

Huron Public Library Board of Trustees  
Minutes to Organizational Meeting 1/14/15

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

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

Oath was administered to Karyn Seibel as a Trustee.

MOTION BY: T. Griffith, second by P. Landino to appoint Joanne Kensik as Fiscal Officer for 2015 with annual wage to be established. Roll Call – Yeas 7, Nays 0. Motion Carried.

Oath was administered to Joanne Kensik as Fiscal Officer.

MOTION BY: T. Griffith, second by L. Dieter to appoint Robert Williams as President to the Board of Trustees for 2015. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY: R. Williams, second by L. Dieter to appoint Terry Griffith as Vice President to the Board of Trustees for 2015. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY: L. Dieter, second by T. Griffith to appoint Pete Landino as Secretary to the Board of Trustees for 2015. Roll Call – Yeas 7, Nays 0. Motion Carried.

There being no further business to discuss, MOTION BY B. Williams, second by L. Deter to adjourn the organizational meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

Meeting adjourned at 7:14 p.m.

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Robert Williams, President

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Joanne Kensik, Fiscal Officer

Huron Public Library Board of Trustees  
Minutes to Regular Meeting Held 01/14/15

Meeting was called to order at 7:14 p.m. by President Robert Williams.

Present: Robert Williams, Terry Griffith, Pete Landino, Lesley Dieter, Karyn Seibel, Tom Hoffman, Rob Kozar.

MOTION BY R. Kozar, second by T. Griffith to approve the minutes of the December 10, 2014 meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

President Williams announced that he had received a \$200.00 donation from Nancy Lee Smith for the purchase of Children's Books. A thank you letter has been sent by the Children's Department as well as the Board of Trustees.

Director Reid informed the Board that a \$6,042.30 donation has been received from the Gordon R. Meeker Living Trust. Mr. Reid will be working with the family to determine how the monies would be used.

Director Reid also received a \$400.00 donation for the purchase of a scanner.

REPORTS:

**President's Report:**

President Williams reminded the Board that in the OLC newsletter there are many dates for attending a trustee dinner. He also said there will be a trustee workshop on March 14, 2015. If anyone is interested in attending, Director Reid can help them with the registration process.

Committee assignments were discussed and a sign-up sheet was passed around. Committee assignments are attached as EXHIBIT A.

**Director's Report:**

Director Reid said that staff will be trained on the Atomic Training electronic resource at the staff meeting on January 21, 2015. Atomic Training is a new electronic resource for Huron Library cardholders and has technology training videos available online for simultaneous users.

Staff members are currently working on their 2015 goals and objectives.

Clevnet's online resource committee has selected Hoopla to replace some lesser used databases. Hoopla is a digital streaming service for music, audiobooks, and movies, similar to Netflix. It is set to be available to all Clevnet libraries sometime in 2015.

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Due to failure of the server backup tapes, we have switched to an external hard drive backup with additional offsite backup at CPL offices using a service called storage Craft.

There was a complaint of lack of heat in the Historical Society. It was discovered that a backup water pump was not working correctly and will need to be replaced. Work also had to be done on the controls scheduling. Replacement parts are being ordered and he is waiting on a quote for a replacement pump.

The Huron Fire Department conducted an inspection on December 11, 2014 and noticed a number of emergency lights needed service. Pitt's Fire Protection completed the service on the emergency lights and the Fire Department has been notified.

On January 9, 2015, Director Reid visited several Cleveland area library's to get a closer look at some leading library services. He was particularly interested in CCPL's interactive children's play area which has received nationwide attention.

Trustee Kozar asked about the Tween Program attendance as well as internet usage graphs. Director Reid explained the spike in attendance in June and July is due to the Summer Reading Programs. The internet usage graph does not include Wi-Fi on patron's personal device such as iPhone.

Trustee Landino asked how the year-end performance reviews went. Director Reid responded that they went very well.

President Williams asked if we know how many hits are received on our Website. Director Reid said the information is available upon request from Pabodie Designs.

**Fiscal Officer's Report:**

Fiscal Officer is currently closing out 2014.

Thank you letter and a fund expenditure report for 2013 were sent to the Mylander Distribution Committee upon their request.

