

Huron Public Library Board of Trustees
Minutes to Regular Meeting January 13, 2021

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

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

MOTION BY Trustee Griffith, second by Trustee Seibel to approve the minutes of the December 9, 2020 Regular Meeting and the minutes to the December 9, 2020 Organizational Meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

The Fiscal Officer read thank you card from Joanne Kensik.

REPORTS:

President's Report:

None

Director's Report:

The Director stated that the water bottle filling stations are completed, and that the bulbs that were out in the poll lights near Center Street have been replaced. She also mentioned that she attended a VORYS at Work Corona Virus Return to Work Preparedness Webinar.

There was a discussion as to whether to require the staff to receive the COVID-19 vaccine. The board agreed to wait for a legal opinion from the EEOC before making any decisions as to whether it will be required or not.

The topic of opening the library for the Erie County Health Department to administer the COVID-19 vaccine was discussed. MOTION BY Trustee Williams, second by Trustee Kozar to open the library if the Health Department reached out to the director as a location to administer the vaccine. Roll Call – Yeas 7, Nays 0. Motion Carried.

Fiscal Officer Report:

The Fiscal Officer stated that state revenues were still above the estimates proved by the state of Ohio.

She also said that the library received a dividend check of \$5,619.54 from the Bureau of Workers' Compensation to be spent as wished, and encouraged to use the monies for the health and safety of employees.

The Fiscal Officer stated that on December 21, 2020 she filed the last required report for the Corona Virus Relief Funds Grant, and that the entire \$25,000.00 was spent for safety measures and PPE expenses.

She said that she is working toward having the permanent appropriation draft ready for the Finance Committee to review and approve, so it could be presented to the board at the February 13th regular meeting.

Personnel Committee Report:

Chair Williams stated that he would call a committee meeting within the next couple of weeks to discuss several issues recommended by President Smith. These are discussed under the New Business section of these minutes.

The Director made a suggestion that the Personnel Committee review the Tech Manager job description before she posts the position.

Audit and Finance Committee Report:

None

Building and Grounds Report:

Chair Smith gave the board a virtual tour of the roof and attic.

Minutes from their December 18, 2020 meeting via zoom was submitted to the board. When the Committee met they discussed a response to the Duro-Last Re-roofing proposal.

The Building and Grounds committee met via zoom on January 4, 2021. Chair Smith said that he will talk to Greg with Tusing Builders to ask if the compressors will need to be moved when the roof is replaced.

Strategic Planning Committee:

Chair Kozar stated that he is still waiting to hear back from the State Library regarding strategic planning. He said that using the State Library is the best option because of their valuable experience. However, he stated that if he has not heard anything from the State Library by the end of the second quarter of 2021, they may want to consider their committee, the board, and the staff coming up with a strategic plan.

Contracts and Legislation:

None

OLD BUSINESS:

Motion to Accept the Financials for December 2020

MOTION BY Trustee Griffith, second by Trustee Seibel to accept the Financial Statements for December 2020. Roll Call – Yeas 7, Nays 0. Motion Carried.

Status of CARES Act grants

Discussed in Fiscal Officer and Director's report

Status of Roof Repairs-Local architects

Chair Smith spoke about the possibility of hiring an architect for the roof replacement project; and upon minor research and basic qualifications, Chair Smith mentioned to the board Mark Wagner with Poulos & Schmid Design Group, Inc. Mark has experience with Duro-last products and compiling bid packets.

Status of Procedure Manual

The committee met at 6:45 before the regular meeting to discuss and finalize the manual.

Motion to consult with an architectural firm

MOTION BY Trustee Williams, second by Trustee Griffith to contact Mark Wagner with Poulos & Schmid Design Group, Inc. to meet and also request a proposal for his services for the Roof Replacement Project. Roll Call: Yeas 7, Nays 0. Motion Carried.

Personnel Committee referrals

President Smith recommended the following to be discussed in at a Personnel Committee meeting:

- 1) a system of evaluation for the Director and Fiscal Officer so that recommendations for salary changes can be made on the basis of the results of a performance assessment.
- 2) a need for the Director and Personnel committee to review and modify the process for staff evaluations.

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

Meeting adjourned at 8:44 p.m.

Rob Smith, President

Diane Adams Fiscal Officer