

Huron Public Library Board of Trustees
Minutes to Regular Meeting August 09, 2017

Meeting was called to order at 7:00 p.m. by President, Terry Griffith.

Present: Terry Griffith, Karyn Seibel, Rhonda Watt, Rob Kozar, Robert Williams arrived at 7:25 p.m. Excused: Joe Giardina, Tom Hoffman. Guests: Benjamin Reid, Director and Joanne Kensik, Fiscal Officer.

MOTION BY: K. Seibel, second by R. Watt to approve the minutes to the June 14, 2017 regular meeting. Roll Call – Yeas 5, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

Director Reid received a thank you card from the residents of Parkvue Place for the donation of large print books.

Mr. Reid also received confirmation that the Huron Public Library will be receiving \$6,210.00 from the Mylander Foundation for the purchase of security cameras.

COMMITTEE REPORTS:

President's Report:

President Griffith revised the Levy Campaign Chart and disputed to Board in the packet. Ms. Griffith asked the Board to review the chart for upcoming items for each of their committees. Plans will be discussed for the August event and responsibilities.

Director's Report:

Mr. Reid is planning a half-day staff development with Milan and Ritter libraries. The staff will attend a presentation on unconscious bias from the Diversity Center of NE Ohio.

Mr. Reid reported that a staff member is currently out on FMLA. Their schedule and programming has been covered internally.

He is working on an upcoming Rotary Literacy Project, focusing on early literacy. He is planning on a partnership between the Library, the Huron Rotary and possible other organizations in Erie County. He will keep the Board informed on his progress.

Mr. Reid had DeLuca Plumbing do a site visit to discuss the sump pump plans. Franklin Sanitation will scope the pipes and DeLuca will install a pump. He is still waiting for a quote for the project.

Alex Kuhns hopes to work with the library on an Eagle Scout Project. He met with Director Reid and the Executive Board of Friends of Huron Public Library to discuss the potential of Alex designing and building shelving in our copier nook for the Friends book sale project.

Fiscal Officer's Report:

The Fiscal Officer said the new computer provided by the State Auditor has been received and installed. All files have transferred and the old computer donated to the library by the State Auditor's Office has been wiped clean.

A letter was received from the Erie County Auditor's office announcing the date and time of the Budget Commission meeting to approve 2018 budgets. Ms. Griffith asked if the new PLF formula passed by the Erie County libraries will be discussed. The Fiscal Officer will contact the Auditor office for this information and e-mail the members of the Board.

Personnel Committee Report: None

Audit and Finance Committee Report: None

Building and Grounds Committee Report: None

Strategic Planning Committee Report:

The Strategic Planning Committee met on June 26, 2017 and discussed implementation strategy with timelines for the recently completed Strategic Plan. Six or seven specific projects or actionable initiatives for each of the four Service Responses in our Plan was discussed.

Contracts and Legislation Report: None

Ad Hoc Committee:

Levy Committee – Fundraising:

Chair, Watt, stated they have received approximately \$4,800.00 in donations.

Levy Committee – Publicity and Graphics:

In Mr. Hoffman's absence, Director Reid, showed the Board a printed draft of the printed materials for the levy campaign. While there is still editing that needs to be done, he played the video to be used during the campaign as well.

Levy Committee – Finance:

Mr. Reid said the fundraising money will cover the cost of the promotional items to be printed and the events scheduled in the near future.

Levy Committee – Data:

Mr. Kozar said the Board of Elections has provided him with reports that will be useful for committee members in the coming weeks to encourage residents to vote in November or register to vote.

Levy Committee: Volunteers:

Mr. Williams said there is approximately 17 volunteers. They will be meeting on August 15, 2017 at 6:00 p.m.

Levy Committee: Special Events:

In Mr. Giardina's absence, Director Reid said everything is lined up for the Ice Cream Social to be held on August 29, 2017 at the Huron Boat Basin.

OLD BUSINESS:

Mr. Reid introduced new employee, Wendy Bromfield, to the Board of Trustees.

MOTION BY R. Watt, second by K. Seibel to celebrate the retirement of employee, Shirley Mann, in the customary fashion. Roll Call – Yeas 5, Nays 0. Motion Carried.

Discussion on Board member expiration of term. Ms. Griffith has agreed to sit on the Board for a second term.

Mr. Reid gave the Board an update on the purchase of new chairs for the library. He showed the Board samples of the finishes of the chairs. The library will be purchasing approximately 100 chairs.

Mr. Reid provided the Board with an updated membership list.

NEW BUSINESS:

Mr. Reid reminded the Board that the Holiday Open House will be December 2 from 2-4 p.m. Ms. Seibel has agreed to chair the event.

Fiscal Officer Kensik, explained to the Board some gas meter issues. Columbia Gas discovered their automated meter reader battery was not working properly and the meter reader would have to get out of his vehicle to read the meter. The meter reader feels we are consuming more gas than usual during the summer months. After speaking to customer service at Columbia Gas, they assured the Fiscal Officer that the battery malfunction would not be a reason for our high readings. She will continue to monitor the usage in the coming months. Mr. Reid will also contact Wadsworth to go over the system to see if there are any issues with the boilers that may be causing the high readings.

MOTION BY K. Seibel, second by R. Watt to accept the Holiday Schedule as presented by the Director. Roll Call – Yeas 5, Nays 0. Motion Carried.

Mr. Reid told the Board that it is time to renew the library's health insurance policy. While the plan we currently have is no longer available, he is confident that the library will be able to find a plan comparable to our current plan. The increase in cost will be less than 4 percent. This will need to be discussed in a Personnel Committee meeting, then brought to the Board of Trustees.

Huron Public Library Board of Trustees
August 09, 2017
Page 4

The Personnel Committee meeting will be held on August 31, 2017 at 11:30 a.m.

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

Meeting adjourned at 9:03 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer