

Huron Public Library Board of Trustees
Minutes to Regular Meeting December 13, 2023

The meeting was called to order at 7:01 pm. by President, Joe Giardina.

Present: Joe Giardina, Robert Williams, Will Folger, Peter Jackson, Robert Kozar, and Robert Smith. Karyn Siebel was excused. Also present: Jennifer Buch, Director; and Laura Dahnke, Fiscal Officer.

Pledge of Allegiance was said.

Moment of Silence was held to honor John P. Jones.

Joe Giardina thanked Rob Smith for his service on the Board of Trustees as his term comes to a close on December 31, 2023.

MOTION by Trustee Smith second by Trustee Kozar to approve the minutes of the Regular Meeting October 11, 2023 with amendments. Voice Call – Ayes prevailed unanimously. Motion carried.

GUESTS: NONE

PUBLIC COMMENTS: NONE

COMMUNICATIONS: Director Buch distributed a letter from a legal representative of a suspended patron, requesting reconsideration of the suspension. Discussions resulted in instruction to Director to contact our attorney for participation in a hearing with the patron and his representative.

REPORTS:

President's Report: 1. Conducted performance review with J. Buch on December 4, 2023 based on remarks from Executive session. 2. List of committees included in Board Packet. J. Giardina will lead the Building & Grounds committee until R. Morey is prepared to take it over. 3. At end of meeting, Board offices of President, Vice-President, and Secretary need to be identified for 2024.

Director's Report: Director Buch submitted her report to the board. She gave a summary on her goals, staff learning, grants received, intern working with Rebekah Hire, and an update that all materials have been ordered by Library Design for the Children's area renovation which will probably start in March 2024.

Fiscal Officer Report: This Fiscal Officer presented her report to the board.

MOTION BY Trustee Smith second by Trustee Folger to approve Appropriation and Revenue Supplementals made to the budget for the month of November. Roll Call: R.

Williams, Yea; W. Folger, Yea; P. Jackson, Yea; R. Kozar, Yea; R. Smith, Yea; J. Giardina, Yea. Motion Carried.

MOTION BY Trustee Smith to accept Then and Now Purchase Orders, second by Trustee Jackson. Roll Call: P. Jackson, Yea; R. Kozar, Yea; R. Smith, Yea; W. Folger, Yea; J. Giardina, Yea. Motion carried.

Personnel Committee Report: Chair Williams noted the Committee met monthly since June to review all wages in detail, and compare current wages to NEO-RLS data from 10+ libraries similar in size to HPL. Committee recommends Merit increases based on the work performed and Market Adjustment Increases to bring HPL staff wages up closer to regional wages. Committee also received request from Library Director to have all medical benefits paid 100% by the Library board.

MOTION by R. Williams, second by J. Giardina to establish Grades 1-7 for HPL positions. Discussion: Market Adjustment increases based on the Grades 1-7 would take 5 years to get HPL wages to the mid-point of the survey data. Roll Call: J. Giardina, Yea; R. Williams, Yea; W. Folger, Yea; P. Jackson, Yea; R. Kozar, Yea; R. Smith, Yea. Motion Carried.

MOTION by Trustee Williams second by Trustee Giardina to recommend Merit Increases of 0% - 5% effective with work hours beginning December 31, 2023 (beginning of workweek). Roll Call: R. Kozar, Yea; R. Smith, Yea; J. Giardina, Yea; R. Williams, Yea; W. Folger, Yea; P. Jackson, Yea. Motion carried.

MOTION by Trustee Giardina second by Trustee Smith to recommend Market Adjustment Increases of 0% - 7% with an average of 3% effective with the pay period beginning December 31, 2023. Discussion to postpone Market Adjustments to mid-year was turned down. Roll Call: W. Folger, Yea; J. Giardina, Yea; R. Kozar, Yea; P. Jackson, Yea; R. Smith, Yea; R. Williams, Yea. Motion carried.

MOTION by Trustee Williams second by Trustee Kozar that Medical, Dental, and Visions Insurance premiums be paid in full for Library Director. Discussion began.

MOTION by Trustee Smith second by Trustee Folger to Table Vote until Board could meet in Executive Session. Voice Call. Ayes unanimous. Motion carried.

MOTION by Trustee Williams second by Trustee Smith to Approve carry over of Vacation hours unused by Library Director at end of year but must be used in following year. Roll Call: R. Smith, Yea; J. Giardina, Yea; R. Williams, Yea; W. Folger, Yea; P. Jackson, Yea; R. Kozar, Yea. Motion Carried.

Audit and Finance Committee Report: Trustee Jackson led discussion of Temporary Budget included in Board packet, deferring questions to Fiscal Officer. Discussion regarding Capital Outlays of \$191,000.00 for Children's Area renovation and \$95,000.00 for Parking Lot repairs and maintenance, Buildings & Grounds issues,

and HVAC refurbishment beginning.

MOTION BY Trustee Folger, second by Trustee Jackson to accept Temporary Appropriations Budget of \$1,473,947.86 for the General Fund and \$3,748.00 for the Special Revenue Funds. Roll Call: R. Smith, Yea; J. Giardina, Yea; R. Williams, Yea; W. Folger, Yea; R. Kozar, Yea; P. Jackson, Yea. Motion Carried.

Building and Grounds Report: No report.

Strategic Planning Committee: No Report. Noted that it is printed and available to the Public.

Policy Update Committee: No report. Next meeting will be in January 2024 after Staff Meeting responses are gathered.

OLD BUSINESS

Discussion of Mission and Vision Statements will be delayed until next month.

NEW BUSINESS

MOTION by Trustee Kozar second by Trustee Williams to accept the Financial Statements for October 2023. Roll Call: J. Giardina, Yea; R. Smith, Yea; P. Jackson, Yea; R. Kozar, Yea; W. Folger, Yea; and R. Williams, Yea. Motion Carried.

MOTION by Trustee Smith second by Trustee Giardina to Revise 2024 Holiday Schedule to include closing at 5:00 p.m. on Wednesday, November 27, 2024. Voice Call. Ayes unanimous. Motion Carried.

MOTION by Trustee Smith second by Trustee Folger to accept the 2024 Board of Trustees meeting schedule. Voice Call. Ayes unanimous. Motion Carried.

MOTION by Trustee Folger second by Trustee Smith to hire Carol Opalka, Stephen Denney and Cynthia Janik as part-time As-Needed Circulation Assistants. Voice Call. Ayes unanimous. Motion Carried.

MOTION by Trustee Smith second by Trustee Giardina to hire a Full-time Facilities Manager for custodial duties and routine maintenance tasks. Voice Call. Ayes unanimous. Motion Carried.

MOTION by Trustee Smith second by Trustee Kozar to accept the Slate of Officers as presented:

President: Joe Giardina

Vice President: Pete Jackson

Secretary: Bob Williams

Voice Call: Ayes unanimous. Motion Carried.

MOTION by Trustee Williams second by Trustee Kozar to purchase up to 15 new computers to replace aging, malfunctioning devices. Roll Call: P. Jackson, Yea; R. Smith, Yea; W. Folger, Yea; R. Williams, Yea; R. Kozar, Yea; J. Giardina, Yea. Motion Carried.

10:05pm MOTION BY Trustee Kozar second by Trustee Smith to move to executive session.

10:34 pm Resumed General Meeting.

MOTION by Trustee Williams second by Trustee Smith that in lieu of a salary increase in 2024 for Jennifer Buch that the Board pay Medical, Dental, and Vision insurance premiums in full. Voice Call: W. Folger, Yea; R. Williams, Yea; R. Kozar, Yea; P. Jackson, Yea; R., Smith, Yea; J. Giardina, Yea. Motion Carried.

MOTION by Trustee Williams second by Trustee Kozar to increase payrate for Laura Dahnke by 1% for 2024. Roll Call: P. Jackson, Yea; R. Kozar, Yea; W. Folger, Yea; R. Williams, Yea; J. Giardina, Yea; R. Smith, Yea. Motion Carried.

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

Meeting adjourned at 10:45 p.m.

Joe Giardina, President

Laura Dahnke, Fiscal Officer