

Huron Public Library Board of Trustees
Minutes to Regular Meeting September 11, 2019

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

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

MOTION BY R. Kozar, second by J. Giardina to approve the minutes to the August 14, 2019 meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

E-mail from Ed Enderle to the Director regarding letter sent to Mr. and Mrs. Kette was discussed. The Board President offered to contact Mr. Enderle to explain the Board's position on the matter. A member of the Board feel that may just "fan the fire". The Board agreed to have the Director answer the e-mail.

REPORTS:

President's Report:

Ms. Griffith spoke in remembrance of 9/11/01 stating we will have a moment of silence at the meeting.

Bylaws will be reviewed at the meeting and voted on.

Ms. Griffith praised the work of the staff and the Director on the Book Ends publication.

She spoke briefly on the meeting rooms renovation and lastly the Dickhaut Family Endowment Fund which will be discussed later in the meeting.

Director's Report:

Several items listed under Building and Grounds are still on hold. The Director will keep us informed of the status of various items.

Damschroder repaired the leaks on the roof. The Director will now have the drywall in the men's restroom repaired and painted.

Compressor Replacement will be discussed later in the meeting.

We received a generous donation from the Friends of the Library to use specifically for repair of the carpet tiles and transition strips.

Flag Pole/Flag Donation will be discussed later in the meeting.

Meeting Room Update began on September 3, 2019

On Monday, August 19, 2019 multiple burglar alarms were set off. After meeting with two Huron Police Officers at the library, it was discovered that a bat had entered the building. The bat was trapped in the entrance area and the outside door was left open a crack in hopes that the bat would escape. There have not been any alarms since then, so we can assume the bat has left the building.

Fiscal Officer's Report:

The Fiscal Officer received a notice from the City of Huron that they have chosen Dynegy to be the preferred electric supplier for us through the Electric Aggregation Program.

An elevator violation notice was received on 8/20/19. The stainless steel door edge trim is pulling away. It is bent and/or damaged. We have 30 days to correct the violation. Our janitor is going to try to repair it himself. If he cannot, it will be necessary to call Davis and Newcomber.

Check from the Friends for the purpose of repairing the carpet tiles and transition strips was received. I will be asking the Erie County Auditor for an Amended Certificate so we can proceed with the repairs.

The Fiscal Officer attended a State Budget Wrap-up webinar on 8/28/19.

Personnel Committee Report:

Chairman, Bob Williams stated that the application for the Trustee has been placed on the Library's website and also advertised on the Talk of Huron's Facebook page.

Audit and Finance Committee:

A meeting to establish the 2020 appropriation budget will be set at the October Board meeting.

Building and Grounds Committee:

Rob Smith reported on the meeting room renovations. It will be necessary to add two new circuits to the rooms to accommodate the technology aspect of the renovations.

The Building and Grounds Committee met on September 6, 2019. The purpose of the meeting was to have a conference call with Atech Technologies. The call was intended to provide specific options for the completion of the proposed technology upgrades in Meeting Rooms A & B. Another meeting has been scheduled for September 13, 2019 to fine tune the proposal to insure its adequacy for our needs.

Mr. Smith attached a recommendation for approval to the Board in the amount of \$33,155.00.

Strategic Planning Committee:

Chair, Rob Kozar, will organize a quarterly meeting this month.

Contracts and Legislation:

None

OLD BUSINESS:

Bylaws were reviewed by the entire board and grammar errors were corrected. MOTION BY R. Smith, second by K. Seibel approving the Huron Public Library's Bylaws with effective date of 9/11/19. Roll Call – Yeas 6, Nays 0. Motion Carried.

Trustee, Rob Smith discussed the findings of the compressors repaired by Gundlach Sheet Metal Works. Gundlach said that electronically the compressors are good. Mechanically, they are not. Mr. Smith does not feel we have been getting the best service from Wadsworth on our Maintenance Contract. The Board asked the Director to gather information from other companies. See if other companies can access the software for the HVAC. Would they enter into a maintenance agreement and what would be the cost?

MOTION BY R. Smith, second by R. Williams authorizing the Building and Grounds Committee to spend up to \$33,155.00 for technology related items for Meeting Rooms A & B. Roll Call – T. Griffith, Yea; R. Williams, Yea; K. Seibel, Yea; J. Giardina, Yea; R. Smith, Yea; R. Kozar, Yea.

T. Griffith, discussed in more detail the Dickhaut-Jones endowment Fund. She asked if the Board would have any objections to her writing another letter to Preston & Wilkins

asking for an update on the distribution of funds. Preston & Wilkins had initially stated the funds would be distributed early September. As of today, we have not received. The Board approved her writing a letter to Preston & Wilkins requesting status of the funds.

The Flag/Flagpole donation was discussed in more depth. The President of the Board said a letter was sent to Ms. Ranchoff providing her with the Terms and Conditions for accepting the flag/flagpole donation. Ms. Griffith, Vikki Morrow-Ritchie and Joanne Kensik met with Ms. Ranchoff on September 9th. Ms. Ranchoff was very agitated with the content of the letter. In the end, Ms. Ranchoff said to just use the funds donated as a memorial to her mother to purchase books.

NEW BUSINESS:

MOTION BY R. Williams, second by R. Smith to accept the financials for August, 2019. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Smith, second by K. Seibel to accept the amounts and rates from the Erie County Auditor for 2020. Roll Call – Yeas 6, Nays 0. Motion Carried.

RESOLUTION NO. 2019-06.

The President of the Board reminded the other Board members to sign the “Acknowledgement and Waiver Form” and return to the Fiscal Officer.

Holiday closings for 2020 was discussed. The Board requested the Director provide them with actual dates and they will discuss it at the October, 9, 2019 meeting.

There being no further business to discuss, MOTION BY R. Kozar, second by K. Seibel to adjourn.

Meeting adjourned at 8:40 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer

