

Huron Public Library Board of Trustees  
Minutes to Regular Meeting Held November 9, 2016

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

Present: Robert Williams; Tom Hoffman; Karyn Seibel; Pete Landino; Terry Griffith; Rob Kozar arrived at 7:15. Joe Giardina, Excused. Guests: Benjamin Reid, Director, Joanne Kensik, Fiscal Officer.

MOTION BY: K. Seibel, second by R. Williams to approve minutes to the October 12, 2016 meeting. Roll Call – Yeas 5, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

REPORTS:

**President's Report:**

President Griffith commented on the Holiday Party to be held on December 4, 2016.

Ms. Griffith will discuss in more detail applicants for the Trustee position under Personnel Reports.

Ms. Griffith commented that the next PLF meeting will be in February, 2017.

**Director's Report:**

Mr. Reid introduced Debra Knight to the Board of Trustees. She is our new circulation assistant. He is also meeting with employees individually for a new form of tech training. Mr. Reid will begin having end of year evaluation meetings based on employee objectives.

Mr. Reid reported to the Board and incident that happened on October 9, 2016.

Mr. Reid said that Huron residents are now invited to participate in the Dolly Parton Imagination Library Program. He will be promoting this valuable service at story times, outreach events, in our newsletter, and in our 1000 Books before Kindergarten packets.

A local artist and poet Robert Reynolds donated a print of one of his nautical paintings to the library.

Mr. Reid reported on the many meetings he has attended since October 12, 2016 including a trip to Columbus to present at the OLC Friends Workshop. He took the Book Bike to the event which acquired many photo ops.

**Fiscal Officer's Report:**

Ms. Kensik received a letter from Green Oasis Lawn and Outdoor Services that he will be closing his business as of November 30, 2016. He provided names of a few smaller landscapers that are willing to take on additional customers. Mr. Reid will be contacting them for pricing.

Ms. Kensik received the Auditor of State's Best Practices newsletter. The Auditor is encouraging all government entities to consider enrolling in a Positive Pay program to add a layer of protection to their bank accounts. Ms. Kensik is checking with our local bank to see if they offer this program or one similar and the costs involved. Ms. Griffith suggested sending an e-mail to other library Fiscal Officers to see if they participate in such a program.

Auditor of State Bulletin 201-004 was received regarding Credit Card Cash Withdrawals and Credit Card Controls in general. Public transaction in cash are strongly disfavored as very few reasons exist for a public entity to use cash and the Auditor will view such transactions with a presumption that cash withdrawals are not for a public purpose. The library does have a Credit Card Policy but it should be reviewed and changed to address cash withdrawals. Ms. Griffith suggested checking with the bank to see if we can have a block placed on the credit card to deny any cash advances.

The Fiscal Officer has been receiving correspondence from the Ohio Bureau of Worker's Compensation regarding the transition to prospective billing. While we have known this and prepared for this, it was not until October 18, 2016 that we were given our payment options and due dates. If the library pays in full to receive the 2% discount, it must be paid by January 3, 2017. This means a check will need to be sent in December. The Fiscal Officer will discuss the library's options with the Director to see if we may be able to transfer money so we can receive the 2% discount.

Ms. Kensik attended a webinar on October 17, 2016 regarding the new mandatory method for filing via the AOS's Hinkle Annual Financial Data Reporting System. The Hinkle System is an internet-based application that allows certain financial statements, debit and demographic data to be entered and/or uploaded and transmitted to the AOS to satisfy the filing requirements of the Ohio Revised Code.

**Personnel Committee Report:**

Chairman, Robert Williams, discussed the applicants for the Board of Trustee's vacancy. He explained how they came to the decision to recommend Rhonda Watt to fill the vacancy and answered questions other Board members had regarding their recommendation.

**Audit and Finance Committee Report:**

None

**Building and Grounds Committee Report:**

None

**Strategic Planning Committee Report:**

Chairman Rob Kozar and Benjamin Reid presented a draft of Service Responses, Goals and Objectives of the Strategic Plan. They discussed the top four (4) Service Responses which were Create Young Readers; Satisfy Curiosity; Visit a Comfortable Place and Know Your Community.

**Contracts and Legislation Report:**

None

OLD BUSINESS:

MOTION BY: T. Griffith, second by K. Seibel to recommend to the Huron City Schools Board of Education the appointment of Ms. Rhonda Watts to Huron Public Library Board of Trustees to a term commencing on January 1, 2017 and ending on December 31, 2023. Roll Call – Yeas 5, Nays 1. Motion Carried.

NEW BUSINESS:

MOTION BY: R. Williams, second by P. Landino adopting a temporary appropriation budget for the calendar year of 2017 under the authority granted to the Board by R.C. 3375.33. Roll Call – Yeas 6, Nays 0. Motion Carried. RESOLUTION NO. 2016-04.

MOTION BY K. Seibel, second by R. Kozar accepting the Director's recommendation to hire Debra Knight as a Circulation Assistant for 24 hours a week at a rate of \$9.50 per hour as of October 19, 2016. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY T. Hoffman, second by K. Seibel on the adoption of a contract with The Ohio Plan for provision of insurance for real and personal property, public officers and employee's liability and surety bonding for the Fiscal Officer and Director for the calendar year 2017 at a cost of \$8676.00 plus surety bonding fee. Roll Call: T. Hoffman -Yea; K. Seibel-Yea; R. Kozar-Yea; T. Griffith-Yea; P. Landino-Yea; R. Williams-Nay. MOTION CARRIED. RESOLUTION NO. 2016-05.

Director Reid discussed FMLA with the Board of Trustees.

MOTION BY T. Griffith, second by R. Kozar to recognize employee Cindy Carruthers and Patricia Corriveau who have over 30 years of employment with the library. Cost is not to exceed \$275.00 and to be taken from the General Fund. Roll Call - T. Hoffman -Yea; K. Seibel-Yea; R. Kozar-Yea; T. Griffith-Yea; P. Landino-Yea; R. Williams-Yea. MOTION CARRIED.

MOTION BY R. Kozar, second by K. Seibel to accept the donation of a print from local artist and poet Robert Reynolds of one of his nautical paintings without conditions and at a value to be determined and noted at the next Board meeting. Roll Call Yeas 6, Nays 0. MOTION CARRIED.

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MOTION BY P. Landino, second by R. Williams to transfer \$35,000.00 from the General Fund, Account #1000-910-910-000 Transfers Out to Capital Projects Fund, Account #4002-931-0000 Transfers In. Roll Call - T. Hoffman -Yea; K. Seibel-Yea; R. Kozar-Yea; T. Griffith-Yea; P. Landino-Yea; R. Williams-Yea. MOTION CARRIED.

MOTION BY K. Seibel, second by R. Kozar to transfer funds available in STAR PLUS, to STAR OHIO. Roll Call - T. Hoffman -Yea; K. Seibel-Yea; R. Kozar-Yea; T. Griffith-Yea; P. Landino-Yea; R. Williams-Yea. MOTION CARRIED.

Due to scheduling, the next Board of Trustees meeting will be held on December 8, 2016.

There being no further business to discuss, MOTION BY T. Hoffman, second by P. Landino to adjourn. Roll Call – Yeas 6, Nays 0. MOTION CARRIED.

Meeting adjourned at 9:10 p.m.

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Terry R. Griffith, President

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Joanne Kensik, Fiscal Officer