

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

The meeting was called to order at 7:00 pm. by President, Rob Smith.

Present: Joe Giardina, Pete Jackson, Robert Kozar, Karyn Seibel, Robert Smith, and Robert Williams. Guests: Jennifer Buch, Director; Diane Adams, Fiscal Officer; Melissa Harrington, Head of Youth Services; and Vicki Hillman, Head of Circulation and Tech Services.

MOTION BY Trustee Seibel, second by Trustee Kozar to approve the minutes of the June 8, 2022 regular meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

REPORTS:

President's Report:

None

Director's Report:

Director Buch submitted her report to the board. She stated that in her first week, she has taken time to meet with all of the staff. Ms. Buch suggested that the Personnel Committee meet to discuss the open Custodian's position.

Ms. Hillman gave the board a summary of the building issues that she took care of before the new director began employment. In summary: On 6/26, a large window at the west entrance shattered, the Glass Guys were called; On 6/15, there was a power outage and the library closed a half hour early. A timer installed this year by Great Lakes for the outside lights was found bad and replaced by Great Lakes Electric; On 7/1, the phones were not working, First Communication's was called, and the phone lines were back up and running that afternoon. On 7/1, there was an issue with the HVAC system and Gundlach was called.

Ms. Harrington discussed the success of the library's participation in the Riverfest parade. She also gave the board statistics, an update of the Summer Learning Program, and some updates on staff issues and timesheets.

Fiscal Officer Report:

This Fiscal Officer presented her report to the board.

MOTION BY Trustee Seibel, second by Trustee Jackson to approve the Budget Revenue and Appropriation Supplemental Reports submitted by the Fiscal Officer for the month of June, due to a \$3,500.00 grant received from the Mylander Foundation.

Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

MOTION BY Trustee Williams second by Trustee Seibel to approve paying the staff who were working on June 15th for 30 minutes when there was a power outage, and the library closed early. Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

MOTION BY Trustee Jackson, second by Trustee Seibel to approve Then and Now Purchase Order #217 in the amount of \$2,306.42, for the balance of the State Delivery Service annual fee which was an unanticipated increase. Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea Motion Carried

Personnel Committee Report:

Chair Williams stated that the Statewide Salary Survey is available from NEO-RLS for review, and is very beneficial for all to view.

Audit and Finance Committee Report:

Chair Jackson stated that the Financial Audit is still under review.

Building and Grounds Report:

Chair Giardina said they he will be setting up a meeting for the committee to meet.

Strategic Planning Committee:

Chair Kozar stated that he is working on the Strategic Plan.

Contracts and Legislation:

None

OLD BUSINESS:

Karyn Seibel reported that the Levy Committee has begun to meet and they are gathering the signs and materials left over from their last campaign. They are also establishing a social media platform for information sharing.

NEW BUSINESS

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

Trustee Williams stated that the deadline for perspective HPL Trustees applications to be filed to the Fiscal Officer is July 22nd. He said that the Personnel Committee will schedule a meeting to discuss the applications and bring their recommendation to the August meeting.

MOTION BY Trustee Giardina, second by Trustee Kozar to pay a stipend of \$1,200.00 each to Vicki Hillman and Melissa Harrington for their responsibilities during the interim time without a library director. Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

Chair Smith reminded the board of the Open House on Sunday, July 24th at 2:00 pm. to welcome Jennifer Buch as the new library director.

The board had a short discussion on the August 2nd primary voting at the library regarding who would open and set up.

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

Meeting adjourned at 8:15 p.m.

Rob Smith, President

Diane Adams Fiscal Officer