

Huron Public Library Board of Trustees
Minutes to Regular Meeting April 13, 2022

The 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, Diane Adams, Fiscal Officer, and Katie Jaegly with Erie County Health Department, Bike Share.

The Director introduced Jacqueline Layer, a new member of the HPL staff.

PUBLIC COMMENTS: Katie Jaegly, from the Erie County Health Department was in attendance to explain the Bike Share Pilot Project for 10 bikes to be stationed at the library. Various board members asked questions, there was no decision made.

MOTION BY Trustee Seibel, second by Trustee Griffith to approve the minutes of the March 9, 2022 meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

COMMUNICATIONS: NONE

REPORTS:

President's Report:

President Smith read the resignation letter of Director Vikki Morrow-Ritchie, and stated that June 10th would be her last day.

Fiscal Officer Report:

This Fiscal Officer presented her report to the board, she also asked if there were any questions on the first quarter financials. Trustee Giardina had a question which was answered.

Director's Report:

Mrs. Morrow-Ritchie provided her report to the board. She updated the board on the "Space" walk through here at the library with Mandy Simon from the State Library.

Personnel Committee Report:

Chair Williams stated that the plaque with the board of trustees' names needed to be updated. The director said that she would take care of this update.

Audit and Finance Committee Report:

Chair Jackson stated that he will call a Finance Committee meeting to discuss the budget for 2023.

Building and Grounds Report:

After receiving Mandy Simon's recommendations regarding "Spacing". Chair Giardina stated that he will organize a Committee meeting. Ms. Simon's visited the library in April.

Strategic Planning Committee:

Chair Kozar stated that he will schedule a Strategic Planning Committee meeting to go over Ms. Simon's visit.

Contracts and Legislation:

President Smith said that the Committee will meet on April 20th to discuss bullet points for the Huron Historical Society.

OLD BUSINESS:

Levy Update

Chair Smith stated that the Huron Public Board of Education, the taxing authority for the library certified Resolution 22-0058 to the Erie County Board of Elections on March 23, 2022, requesting a renewal levy to be put on the November 8th ballot.

NEW BUSINESS

Motion to Accept the Financials for March 2022

MOTION BY Trustee Kozar, second by Trustee Seibel to accept the Financial Statements for March 2022. Roll Call: J. Giardina, Yea; T. Griffith, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; R. Williams, Yea. Motion Carried.

Operating Policy Update Chapter 4 Investments 4:01.7 Internal Control

MOTION BY Trustee Williams, second by Trustee Seibel to update the Operating Policy Chapter 4 Investments 4:01.7 Internal Control so that the "Director" will take the place of "any officer of the Board". Roll Call: J. Giardina, Yea; T. Griffith, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; R. Williams, Yea. Motion Carried.

\$4:01.7 Internal Control.

Any securities of deposit, deposit accounts, etc., shall be issued in the name of Library. The Fiscal Officer and the Director shall be the two payees on each investment vehicle. The Fiscal Officer shall provide, at least quarterly, a report on these investments to the Board. The Fiscal Officer shall periodically review this document and the investment policies and procedures and recommend any changes to the Board for its approval.

Operating Policy Addition Chapter 13 Code of Conduct 13:08 Exception to Temporary Suspension Process

MOTION BY Trustee Giardina, second by Trustee Kozar to add Code of Conduct 13:08 Exception to Temporary Suspension Process. Roll Call: J. Giardina, Yea; T. Griffith, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; R. Williams, Yea. Motion Carried.

13:08 Exception to Temporary Suspension Process: The suspension and appeal process listed above applies to infractions of basic library rules and etiquette. If, however, the behavior of a patron or staff member is particularly egregious and/or endangers others, the supervisor shall make a report with the Huron City Police, and the Board of Trustees maintains the right, after review and deliberations, to impose an immediate permanent suspension.

Discussion on Personnel Policy Chapter 8 Benefits and Leaves 8:25 Eligible Travel Reimbursement

MOTION BY Trustee Williams, second by Trustee Griffith to update 8:25 Eligible Travel Reimbursement to allow for reimbursement for reasonable meal expense for a meeting that is not overnight. Roll Call: J. Giardina, Yea; T. Griffith, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; R. Williams, Yea. Motion Carried.

8.25 Eligible Travel Reimbursement.

- Miscellaneous transportation expenses such as parking, taxis, or car rent with dated receipt.
- Lodging for the night prior to the commencement of the event if extensive travel time
- is required to arrive at the event site.
- Lodging if the event is located more than 100 miles from the Library and the event continues for more than one day
- Meal expenses on an overnight stay
- Reasonable meal expenses for a meeting other than an overnight stay.
- This does not apply to meals included as part of registration fees for conferences or seminars.

- Event registration fees are reimbursable.
- Road tolls, subway fare, shuttle services, municipal bus fare, boat, or ferry regardless with receipt

The board asked the Director to review the director's job description and the last ad for any changes or additions, and afterwards to post them on sites.

MOTION BY Trustee Giardina, second by Trustee Williams to accept the resignation of Vikki Morrow-Ritchie as director for the Huron Public Library. Roll Call: J. Giardina, Yea; T. Griffith, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; R. Williams, Yea. Motion Carried

EXECUTIVE SESSION

MOTION BY Trustee Seibel, second by Trustee Jackson to adjourn from regular meeting and enter into Executive Session at 8:50 pm. to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. ORC 122.2 (G) (1). Roll Call: J. Giardina, Yea; T. Griffith, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; R. Williams, Yea. Motion Carried.

Returned to regular meeting at 9:00 pm.

There being no further business to discuss, MOTION BY Trustee Griffith second by Trustee Seibel to adjourn. Roll Call: J. Giardina, Yea; T. Griffith, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; R. Williams, Yea. Motion Carried.

Meeting adjourned at 9:02 p.m.

Rob Smith, President

Diane Adams, Fiscal Officer