

**HURON PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES of REGULAR MEETING OF MARCH 11, 2026**

- ❖ **PLEDGE OF ALLEGIANCE** was said at 7:05 pm.
- ❖ **ROLL CALL:**
- ❖ **Joe Giardina - present**
Rebecca Morey - present
Bob Williams - present
Pete Jackson - present
Rob Kozar - present
Karyn Seibel - present
Will Folger – present

- ❖ **MOTION** by Rebecca, 2nd by Karyn **TO APPROVE THE MINUTES OF REGULAR MEETING ON FEBRUARY 11, 2026 (V). Ayes - Unanimous. Motion carried.**
- ❖
- ❖ **PUBLIC COMMENTS/GUESTS - none**
- ❖ **COMMUNICATIONS – none**
- ❖
- ❖ **REPORTS:**
 - President’s Report: Joe Giardina referred to comments from Bob Williams regarding the Recent meeting and report given by the Friends of HPL and asked opinions of Board if we should ask the Friends to present to our Board. Several members were in agreement. Jennifer will contact the Friends and set up a date for them to attend a Board meeting.
 - Director’s Report: Jennifer Buch presented **VICKI HILLMAN, HEAD OF CIRCULATION AND TECHNICAL SERVICES** who reviewed all the tasks and responsibilities of her position: receives, processes, catalogs our reading materials; orders office and janitorial supplies; backs up Circulation desk staff when they take their breaks; backs up Duane on Building maintenance; responsible for volunteers, staff anniversary and memorial books; writes procedures for and labels Library of Things items; maintains hotspots; maintains AED equipment and safety training; processes materials to mail to homebound patrons. **Project for 2026 is to clean up and rename sections of the Catalog for clearer understanding by patrons.** Jennifer reviewed the results of the Poll that OLC sent to Ohioans regarding libraries and patrons. Jennifer shared this with Huron City Council when she spoke to them on March 10. Jennifer noted the Trustee dinners coming up – let her know if you want to attend one. Jennifer interviewed William Rutger last month for Greater Sandusky Partnership and William will interview Jennifer here on October 14. Staff is working through Cyber-Security training, after which training on Artificial Intelligence will begin. Jennifer brought attention to some updated stats. She also included some notes and articles regarding other libraries.
 - Fiscal Officer’s Report: Laura Engleman: PLF received on March 11: \$34,438.51; Real Estate taxes to be received by March 13th: \$304,936.70.
 - 1. MOTION by Karyn, 2nd by Will TO APPROVE SUPPLEMENTALS (FEBRUARY 2026) (RC)**
 - 2. Pete - yes**
 - 3. Karyn - yes**

- 4. Rob - yes
- 5. Rebecca - yes
- 6. Will - yes
- 7. Joe - yes
- 8. Bob - yes

Motion carried.

- Personnel Committee Report: Bob Williams – committee will meet on April 9 at 5:30pm to review the NEO salary survey categories
- Audit and Finance Committee Report: Pete Jackson

1. MOTION by Pete, 2nd by Bob TO APPROVE THE 2026 PERMANENT APPROPRIATIONS (RC)

- Rob - yes
- Will - yes
- Karyn - yes
- Bob - yes
- Joe - yes
- Rebecca - yes
- Pete - yes

Motion carried.

- Building and Grounds Committee Report: Joe Giardina reported at the last committee meeting that they discussed contracts for preventive maintenance for HVAC and thermostat controls. Gundlach was chosen for preventive maintenance on the HVAC system and CCO was chosen to maintain the controls (they were the installer of the controls). Also discussed upgrading the camera and security systems – Jennifer received 4 quotes which the committee is reviewing and will determine who to call in for a presentation. The committee also reviewed the design presented by Library Design for renovating the Adult and A/V areas with new carpet, paint, furniture, and redesigned shelving. The cost of the total design is about \$370,000.00. The committee liked the design presented, but there was some reluctance to enter into such a large contract while the possible change in funding from property taxes is still being discussed. When questioned, Library Design explained that quotes are based on the most expensive finishes, which can come in lower than estimated. The actual work could be broken down into phases, however stretching it out may cost more in the long run due to duplication of manpower assignments and cost increases the longer the project takes. Jennifer will ask Kyle at Library Design to separate out the pricing on each phase. Next step: Joe would like to see if we can give this layout to other design firms and get competitive quotes of the actual furniture and fixtures.

- Strategic Planning Committee Report: Rob Kozar – next meeting will be in April. Jennifer will send out a survey with potential dates.
- Policy Committee Report: Will Folger reported that the committee met on March 3, then presented two policies to be considered. Reworded the policy on staff education because it was too specific and didn't encompass enough topics. Regarding the policy on vacation calculation, clarification on dates and calculation of hours was needed.

1. MOTION by Rebecca, 2nd by Karyn TO APPROVE POLICY UPDATES (V). Ayes Unanimous. Motion carried.

- 2. Next meeting will be on June 2 at 5:30 pm.

❖ **OLD BUSINESS - none**

❖ **NEW BUSINESS - none**

1. MOTION by Rob, 2nd by Will TO APPROVE FINANCIALS FOR FEBRUARY

2026 (RC)

- 2. Joe - yes**
- 3. Bob - yes**
- 4. Will - yes**
- 5. Karyn - yes**
- 6. Rob - yes**
- 7. Pete - yes**
- 8. Rebecca - yes**

Motion carried.

❖ **ITEMS TOO LATE FOR THE AGENDA - none**

❖ **EXECUTIVE SESSION – not needed**

❖ **Motion by Will, 2nd by Karyn for ADJOURNMENT (RC)**

❖ **Rebecca - yes**

❖ **Will - yes**

❖ **Bob - yes**

❖ **Joe - yes**

❖ **Karyn - yes**

❖ **Rob - yes**

❖ **Pete - yes**

Motion carried. Adjourned at 8:40 pm.

***V indicates vote by Voice**

Y = Yes

N = No

A = Abstain

***RC indicates vote by Roll Call**

Joe Giardina, President

Laura Engleman, Fiscal Officer