Thank you letters for tax purposes were sent to William Grammie and Douglas Edwards.

Transfers for the month of December are as follows:

\$800.00 – To cover December's telephone bill

From: 1000-110-221-0000 Medical  
To: 1000-110-321-0000 Telephone

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\$656.25 – To cover Winter 2014 Newsletter

From: 1000-110-371-0000 Auditing Services  
To: 1000-110-325-0000 Advertising

\$500.00 – To cover Automatically Yours Books

From: 1000-120-411-4000 Adult Books  
To: 1000-120-411-4700 AYAT

\$50.00 – To cover December's sewage bill

From: 1000-110-221-0000 Medical  
To: 1000-210-362-0000 Water & Sewage

\$128.84 – To order light bulbs

From: 1000-110-221-0000 Medical  
To: 1000-230-459-0000 Other Supplies

\$500.00 – To cover 1<sup>st</sup> quarter UAN fees due by December 31, 2014

From: 1000-110-221-0000 Medical  
To: 1000-110-372-0000 UAN Fees

\$130.00 – To cover December's electric bill

From: 1000-110-221-0000 Medical  
To: 1000-210-361-0000 Electric

\$500.00 – To cover December's Clevnet fees.

From: 1000-110-221-0000 Medical  
To: 1000-120-379-0000 Other Professional Services

\$250.00 – To cover December rental fees for copier

From: 1000-110-221-0000 Medical  
To: 1000-110-351-0000 Rents & Leases

\$35.00 – To cover Janitorial Supplies

From: 1000-110-221-0000 Medical  
To: 1000-230-451-4000 General Admin Supplies

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\$35.00 – To correct incorrect reallocation

From: 1000-230-451-4000 General Admin Supplies  
To: 1000-230-459-0000 Other Supplies

**Personnel Committee Report:** None

**Audit and Finance Committee Report:**

Chairman Dieter said the committee will meet mid-February to discuss permanent appropriations.

**Building and Grounds Committee Report:**

The committee will set a date and time for their next meeting after the Board of Trustees meeting.

**Records Commission Report:**

There will be a meeting on January 21, 2015 at 10:00 a.m. in the Board Room.

**OLD BUSINESS:**

The Board discussed the concerns expressed by Wadsworth Solutions regarding the HVAC system which resulted in the decision that the Building and Grounds Committee will gather information regarding solutions and cost and present it to the Board.

The Historical Society Lease was discussed. The signed contract was supposed to be delivered to the Board by tonight's meeting but it was not. Terry Griffith said that if it is not received by Friday, January 16, 2015 to send them an e-mail.

**NEW BUSINESS:** None

**EXECUTIVE SESSION:**

**MOTION BY R. Kozar, second by T. Hoffman** to enter into executive session to determine the compensation of a public employee and an employee's salary discrepancy. Roll Call – Yes 7, Nays 0. Motion Carried.

Meeting resumed at 9:37 p.m.

**MOTION BY P. Landino, second by R. Kozar** to increase the Director's wage to \$31.55 per hour retroactive from January 4, 2015. Roll Call: R. Williams, Yea; T. Griffith, Yea; P. Landino, Yea; L. Dieter, Yea; Karyn Seibel, Yea; Tom Hoffman, Yea; Rob Kozar, Yea. Motion Carried.

MOTION BY R. Williams, second by T. Hoffman to increase the Fiscal Officer's wage to \$22.28 per hour retroactive from January 4, 2015. Roll Call: R. Williams, Yea; T. Griffith, Yea; P. Landino, Yea; L. Dieter, Yea; Karyn Seibel, Yea; Tom Hoffman, Yea; Rob Kozar, Yea. Motion Carried.

MOTION BY T. Griffith, second by L. Dieter to accept the Director's recommendations for resolution of a payroll matter of an employee's salary discrepancy and for the Fiscal Officer to contact the State Auditor's Office regarding OPERS and Medicare contribution resolution. Roll Call Yeas-7, Nays 0. Motion Carried.

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

Meeting adjourned at 9:45 p.m.

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Robert Williams, President

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Joanne Kensik, Fiscal Officer