

**HURON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 10, 2025
MINUTES**

- ❖ **CALL TO ORDER AT 7:00 P.M.**
- ❖ **PLEDGE OF ALLEGIANCE**
- ❖ **ROLL CALL – Joe, Bob, Will, Karyn, Rob, Pete, Rebecca – absent and EXCUSED**
- ❖ **MOTION by Rob, seconded by Karyn, TO APPROVE THE MINUTES OF REGULAR MEETING ON AUGUST 13, 2025 (V). Ayes Unanimous. Motion carried.**
- ❖ **PUBLIC COMMENTS/GUESTS - None**

- ❖ **COMMUNICATIONS – We received a very nice note about how nice the space was for Battle of the Books and how well all were treated. BGSU-Firelands provided a nice space and snacks for the young people. Also, Karyn was working at her part-time job and a traveler from out of town mentioned how nice our library is! Jennifer was at the Huron City Council meeting last night when Rep. Swearingen was the speaker, and he complimented the Battle of the Books event as a whole and our staff for making it fun and efficient.**
- ❖ **REPORTS:**
- ❖ President's Report: Joe Giardina - none
- ❖ Director's Report: Jennifer Buch – provided an update on Ohio legislature. Attended an Outreach seminar and heard several useful ideas for future programs here.
- ❖ Fiscal Officer's Report: Laura Engleman – Mentioned that PLF arriving this week is \$34,478.65 which is very close to what we anticipated. We received the Real Estate Tax Settlement of \$15,738.90 from the Township which is slightly above what had been budgeted. Laura reviewed that Report she added to the Board packet mentioning the \$15 Fee for re-processing a document had been refunded to our account.
- ❖ **1. MOTION by Karyn, seconded by Rob, to proceed with beginning additional services from Huntington Bank to Initiate ACH Payments via Payment Center and for ACH/Check Positive Pay.** Discussion ensued regarding Initiating ACH Payments via the Payment Center and Adding ACH/Check Positive Pay for Fraud Protection. Discussion ensued about cautiously purchasing check stock if we moved away from printing so many checks, and about the need for instituting Positive Pay. **(RC). Karyn - Y, Rob - Y, Will - Y, Bob - Y, Pete - Y, Joe - N, Rebecca - absent. Motion carried.**
- ❖ **2. MOTION by Karyn, seconded by Rob, TO APPROVE AUGUST SUPPLEMENTALS (RC). Karyn - Y, Rob - Y, Pete - Y, Rebecca - absent, Joe - Y, Bob - Y, Will - Y.**
- ❖ **3. MOTION by Karyn, seconded by Rob, TO APPROVE AUGUST THEN AND NOW Purchase Orders (RC). Bob - Y, Pete - Y, Rebecca - absent, Rob - Y, Joe - Y, Will - Y, Karyn - Y.**
 - Personnel Committee Report: Bob Williams – asked Jennifer to distribute copies of estimated merit and market increase spreadsheet for 2026 pay rates. Jennifer noted that the spreadsheet indicated an average Merit increase of 4% for each eligible employee in order to represent the 3-5% usually considered. She also noted that this is year 3 of 5 for the Market

increases. Laura clarified that 2024 total gross wages were about \$487,000, 2025 total gross wages are on track to total about \$510,000, and the proposed estimate on this sheet for 2026 gross wages is \$533,000. Next step is for the Finance Committee to consider this proposal from the Personnel Committee. The Personnel Committee will make its official proposal to the Board at the October Board meeting.

- Bob Williams will accept another term on the Board now that the term is for 4 years.
- Audit and Finance Committee Report: Pete Jackson – no report. **Next meeting is Wednesday, October 1st at 3:30 pm.**
- Building and Grounds Committee Report: Rebecca Morey provided a summary in the Board packet. Jennifer added: Gutters, parking lot, sidewalk done. Spider spray scheduled. Regarding the HVAC system, we did NOT ask for a non-proprietary system. When asked, Gardiner did not want to maintain the system. CCO (controls company) gave us a quote, but also said whoever we choose (for example, Gundlach) will be given a code to access the system. There would be a fee to CCO to keep up the software. We also need to engage an entity for routine maintenance, and we have four (4) quotes so far. The warranty on the controls is good until February 2026. The warranty for the Boilers is for 4 years. Jennifer is not sure how long the warranty is on the A/C units.
- Strategic Planning Committee Report: Rob Kozar - none
- Policy Committee Report: Will Folger – had a great meeting, reviewing 6-7 items, most regarding State of Ohio directives. Addressed Board terms, Emeritus status, addition to the letter for a Board Trustee to include ongoing training, updated wording in Fiscal Officer job description, added information about reporting cybersecurity and ransomware incidents. Bringing forth 6 items, 2 which do not need action, 4 which require Board action.
 1. **MOTION by Joe, seconded by Karyn, TO APPROVE POLICY CHANGES as presented (V). Ayes Unanimous. Motion carried.**
- **Next mtg is Tuesday, December 2nd at 4:00 pm.**

❖ **OLD BUSINESS – none.**

❖ **NEW BUSINESS**

1. **MOTION by Rob, seconded by Pete, TO APPROVE FINANCIALS FOR AUGUST 2025. After the Fiscal Officer clarified the terms “Payments Made” vs. “Payments Cleared”, vote was called (RC). Pete - Y, Rob - Y, Karyn - Y, Will - Y, Bob - Y, Joe - Y, Rebecca – absent.**
2. **MOTION by Will, seconded by Rob, TO APPROVE THE HIRING OF REBEKAH HIRE-SANTORO FOR HEAD OF ADULT SERVICES AT \$22.59 PER HOUR (V). Ayes Unanimous. Motion carried.**
3. **MOTION by Will, seconded by Karyn, TO APPROVE (EMILY) CORVID GRIGGS FOR THE POSITION OF AS-NEEDED CIRCULATION ASSISTANT AT A RATE OF \$13.00 PER HOUR (V). Ayes Unanimous. Motion carried.**
4. **MOTION by Bob, seconded by Rob, TO APPROVE JAMES WILLIAMS FOR THE POSITION OF AS-NEEDED CIRCULATION ASSISTANT AT A RATE OF \$13.00 PER HOUR (V). Ayes Unanimous. Motion carried.**
5. **MOTION by Will, seconded by Karyn, TO APPROVE NATALIE PFAHL FOR THE POSITION OF AS-NEEDED CIRCULATION ASSISTANT AT A RATE OF \$13.00 PER HOUR (V). Ayes Unanimous. Motion carried.**
6. **MOTION by Bob, seconded by Karyn, TO APPROVE ASHLEY SHAY FOR THE POSITION OF AS-NEEDED CIRCULATION ASSISTANT AT A RATE OF**

\$13.00 PER HOUR (V). Ayes Unanimous. Motion carried.

- ❖ **ITEMS TOO LATE FOR THE AGENDA – Karyn asked if we want to be added to Christina’s Cookies schedule for Open House cookies? The board agreed - Yes.**
- ❖ **Jennifer stated that next month’s Board meeting is in the Board Room because the Used Book Sale will be downstairs. Jennifer will be on vacation next week. If you need her, text her. Jennifer also commended Rebecca for being the only one to report the Phishing email sent out last week.**
- ❖ **EXECUTIVE SESSION – not needed.**
 - ❖ **MOTION to ADJOURN by Karyn, Seconded by Will, (RC) - Rob - Y, Will - Y, Karyn - Y, Pete - Y, Bob - Y, Joe – Y. Rebecca-absent.**
 - ❖ **Adjourned at 8:28 pm.**

***V indicates vote by Voice**

Y – yes

A - abstain

***RC indicates by Roll Call**

N – No

Joe Giardina, President

Laura Engleman, Fiscal Officer