

Huron Public Library Board of Trustees
Minutes to Regular Meeting May 8, 2019

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

Present: Terry R. Griffith, Robert Williams Joe Giardina, Robert Kozar, Robert Smith, Karen Seibel. Excused: Tom Hoffman. Guests: Vikki Morrow-Ritchie, Director, Joanne Kensik, Fiscal Officer.

MOTION BY R. Smith, second by R. Kozar to approve the minutes to the April 10, 2019 minutes. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

Letter of resignation from employee Debbie Knight.

REPORTS:

President's Report:

Ms. Griffith thanked the Building and Grounds Committee for their significant research and planning on the Meeting Room A, and B project. She is looking forward to their recommendation.

Ms. Griffith reminded Committee Chairs that minutes from their meetings must be submitted to the Clerk and Director for inclusion in the monthly packets.

Draft Personnel Policies will be ready to send to the Personnel Committee.

Bylaws Review will be reviewed in the June meeting and approved in the August 2019 meeting.

Ms. Griffith reminded the Board that each Board member is to bring something on a chosen date in May to show the Board's appreciation and recognition of the staff.

July Board meeting will be discussed under New Business.

Director's Report:

Director Ritchie updated the Board on the Meeting Room A and B project. Estimates have been received from Tussing and are in the Board Packet.

The new hot water tank was installed on 4/15/19.

Men's room sink sensor has been malfunctioning. We will be replacing both faucets in the men's room with ADA compliant lever faucets.

Ms. Ritchie reported on the 44930 Poetry Contest held on April 11, 2019.

Ms. Ritchie reported that a patron is concerned with the games children are playing on the computers after school. Ms. Ritchie explained to the patron that our internet is not filtered when parents sign off for a minor to use the library, they have access to all services provided by the library.

Fiscal Officer's Report:

Fiscal Officer has received the preliminary report for property insurance and it has been forwarded to the Director. One item that she would like to discuss with the insurance company is the "employee dishonesty and faithful performance of duty policy" which is HB291. President, Terry Griffith, suggested she contact the Auditor of State office to see what the auditor's will be expecting to see during their audit.

The Fiscal Officer attended the Finance Committee meeting on April 17, 2019 for the purpose of establishing the Revenue Budget for 2020.

The Fiscal Officer pointed out to the Board that the Appropriation Budget for Property Maintenance and Repair is almost depleted due to the many repairs that needed done since January 2019.

Personnel Committee:

None

Audit and Finance Committee:

The Audit and Finance Committee met on April 17, 2019 for the purpose of establishing the Revenue Budget for 2020. The Budget will be discussed further under New Business

Building and Grounds Committee:

The meeting room renovation project will be discussed under Old Business.

Strategic Planning Committee:

Chair, Rob Kozar, will be scheduling a quarterly meeting shortly.

Contracts & Legislation:

None

OLD BUSINESS:

In Tom Hoffman's absence, Rob Smith presented and explained the estimate from Tusing. The estimate came in at \$58,150.00. The Building and Grounds Committee would like to meet with Tusing to discuss the estimate to see if it is possible to get it below \$50,000.00. MOTION BY J. Giardina, second by K. Seibel to issue a Purchase Order referencing Proposal 5/8/2019 not to exceed \$50,000.00. Roll Call – T. Griffith, Yea; K. Seibel, Yea; R. Williams, Yea; J. Giardina, Yea; R. Smith, Yea; R. Kozar, Yea.

New staff members were introduced to the Board.

NEW BUSINESS:

MOTION BY R. Smith, second R. Kozar accepting the April 2019 Financial Reports as presented to the Board. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by R. Kozar adopting a Revenue Budget for the calendar year 2020. Roll Call – Yeas 6, Nays 0. Motion Carried. RESOLUTION NO. **2019-04**.

MOTION BY R. Kozar, second by K. Seibel accepting the resignation of Stephanie Kramer effective April 12, 2019. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Kozar, second by K. Seibel accepting the resignation of Debbie Knight effective May 2, 2019. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Williams, second by J. Giardina approving the hiring of Mary Petronella effective April 29, 2019. Roll Call – Yeas 6, Nays 0. Motion Carried.

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MOTION BY R. Smith second by K. Seibel to go into Executive Session for the purpose of discussing the disciplinary action against a public employee under R.C. 121.22(G)(1). Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting Resumed at 8:38 p.m.

MOTION BY K. Seibel, second by T. Griffith giving the Director the authority to terminate or accept a resignation from an employee. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Williams, second by K. Seibel to cancel the July 10, 2019 meeting of the Board of Trustees. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY J. Giardina, second by R. Smith to adjourn. Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting adjourned at 9:26 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer