

Huron Public Library Board of Trustees
Minutes to Regular Meeting 2/12/14

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

Present: Robert Williams, Terry Griffith, Sally Sprunk, Lesley Dieter, Pete Landino, Rob Kozar and Tom Hoffman arrived at 7:15 p.m. Guests: Ben Reid, Director, Joanne Kensik, Fiscal Officer.

MOTION BY S. Sprunk, second by T. Griffith to approve minutes with corrections. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

The Director received a thank you card from the Caryl Crane Theater Group.

The Director received a letter regarding content on some DVD's.

REPORTS:

President's Report: (Verbal)

President Williams discussed the Professional Development Trustees Workshop.

The OLC Trustee Dinner will be April 10, 2014 in Toledo.

President Williams received correspondence from the OLC stating that legislators are making adjustments regarding oil and gas severance tax which could impact the PLF.

Director's Report: (Full Report Attached)

Director Reid gave a full presentation to the Board on Zinio which began on February 1, 2014.

Director Reid discussed with the Board a memorial donation that expressed an interest in purchasing a tree and memorial plaque.

Placing counters at the two entrances was discussed. Director Reid said it could greatly help with future decision making about public hours and staffing as well as reports on broad library usage data.

At the Director's meeting on 1/31/14 migrating Zimbra e-mail over to an Office365 product was discussed. Phase one of the migration should be completed by 6/25/14.

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At the end of 2013, CPL had extra money that they applied to the Clevnet Zinio collection. We now have access to over 120 magazine subscriptions, up from the 66 that were originally selected for us.

Larry Finnegan and Ann Palomo from Clevnet are planning a site visit to Huron to offer the Director a more complete system orientation.

Terry Griffith told the Director she likes how he is reporting Programs and Community Meetings attendance.

The low usage of the Children's computers was discussed. It could be a combination of the weather closings and the weather in general. It was also discovered that a mouse was not working properly. The Director will continue to monitor the situation.

Fiscal Officer's Report: (Full Report Attached)

2013 year end has been completed with 1099's mailed and legal advertising done. W2's have been received from Accurate Data.

Firelands Electric has completed all the inside replacement of ballasts.

Abco has replaced the majority of batteries in the Emergency Lights. Three batteries are special order and will be replaced once received.

OLC membership cards should be issued by the end of the month.

Ohio State Auditor's Office informed the Fiscal Officer that the Audit for 2012-2013 Financials will begin shortly.

Transfers for the month of January:

\$508.86

FROM: 1000-120-411-1000 Books and Pamphlets (Juvenile)
TO: 1000-120-411-4600 Dorothy Kyler Grant

Several questions were asked about the appropriation status regarding salaries and purchase and contracted services. Salaries are not showing in the January report because the Bank Statement has not been processed. Purchase and Contracted services is at 54% due to snow plowing and state delivery contract.

Personnel Committee Report:

Chairman Sprunk reported that the Personnel Committee met on February 3, 2014 and the Personnel Committee recommends Melissa Harington be offered the position of Full Time Children's Librarian at the rate of \$26,000.00 per year commencing on the day following the ending of her interim contract with the Huron Public Library. This recommendation was made after full consideration of comparability factors and consultation with the Director.

Audit and Finance Committee Report:

Chairman Dieter reported there will be a meeting of the Audit and Finance Committee on Wednesday, February 26, 2014 at 1:00 p.m.

Building and Grounds Committee Report:

Chairman Landino reported that the committee met with the Director and a plan for maintenance was discussed. They also discussed a solution for the water in the basement as well as the purchase of a flag pole and a tent for Riverfest.

Strategic Planning Committee:

Chairman Williams reported that a meeting will be held on February 21, 2014.

OLD BUSINESS:

Firelands Electric has completed the replacement of the lights and ballasts inside of the library. There are still lights and ballasts to be replaced outside once weather conditions improve.

Chairman Williams thanked the Board for their help during the meet and greet for Director Reid.

NEW BUSINESS:

MOTION BY S. Sprunk, second by T. Griffith to hire Melissa Harrington as the full time Children's Librarian at a rate of \$26,000.00 per year commencing on the day following the ending of her interim contract with the Huron Public Library. Roll Call – Yeas 7, Nays 0. Motion Carried.

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MOTION BY S. Sprunk, second by P. Landino designating the Citizens Banking Company as Depository for Public Funds of the Huron Public Library from March 11, 2014 through March 10, 2019. Roll Call – Yeas 7, Nays 0. Motion Carried.

RESOLUTION NO 2014-2

Mrs. Sprunk recommended that the Board calendar include “new trustee search” in August.

2014 OLC Trustee Dinners was discussed and the date for the Staff Appreciation Breakfast was set for May 22, 2014 at 7:30 a.m.

EXECUTIVE SESSION: None

There being no further business to discuss, MOTION BY L. Dieter, second by P. Landino to adjourn. Roll Call – Yeas 7, Nays 0. Motion Carried.

Meeting adjourned at 8:40 p.m.

Robert Williams, President

Joanne Kensik, Fiscal Officer