responsible for reviewing and commenting on the revised Bylaws. The changes will probably be discussed at the June meeting.

Continuing problems with the physical plant will be discussed in the Director's Report

Director's Report:

The Director reported on the leaking hot water heater. New water heater is currently on order and will be replaced the week of 4/8/19.

Men's room sink sensor was adjusted and it worked for a while. The faucets will need to

be replaced.

Steffanni Flooring returned and replaced several tiles with new tiles and re-glued the remaining loose tiles. Steffanni's discovered that tile ridges have formed where cement slabs were poured next to the original wood floor. Because of the ridges, carpet tiles do not lay properly on the floor. We have used all of the extra rust colored tile in the adult section of the library and it is no longer being made. If the problem continues, we may need to consider replacing the carpet.

Upon the Director's recommendation, MOTION BY R. Smith, second by K. Seibel to hire Stephanie Kramer as Circulation Technician effective April 2, 2019 at a rate of pay of \$10.00 per hour for 24 hours per week. Roll Call – Yeas 7, Nays 0. Motion Carried.

Upon the Director's recommendation, MOTION BY R. Kozar, second by R. Smith to hire Madison Linden as Teen/Tween Library Assistant effective April 8, 2019 at a rate of pay of \$10.00 per hour for 24 hours per week. Roll Call – Yeas 7, Nays 0. Motion Carried.

Upon the Director's recommendation, MOTION BY R. Williams, second by K. Seibel to hire Shelby Tillinghast as Head of Customer and Technical Services effective April 10, 2019 at a rate of pay of \$15.00 per hour for 40 hours per week. Roll Call – Yeas 7, Nays 0. Motion Carried.

Prior to hiring, Shelby Tillinghast had planned a two-week vacation in September. The Director recommended paying her for the two-week vacation (instead of the one week given to full-time employees at the end of six months). She would not earn vacation time again until January 2021. After considerable discussion, MOTION BY R. Smith, second by K. Seibel to approve one week paid vacation and one-week unpaid vacation for new employee Shelby Tillinghast. Roll Call – Yeas 7, Nays 0. Motion Carried.

Fiscal Officer's Report:

The Fiscal Officer updated the Board of Trustees on Governor DeWine's budget proposal which includes funding the PLF at 1.68% over the biennium. More information will be available once the actual budget bill is officially introduced.

The Department of Labor has proposed an increase in the salary level for white-collar exemptions which may make them eligible for overtime based on their job duties. The proposed rule also clarifies whether certain kinds of perks, benefits or other miscellaneous items must be included in the regular rate.

The Fiscal Officer has proposed to the Board purchasing signs for the library that state “No Animals Except Trained Service Animals”. After explaining the difference between “Service Animals” and Therapy Animals, the Board agreed that signs are appropriate.

The Contracts and Legislation Committee reviewed the Depository Agreement from Civista Bank. MOTION BY K. Seibel, second by R. Kozar authorizing the Fiscal Officer to sign the Depository Agreement for Civista Bank. Roll Call – Yeas 7, Nays 0. Motion Carried.

Personnel Committee:

None

Audit and Finance Committee:

J. Giardina said a meeting has been scheduled for April 17, 2019 at 8:00 a.m. to establish the 2020 Revenue Budget.

Building and Grounds Committee:

To be discussed under Old Business.

Strategic Planning Committee:

None

Contracts and Legislation:

None

OLD BUSINESS:

T. Hoffman, Chair of the Building and Grounds Committee updated the Board on the meeting room renovations. They have not received anything from IAP and Building and Grounds has to wait to give a recommendation after they see the numbers. He asked if they could get another estimate from another contractor. The President of the Board said yes they can as a committee. Mr. Hoffman asked the Director to set up a walk through with Tusing the week of April 22, 2019. The Board will look at all of their options at the May, 2019 Board meeting.

NEW BUSINESS:

New Staff members were introduced to the Board of Trustees.

MOTION BY R. Williams, second by J. Giardina approving the Director's Goals and Objectives for 2019. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by J. Giardina approving the Fiscal Officer's Goals and Objectives for 2019. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY R. Smith, second by r. Kozar accepting the Financial Reports as reviewed for February and March 2019. Roll Call – Yeas 7, Nays 0. Motion Carried.

Revised Organizational Chart was provided to the Board for their Bylaws, Policies, Plans & Procedures handbook.

Revised and updated Directory of Staff was provided to the Board for their Bylaws, Policies, Plans & Procedures handbook.

Updated Board Member appointment and ending dates List was provided to the Board for their Bylaws, Policies, Plans & Procedures handbook.

Revised Board Calendar for 2019 was provided to the Board for their Bylaws, Policies, Plans & Procedures handbook.

MOTION BY T. Hoffman, second by K. Seibel to go into Executive Session for the purpose of determining continuing leave and/or light duty return to work for a public employee under R.C. 121.22(G)(5). Roll Call – Yeas 7, Nays 0. Motion Carried.

Meeting resumed at 8:30 p.m. with the decision to send a letter to the employee explaining the medical insurance to them and to extend the contract for Clay Pilkenton if necessary.

Trustee R. Smith reminded the Board that the winner of the 44839 poetry contest will be announced tomorrow, April 11, 2019. There were 22 poets entered in the contest.

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Their being not further business to discuss, MOTION BY R. Smith, second by R. Kozar to adjourn. Roll Call – Yeas 7, Nays 0. Motion Carried.

Meeting adjourned at 8:30 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer