

Huron Public Library Board of Trustees  
Minutes to Organizational Meeting Held January 11, 2017

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

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

MOTION BY: K. Seibel second by T. Hoffman to appoint Terry Griffith as President to the Board of Trustees for 2017. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY: T. Griffith, second by R. Kozar to appoint Karen Seibel as Vice President to the Board of Trustees for 2017. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY: J. Giardina, second by R. Williams to appoint Tom Hoffman as Secretary to the Board of Trustees for 2017. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY: R. Williams, second by K. Seibel to appoint Joanne Kensik as Fiscal Officer for 2017 for 20 hours/week at the annual salary of \$25,417.60 commencing January 1, 2017. Roll Call – Yeas 7, Nays 0. Motion Carried.

Oath was administered to Joanne Kensik as Fiscal Officer.

Oath was administered to Rhonda Watt as a Trustee.

There being no further business to discuss, MOTION BY J. Giardina, second by R. Kozar to adjourn the organizational meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

Meeting adjourned at 7:10 p.m.

Huron Public Library Board of Trustees  
Minutes to Regular Meeting Held January 11, 2016

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

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

MOTION BY: J. Giardina, second by R. Kozar to approve minutes to the December 8, 2016 meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

Thank you card was received from employee Cindy Carruthers to the Board for acknowledging her years of service.

A donation was received from Nancy Lee Smith.

REPORTS:

**President's Report:**

None

**Director's Report:**

Director Reid discussed the December Holiday Open House with the Board. He would like the Board to consider making some changes for the 2017 Holiday Open House. This will be discussed later in the year.

Mr. Reid reminded the Board of OLC Trustee Dinner dates as well as Legislative Day which he will be attending.

He also reported on the various meetings he attended during the month of December.

**Fiscal Officer's Report:**

None

**Personnel Committee Report:**

None

**Audit and Finance Committee Report:**

Chair, Joe Giardina, said a meeting will be held in February. He will e-mail committee members of the date and time.

**Building and Grounds Report:**

Chair, Tom Hoffman, would like to schedule a meeting in the next month or so.

**Strategic Planning Committee:**

Chair, Rob Kozar, would like to have a Special Meeting of the Board of Trustees in the near future to go over the draft Strategic Plan.

**Contracts and Legislation Report:**

Landscaping Contract and MT Business Copier Contract will be discussed under New Business.

The next Erie County Libraries PLF meeting will be on February 24, 2017.

**NEW BUSINESS:**

Committee members for 2017 were assigned and are attached to the minutes as Exhibit A.

The upcoming levy was discussed. It will be discussed further at the Special Meeting for the Strategic Plan since they go hand in hand.

Director Reid provided the Board with quotes for landscaping the grounds for 2017. MOTION BY J. Giardina, second by R. Kozar to enter into a contract with A-1 Landscaping at a cost of \$6,955.00 from Spring 2017 through Fall 2017. Roll Call – Yeas 7, Nays 0 MOTION CARRIED.

MOTION BY R. Kozar, second by K. Seibel to enter into a lease with RICOH/US Bank for a color/black and white printer/scanner/copier identified as RICOH C2004 with a paper feed unit to be used by the public; and a staff printer/scanner/copier/fax identified as MP2554. Both for the period of sixty (60) months for a total of Fifteen thousand two hundred and thirty one dollars (15,231.00) in equal installments over the five (5) year period. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

MOTION BY R. Watt, second by K. Seibel authorizing the Director and Fiscal Officer to enter into a contract with MT Business for leasing copiers as described in the lease agreement attached and marked as Exhibit B.

MOTION BY R. Watt, second by B. Williams to charge the public ten cents (\$.10) for each black and white print and copies; twenty cents (\$.20) for each black and white print and copies. Roll Call – Yeas 5, Nays 2. MOTION CARRIED.

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The Director and Fiscal Officer presented the Board with their 2017 Objectives for their review. Table until the February, 2017 meeting.

MOTION BY T. Hoffman, second by K. Seibel to accept the addition of 4.01.2 Board Authorization to Invest, as amended, and to be included in the Huron Public Library Bylaws, Policies, Plans & Procedures.

MOTION BY B. Williams, second by K. Seibel to enter into executive session to review a FMLA request. ROLL CALL – Yeas 7, Nays 0. MOTION CARRIED.

Meeting resumed at 8:53 p.m.

There being no further business to discuss, MOTION BY J. Giardina, second by T. Hoffman to adjourn. Roll Call – Yeas 7, Nays 0. MOTION CARRIED.

Meeting adjourned at 8:55 p.m.

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Terry. R. Griffith, President

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Joanne Kensik, Fiscal Officer