

Huron Public Library Board of Trustees
Minutes to Regular Meeting November 18, 2020

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

Board Members: Joe Giardina, Terry Griffith, Pete Jackson, Rob Kozar, Karyn Seibel, Rob Smith, and Robert Williams. Guests present: Vikki Morrow-Ritchie, Director; and Diane Adams, Fiscal Officer.

MOTION BY Trustee Smith, second by Trustee Kozar to approve the minutes of the October 14, 2020 regular meeting. Roll call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson	X		
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

GUESTS:

None

REPORTS:

President's Report's:

President Griffith presented her report to the board and stated that the topic of the Operating Policies will be covered under New Business.

Director's Report:

Director Morrow-Ritchie submitted a total of three quotes to the board for the 2021 landscaping contract. They were: A1 Services for \$8,921.50; Firelands Lawn & Landscape Inc. for \$10,048.50; and Austin Lawn Care for \$8,160.00. After a brief discussion, a MOTION BY Trustee Smith, second by Trustee Giardina to accept the director's recommendation for the quote from Austin Lawn Care in the amount of \$8,160.00, Roll Call-Yeas 7, Nays 0. MOTION CARRIED.

MOTION BY Trustee Seibel, second by Trustee Kozar to rescind the motion made at the October 14, 2020 regular meeting to have an onsite appraisal performed by IAC in the first quarter of 2021. Roll Call-Yeas 7, Nays 0, MOTION CARRIED.

MOTION BY Trustee Seibel, second by Trustee Kozar to approve the quote from the Ohio Plan for property and liability insurance in the amount of \$9,137.00. Roll Call- Yeas 6, Nays 1, MOTION CARRIED.

Director Morrow-Ritchie discussed briefly her decision to go to curbside if the governor changes Erie County to a red status.

The director discussed E-Rate Funding for Consortia.

- The E-rate program is an opportunity for schools and libraries to purchase security and networking technology at an affordable price.
- In order to attain these savings all libraries in CLEVNET would have to agree to filter all Library internet networks (including staff) with Open DNS, a free product hosted through OPLIN. All Libraries would need to filter at a level that would be CIPA (Children's Internet Protection Act) compliant.

She stated that board members would all need to agree to participate in this program, and the filter would be at the same level as public schools. The director will keep the board updated on the date the vote needs to be taken.

Fiscal Officer Report:

The Fiscal Officer provided the board with the October Financial reports which included: The Cash Journal; the Payment Listing; the Funds Status; the Appropriation Status; the Bank Reconciliation Report, and the Revenue Status Reports.

Fiscal Officer Adams also stated that she received a dividend check from Ohio Bureau of Worker's Compensation in the amount of \$1,771.88. This check came as a relief to ease the financial pressures the library may be experiencing amid the Coronavirus pandemic.

She also informed the board that on October 23rd an additional \$5,000.00 was deposited into Star Ohio Endowment Fund, from the Stanley Dickhaut Estate.

Personnel Committee provided by Chair Williams:

None

Audit and Finance Committee provided by Chair Jackson:

The Audit and Finance Committee met November 13, 2020 with the following members present: Chair Jackson, President Griffith, Trustee Kozar, Director Morrow-Ritchie, and Fiscal Officer Diane Adams. They met to discuss the Temporary Appropriations for 2021.

The committee reviewed the Revenue Budget and Temporary Appropriation Budget submitted by the Fiscal Officer.

President Griffith moved and Trustee Kozar seconded to recommend to the board to approve the 2021 temporary budget as amended by the Finance Committee. Temporary appropriations as follows:

General Fund \$973,200
Special Revenue Funds \$3,098
Capital Project Fund \$155,000
Permanent Fund \$1,200

Building and Grounds Committee provided by Chair Smith:

Chair Smith said that Christmas decorations are in the works for decorating the inside, and the outside of the building.

Strategic Planning Committee provided by Chair Kozar:

Chair Kozar stated that Strategic Planning meetings are still on hold due to the State Library still being closed.

Contracts and Legislation provided by Chair Griffith:

The committee met on October 28th to discuss the roof project with Chair Griffith and Trustee Giardini present. Some of what was discussed was whether libraries are considered subdivisions; the OAG Opinion 93-3; whether Durolast is a member of the Tips Program out of Texas; and whether the library can enter into a contract with TIPS as permissible organization under 125.02.

OLD BUSINESS:

Motion to Accept the Financials for October 2020

MOTION BY Trustee Kozar, second by Trustee Smith to approve the October Financial Statements, Roll Call- Yeas 7, Nays 0. MOTION CARRIED

NEW BUSINESS

Motion to accept the revised Operating Polices

The AD HOC COMMITTEE met on October 19th and 26th with members President Griffith, Trustee Jackson, Chair Williams, Director Morrow-Ritchie, and Fiscal Officer Adams present. They met to discuss any changes/additions/deletions to the Operating Polices.

MOTION BY Trustee Williams, second by Trustee Jackson to accept the revised Operating Polices. Roll Call – Yeas 7, Nays 0, MOTION CARRIED.

RESOLUTION 2020-12

RESOLUTION OF THE HURON PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPTING THE ADDITIONAL PARTIAL DISTRIBUTION OF AN ENDOWMENT INSTITUTIONAL FUND IN THE NAME OF STANLEY W. & HILDA H. DICKHAUT FAMILY ENDOWMENT FUND UNDER THE AUSPICES OF OHIO R.C. 1715.51-.59. MOTION BY Trustee Kozar, second by Trustee Seibel to approve Resolution 2020-12, Roll Call: Yeas 7, Nays 0, MOTION CARRIED.

RESOLUTION 2020-13

A RESOLUTION OF THE HURON PUBLIC LIBRARY BOARD OF TRUSTEES ADOPTING A TEMPORARY APPROPRIATION BUDGET FOR THE CALENDAR YEAR OF 2021 UNDER THE AUTHORITY GRANTED TO THE BOARD BY R.C. 3375.33. MOTION BY Trustee Jackson, second by Trustee Seibel to approve Resolution 2020-13, Roll Call: Yeas 7, Nays 0, MOTION CARRIED

MOTION BY Trustee Seibel, second by Trustee Smith to approve the addition to the Personnel Policy 8.03 for medical insurance. Roll Call- Yeas 7, Nays 0, MOTION CARRIED.

MOTION BY Trustee Smith, second by Trustee Kozar to extend Clay Pilkenton’s employment contract at the rate of \$15.00 per hour for 40 hours per week retroactive to May 27, 2020 and ending on May 26, 2021. Roll Call- Yeas 7, Nays 0, MOTION CARRIED.

EXECUTIVE SESSION

MOTION BY Trustee Seibel, second by Trustee Smith to enter into executive session at 8:21 pm. to Consider the Appointment, Employment, Dismissal, Discipline, Promotion, Demotion, or Compensation of a Public Employee. Roll Call:

	Yes	No
Joseph Giardina	X	
Terry R. Griffith	X	
Peter Jackson	X	
Robert Kozar	X	
Karyn Seibel	X	
Robert Smith	X	
Robert Williams	X	

The Board left Executive Session and returned to Regular Meeting at 9:25 pm.

MOTION BY Trustee Williams, second by Trustee Smith an employee has disobeyed a direct order from her supervisor based on advice from the Erie County Health Department, is offered the opportunity to resign in lieu of termination. Roll Call:

	Yes	No
Joseph Giardina		X
Terry R. Griffith	X	
Peter Jackson	X	
Robert Kozar	X	
Karyn Seibel	X	
Robert Smith	X	
Robert Williams	X	

MOTION BY Seibel, second by Trustee Smith to adjourn the regular meeting. Roll Call:

	Yes	No
Joseph Giardina	X	
Terry R. Griffith	X	
Peter Jackson	X	
Robert Kozar	X	
Karyn Seibel	X	
Robert Smith	X	
Robert Williams	X	

The meeting adjourned at 9:37 pm.

Terry R. Griffith, President

Diane Adams, Fiscal Officer