

Huron Public Library Board of Trustees
Minutes to Regular Meeting March 11, 2020

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

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

MOTION BY R. Smith, second by K. Seibel to approve the minutes to the February 12, 2020 meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

GUESTS:

Greg Reynolds and Todd Lippert from Tusing Roofing were in attendance to answer any questions the Board may have on fixing the roof. We can do a full re-do of the roof or patch the areas of concern. Greg Reynolds explained the TIP program, based out of Texas, to the Board of Trustees which is similar to the Cooperative Purchasing Program offered by the Ohio Department of Administrative Services. No decision was made regarding the roof at this time.

REPORTS:

President's Report:

The President reminded the Board that a decision must be made regarding health insurance for the library employees. This will be discussed further under New Business.

The State Auditor's Office has recommended that the Board pass a resolution that would clarify the conditions of the \$550,000.00 permanent restrictive endowment fund known as The Stanley W. & Hilda H. Dickhaut Family Endowment Fund. This will be discussed further under New Business.

Ms. Griffith discussed the COVID-19 virus. She said the Director will be going over steps the library has already taken and steps we may have to take in the future.

Director's Report:

Under Building and Grounds, the Director reported that the compressors will be replaced this spring by Gundlach.

Ms. Morrow-Ritchie provided the Board with two quotes from Tusing. 1. To install DuroLast membrane over new insulation, replacing the existing rubber roof at a cost of \$148,500.00. and 2. Provide labor and materials to do miscellaneous repairs to the existing DuraLast roof at a cost of \$2,525.00.

The Director told the Board that Protegis Fire and Safety (formerly ABCO) completed their yearly fire safety inspection. There are 15 emergency and exit lights that are in need of repair. Trustee, Joe Giardina suggested we get a quote from Great Lakes Electric for the cost of the repair.

Ms. Morrow-Ritchie explained to the Board that she is unable to attend OLC Legislative Day due to a previous engagement. Board members are welcome to attend in her place. If anyone is interested in attending she can forward the information to them.

A-Tech made a follow-up phone call to the Director regarding the purchase of assistant listening device. MOTION BY R. Smith, second by B. Williams to not purchase the assistant listening devices at this time. Roll Call – Yeas 7, Nays 0. Motion Carried.

The annual 44839 Celebrate Poetry event will be held on April 7, 2020 at 6:30 p.m. This year local artists/poets will be showcased in the gallery spaces. There will be a reception immediately following.

The staff have been informed of the suggested CDC precautions to prevent the spread of the Corona virus. Surfaces are being disinfected daily. Ms. Morrow-Ritchie is in constant contact with the Erie County Health Department and we are receiving wireless alerts from the Erie County Office of Epidemiology.

Fiscal Officer's Report:

CareWorks, our MCO partner with Better Workers Comp, issued a statement that were injury free in 2019.

The Auditor will be finished with my audit by the time you receive this report. They will try to complete the Audit report and request a review before the end of May.

The Fiscal Officer suggested a Disaster Plan be implemented into the policies.

During this COVID-19 pandemic, we need to work with our municipality to determine what services the library might be expected to provide.

Personnel Committee:

The Personnel Committee met on March 6, 2020. A discussion will follow under New Business.

Audit and Finance Committee:

The Audit and Finance Committee met on February 25, 2020. A discussion will follow under New Business.

Building and Grounds Committee:

The Committee has scheduled a meeting for March 18, 2020.

Strategic Planning Committee:

The Committee has scheduled a meeting for March 19, 2020 at 2:00 p.m.

Contracts and Legislation:

A meeting was held on March 11, 2020 at 6:30 p.m. and a discussion will follow under Old Business.

OLD BUSINESS:

MOTION BY K. Seibel, second by R. Smith To Establish the Parameters and Conditions for the Control of the Permanently Restricted Endowment Fund Known as The Stanley W. & Hilda H. Dickhaut Family Endowment Fund under the Auspices of O.R.C. 135.01-.21 and O.R.C. 1715.51- .59. Roll Call – Yeas 7, Nays 0. Motion Carried. RESOLUTION NO. 2020-04.

NEW BUSINESS:

MOTION BY R. Williams, second by K. Seibel to accept the Financial Statements for February 2020. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by R. Kozar adopting permanent appropriations in the total amount for all funds of \$1,147,701.00 for the calendar year 2020 under the authority granted by the Board by R.C. 3375.33 and being herein attached and incorporated by reference as Exhibit A. Roll Call – Yeas 7, Nays 0. Motion Carried. RESOLUTION NO. 2020-02.

MOTION BY R. Williams, second by T. Griffith appointing Anthem SOCA MEWA BA PPO OPT 2 RX E80 for the provision of medical and hospitalization coverage for the Library's full time employees and dependents. The Board hereby agrees to pay 75% of the total premium from Account Number 1000-110-221-0000, Medical/Hospitalization and employee shall pay 25% of the total premium for the period of May 1, 2020 through April 30, 2021. A copy of the executed Contract being herein attached and incorporated by reference as Exhibit B. Roll Call – Yeas 7, Nays 0. Motion Carried. RESOLUTION NO. 2020-03.

MOTION BY R. Williams, second by T. Griffith approving the updated Fiscal Officer Job Description. A copy of the Job Description being herein attached and incorporated by reference as Exhibit C. Roll Call – Yeas 7, Nays 0. MOTION CARRIED

COVID-19:

1. MOTION BY K. Seibel, second by T. Griffith to close the library if the Huron Public Schools close. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

2. MOTION BY R. Williams, second by R. Kozar authorizing the Director to reduce services to patrons, including but not limited to the cancellation of programs and meetings. The Director is to notify the Board President of said cancellations and closings. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

3. MOTION BY T. Griffith, second by J. Giardina, if the library closes, employees will be paid their regular rate of pay for their scheduled hours to work. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

THESE MOTIONS WILL BE REACCESSED AT THE APRIL BOARD OF TRUSTEES MEETING.

The Staff Appreciation Breakfast was discussed. It was decided to do a Staff appreciation week with each Board Member supplying a treat, each on a different day.

There being no further business to discuss, MOTION BY K. Seibel, second by P. Jackson to adjourn. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

Meeting Adjourned at 9:15 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer