

Huron Public Library Board of Trustees
Minutes to Organizational Meeting 1/13/16

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

Present: Robert Williams, Terry Griffith , Karyn Seibel, Pete Landino, Rob Kozar, Joseph Giardina. Excused: Tom Hoffman. Guests: Ben Reid, Director, Joanne Kensik, Fiscal Officer.

Oath was administered to Joseph Giardina as a Trustee.

MOTION BY: P. Landino, second by R. Williams to appoint Joanne Kensik as Fiscal Officer for 2016 with annual wage to be established. Roll Call – Yeas 6, Nays 0. Motion Carried.

Oath was administered to Joanne Kensik as Fiscal Officer.

MOTION BY: J. Giardina, second by K. Seibel to appoint Terry Griffith as President to the Board of Trustees for 2016. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY: T. Griffith, second by J. Giardina to appoint Karen Seibel as Vice President to the Board of Trustees for 2016. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY: R. Kozar, second by T. Griffith to appoint Pete Landino as Secretary to the Board of Trustees for 2016. Roll Call – Yeas 6, Nays 0. Motion Carried.

There being no further business to discuss, MOTION BY T. Griffith, second by P. Landino to adjourn the organizational meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting adjourned at 7:10 p.m.

Huron Public Library Board of Trustees
Minutes to Regular Meeting Held January 13, 2016

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

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

MOTION BY K. Seibel, second by R. Kozar to approve minutes to the December 9, 2015 meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

REPORTS:

President's Report:

None

Director's Report:

Director Reid informed the Board that a meeting to discuss the Erie County PLF distribution formula will be held late January. The Director, Fiscal Officer and President of the Board of Trustees will be in attendance.

Mr. Reid announced that he has offered the Circulation Assistant position to Susan Gallagher.

The Director provided the Board with preliminary and unofficial year-end data. More data will follow as he receives information and submit the State Library and Public Library Data Service Surveys.

Mr. Reid met with Huron Historical Society Board Members to train how to add metadata to Huron historic images uploaded to the Ohio Memory database. He believes the HHS is in a good place to continue to upload and share their valuable collection. To see the images, use web address: <http://bit.ly/1ZaG4WN>.

Fiscal Officer's Report:

The Fiscal Officer informed the Board that year end procedures for 2015 have been completed and she is now operating in 2016.

Her MBO progress report for 2015 and her new 2016 MBO's have been completed and submitted to the Personnel Committee.

\$35,000.00 was transferred to Huron Public Library's Star Plus Account.

Notification was received from the State Auditor's office that they will begin replacing printers in late February or early March. The Fiscal Officer selected a single function laser printer.

Ms. Kensik informed the Board that the 2016 mileage rate has dropped to \$0.54 per mile for 2016.

Personnel Committee Report:

Chairman, Terry Griffith, said items would be discussed at the end of the meeting.

Audit and Finance Committee Report:

None

Building and Grounds Committee Report:

Chairman, Pete Landino reported that the committee will decide on a meeting date tonight.

Records Commission Report:

Chairman, Terry Griffith, suggested we remove the Records Commission Report from the agenda in 2016 since it is a commission, not a committee and they only meet once a year by statute. She suggested replacing it with a Contracts and Legislation Committee. The Contracts and Legislation Committee would be responsible for overseeing any legislation that affects Huron Public Library and the committee would also oversee any contracts secured by the library. All of the Board members were in agreement.

Strategic Planning Committee:

Chairman, Rob Kozar reported on their meeting held on January 7, 2016. The future of the strategic plan and the role of the committee going forward was discussed. It was decided that the work of replacing or revising the Strategic Plan should reside with the committee as opposed to involving the entire board. The Committee would report its progress to the entire Board. The Committee will solicit sales pitches from additional consultants on different models of strategic planning and report to the Board of Trustees in February or March. A tentative timeline is to conduct data collection during the summer, and complete the plan revision process during the fall months.

OLD BUSINESS:

A virtual tour of the HVAC system was tabled until the Board's February 10, 2016 meeting.

Director Reid stated that a representative for the Ohio State Treasurer's Office will be in attendance at the Board's February 10, 2016 meeting to do a presentation on Ohio Checkbook and answer any questions the Board may have.

NEW BUSINESS:

The McCormick Junior High and Firelands Montessori Academy Evacuation Plan was tabled until the Board's February 10, 2016 meeting.

MOTION BY: K. Seibel, second by R. Kozar to accept the Director's recommendation to hire Susan Gallagher as a Circulation Assistant for 24 hours a week at a rate of \$9.50 per hour as of December 15, 2015. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Williams, second by K. Seibel to go into executive session for the purpose of discussion of compensation of a public employee. Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting resumed at 8:50 p.m.

MOTION BY: R. Kozar, second by K. Seibel to accept the Director and Fiscal Officer's MBO progress report for 2015. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY: R. Williams, second by R. Kozar to accept the Director's 2016 MBO's. Roll Call – Yeas 6, Nays 0. Motion Carried.

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MOTION BY: R. Kozar, second by J. Giardina to accept the Fiscal Officer's 2016 MBO's. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY: R. Williams, second by K. Seibel to increase the Director's salary to \$33.13 per hour. Roll Call – T. Griffith, Yea; K. Seibel, Yea; R. Williams, Yea; P. Landino, Yea; R. Kozar, Yea; J. Giardina, Abstained.

MOTION BY: P. Landino, second by K. Seibel to increase the Fiscal Officer's salary to \$23.39 per hour. Roll Call – T. Griffith, Yea; K. Seibel, Yea; R. Williams, Yea; P. Landino, Yea; R. Kozar, Yea; J. Giardina, Abstained.

MOTION BY: K. Seibel, second by R. Kozar that the effective date for the Director's and Fiscal Officer's salary increase be retroactive to January 4, 2016. Roll Call – Yeas 6, Nays 0. Motion Carried.

There being no further business to discuss, MOTION BY K. Seibel, second by R. Kozar to adjourn. Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting adjourned at 9:00 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer