

Huron Public Library Board of Trustees
Minutes to Regular Meeting September 12, 2018

Meeting was call to order at 7:00 p.m. by President Karyn Seibel. Present: Karyn Seibel, Terry Griffith, Tom Hoffman, Rob Kozar, and Robert Williams. Excused: Joe Giardina and Rhonda Watt. Guests: Joanne Kensik, Fiscal Officer and Cindy Carruthers, Head of Circulation and Tech Services.

MOTION BY T. Griffith, second by K. Seibel to approved the minutes of the regular meeting from June 13, 2018. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY T. Griffith, second by K. Seibel to approve the minutes of the special meeting from July 11, 2018. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY T. Hoffman, second by T. Griffith to approve the minutes of the special meeting July 20, 2018. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY T. Griffith, second by T. Hoffman to approve the minutes of the special meeting July 31, 2018. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY T. Hoffman, second by K. Seibel to approve the minute of the special meeting August 2, 2018. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY T. Griffith, second by K. Seibel to approve the minutes of the special meeting August 16, 2018. Roll Call – Yeas 5, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

President's Report: None

Administrative Report:

The Board was informed that the OLC Convention will be held on October 3, 4, and 5th. Two staff members and the new Director will be attending.

OLC announced that there is an archived webinar on their website if you would like to learn more about Lynda.com education courses which are free to all Ohioans.

The Governor signed Credit Card Legislation on August 3 and will be effective the beginning of November. Libraries will have another three months to establish and implement new credit card policies and procedures. The OLC is currently working with the Auditor of State office to have sample policies ready for libraries this fall.

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The Fiscal Officer received an invoice from the Ohio History Connection for \$250.00. This is to have items from the Historical Society online. The Historical Society is willing to pay for half. MOTION BY T. Griffith, second by R. Williams for the library to pay \$125.00 for the Ohio History Connection to house items online for the Historical Society. Roll Call – Yeas 5, Nays 0. Motion Carried.

The Fiscal Officer reported on a seminar attended by herself and Robert Williams on Cybersecurity.

The Fiscal Officer informed the Board that the Budget Commission met on August 22, 2018 for the purpose of reviewing tentative resources and budgets for the next Fiscal Year. We should have the Certificate of Estimated Resources by the next Board meeting.

The OPERS Board of Trustees certified rates for 2019 at Employee – 10% and Employer at 14%. The Rates are the same as 2018.

The Fiscal Officer reported on the elevator repair and Wadsworth HVAC estimate as well as the Maintenance Agreement from Wadsworth.

Ms. Kensik reported on the cost of new phones. This item will be turned over to the new Director for further consideration.

The Fiscal Officer reported that two of the trees on the tree lawn have died. She asked for the Boards approval to have A1 Landscaping pull the trees. The Board agreed.

Healthcare Renewal is in November 2018. This item will be turned over to the new Director to compile quotes and present to the Board.

There are a number of lights out upstairs making it difficult to see to shelf books. With daylight savings time ending, it is getting difficult to see. The Board said this should go through Building and Grounds.

Cindy reported that the roof upstairs leaked during a recent rain. Damschoder roofing will do an inspection in the next couple of days.

The Fiscal Officer suggested to the Board, specifically the Personnel Committee, that the Policy on Personal Day needs to be re-visited. The Personnel Committee will look at the policy and report back at a later date.

The Fiscal Officer reported that the auditing of 2016 and 2017 began on August 6, 2018. The State Auditor's expect to be finished by the end of September.

Personnel Committee Report:

Chairman, Robert Williams, said they will be scheduling a meeting soon.

Audit and Finance Committee:

In Mr. Giardina's absence, the Fiscal Officer said a meeting needs to be scheduled but would like to wait until after Building and Grounds meets before discussing Temporary Appropriations.

Building and Grounds Committee:

Chairman, Tom Hoffman, said there were items discussed at tonight's meeting that he was not fully aware of. He scheduled a meeting for September 26, 2018 at 8:00 a.m. so the Building and Grounds Committee can be up-to-date on the more critical items.

Strategic Planning Committee: None

Contracts and Legislation: None

OLD BUSINESS:

The Phone Systems will be discussed at Building and Grounds.

Wadsworth Replacement Boiler will be discussed at Building and Grounds.

Temporary Appropriations – The Audit and Finance Committee will set a meeting time at the next Board meeting.

Renovations of the Conference Rooms will be discussed at Building and Grounds.

Elevator door problems will be discussed at Building and Grounds.

NEW BUSINESS:

MOTION BY T. Griffith, second by K. Seibel to accept the resignation of Trustee Rhonda Watt effective immediately. Roll Call – Yeas 5, Nays 0. MOTION CARRIED.

The Policy on Personnel Day will be discussed by the Personnel Committee.

Announcement of the new Director will be sent to the Sandusky Register.

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MOTION BY R. Kozar, second by T. Griffith to approve the 2019 Holiday Schedule as presented by Vice-President, Terry Griffith. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY T. Griffith, second by K. Seibel to go into Executive Session for the purpose of negotiation of purchase of property for public use under 121.22(G)(2), and For the purpose of hiring a public employee under R.C. 121.22(G)(1). Roll Call – Yeas 5, Nays 0. Motion Carried.

MEETING RESUMED AT 8:50 P.M.

MOTION BY T. Griffith, second by R. Kozar to pay the new Director, Vikki Morrow-Ritchie \$60,000.00 annually and her working hours will be from 8:00 a.m. to 5:00 p.m. Roll Call – T. Griffith, Yea; K. Seibel, Yea; R. Williams, Yea; R. Kozar, Yea; T. Hoffman, Yea. MOTION CARRIED.

There being no further business to discuss, MOTION BY R. Kozar, second by T. Griffith to adjourn. Roll Call – Yeas 5, Nays 0. Motion Carried.

Meeting adjourned at 8:55 p.m.

Karyn, Seibel, President

Joanne Kensik, Fiscal Officer