

Huron Public Library Board of Trustees
Minutes to Regular Meeting Held March 11, 2015

Meeting was called to order at 7:00 p.m. by President Robert Williams.

Present: Robert Williams; Terry Griffith; Lesley Dieter; Karyn Seibel; Rob Kozar; Tom Hoffman. Excused: Pete Landino. Guests: Benjamin Reid, Director; Joanne Kensik, Fiscal Officer.

MOTION BY: T. Griffith, second by R. Kozar to approve the minutes to regular meeting held on February 11, 2015. Roll Call – Yeas 6, Nays 0. Motion Carried.

Public Comments: None

Communications:

Director Reid received an official copy of the Resolution from the State Library Association to Molly Carver, Sandusky Library regarding their petition to establish its boundaries.

Reports:

President' Report:

President Williams expressed his appreciation to the board members for their attendance at all of the committee meetings. He reminded the Board of the 2015 trustee dinner and the OLC Legislative Day is April 28, 2015. President Williams attended the Friends of Huron Public Library annual meeting. The new President is Barbara Wilson.

Director's Report:

Director Reid reported that the backup heat pump was replaced by Wadsworth on February 20, 2015. Some additional controls work will need to be scheduled in the spring to reset the auto backup system.

The Building and Grounds Committee visited the Avon Public Library to see their Wadsworth-installed controls system firsthand.

Mr. Reid reported as part of the Governor's budget proposal, the Tangible Property Tax reimbursement the Library receives will be discontinued. If passed, this would mean a reduction of State funding to the Library in 2015 and 2016.

The State Library annual report and the national Public Library Data Service Survey have been completed and submitted.

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Mr. Reid met with Superintendent Dennis Muratori to discuss ideas for collaborative projects such as offering practice college prep tests and developing collaboration to give Huron students access to Clevnet collections through ILL.

The circulation staff and Children's department is taking on a project to label the Accelerated Reader books in the children's and YA collection as requested by a teacher. Mr. Muratori is committed to using AR in Huron Schools.

Mr. Reid has attended several meeting and is currently planning for a county-wide tween program called the Battle of the Books. He also met with the Erie County Directors to plan a County Staff Day tentatively scheduled for August 28, 2015.

Fiscal Officer's Report:

The Fiscal Officer informed the Board that Royal Benefits had overcharged employees enrolled in the Vision plan from May 2014 through January 2015. The amount was so minimal that the employees were reimbursed from petty cash.

From her goals and objectives from 2014, a calendar for Budget meetings was presented at the Finance and Audit Committee meeting for their review. It was decided to include the dates on the Board's calendar and an updated calendar is in your packet.

RC-3 Form was mailed to the Ohio Historical Society on 2/19/15.

The Fiscal Officer is continuing to organize old files. She is placing them in boxes with file name and retention date. This will enable her to pull the files to be destroyed at the end of the year more easily.

Personnel Committee Report:

None

Audit and Finance Committee Report:

Chairman, Lesley Dieter, told the Board that the revised appropriations are in their packet. Ms. Dieter and Director Reid explained to the Board why it was necessary to adjust the appropriations. Some of the changes were in Salaries, Property Maintenance and creation of a Thomas DuFresne line item within the General Fund.

Building and Grounds Committee Report:

In Mr. Landino's absence, Director Reid updated the Board on their visit to Avon Lake Public Library to see their new HVAC system. This is the same system that Wadsworth Solution is suggesting the library purchase. They received an initial introduction to the software and how it can be monitored electronically. The system took about a day to install and it cost them approximately \$20,000.00 for the project. The library director is happy with the system so far, as well as with the maintenance contract and technician help. They would be happy to answer any other questions or concerns about the system as we make our decision.

Ms. Dieter brought to the Building and Grounds Committee's attention that the potholes in the parking lot will need to be repaired. Mr. Reid is aware of the potholes and will be looking into repairing them this spring.

Records Commission Report:

Ms. Griffith said there is no report at this time but Mr. Reid said that he has reached out to other libraries in the area and none of them are digitalizing their records.

Strategic Planning Committee Report:

Chairman Kozar said they are meeting quarterly, therefore, they will be scheduling a meeting at the next Board meeting in April.

Old Business:

The Staff Appreciation Breakfast was discussed and will be held on April 15, 2015. A signup sheet was passed around for Board members to complete.

MOTION BY: K. Seibel, second by L. Dieter to approve the proposed changes in the HPL Bylaws, Section 2.06 and 2.07 as amended at the meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY: T. Griffith, second by R. Kozar to approve the proposed changes in HPL Operating Policies, Chapter 2 and 7. Roll Call – Yeas 6, Nays 0. Motion Carried.

Ms. Dieter suggested the Bylaws and Operating Policies be reviewed for changes perhaps annually or bi-annually. She suggested reviewing the first half one year and the second half the next year. This would keep the policies up-to-date and would not be as overwhelming as reviewing the whole book. After discussing her suggestion, it was

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decided to discuss it at the next Board meeting. Ms. Griffith said it would have to be decided which committee will be responsible for reviewing the book.

New Business:

MOTION BY: L. Dieter, second by T. Griffith adopting permanent appropriations for the calendar year of 2015 under the authority granted to the Board by R.C. 3375.33. Roll Call – Yeas 6, Nays 0. Motion Carried. RESOLUTION NO. 2015-01.

There being no further business to discuss, MOTION BY: L. Dieter, second by T. Griffith to adjourn. Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting adjourned at 8:40 p.m.

Robert Williams, President

Joanne Kensik, Fiscal Officer