

Huron Public Library Board of Trustees
Minutes to Regular Meeting March 14, 2018

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

Present: Terry Griffith, Joe Giardina, Tom Hoffman, Rhonda Watt, Robert Williams. K. Seibel arrived at 7:45 p.m. R. Kozar was excused. Guests: Benjamin Reid, Director and Joanne Kensik, Fiscal Officer.

MOTION BY: R. Watt, second by T. Hoffman to approve the minutes to the February 14, 2018 regular meeting. Roll Call – Yeas 5, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

A thank you card received from the Michlen family was shown to the Board of Trustees.

REPORTS:

President's Report:

None

Director's Report:

Director Reid reminded the Board that he will be attending the OLC Legislative Day on Wednesday, April 11, 2018 in Columbus.

The Purchase Order was submitted to Contract Source for the purchase of chairs. He expects installation to be in mid-April.

On March 1, 2018, water came up in the basement area. Deluca Plumbing was contacted. Randy came in to continue flood maintenance and by Friday morning, the water had receded. Carpet cleaners were scheduled for Friday evening and they were able to clean the carpet. By Saturday, most of the carpet was dry. There was some water in the HHS space, probably a 2' by 2' area. Findings and solutions will be discussed further under Buildings and Grounds Committee Report.

A project team traveled to six libraries in Cuyahoga and Lorain counties on February 12, 2018 researching upgrades to the children's department.

The Annual Report has been submitted to the State Library and a snapshot infographic based on 2017 data was presented to the Board.

Mr. Reid accepted a donation, without condition, of a framed collection relevant to children's literature and Huron history. The framed collection, the letters and a news article is on display in the Williams St. entry for March, but will be hung in the children's area.

Fiscal Officer's Report:

The Fiscal Officer provided the Board with ORC 101.691 which may give us the authority to dispose of unneeded or unwanted items. Vice-President Griffith, will review the statute to make sure the library falls under "any legislative agency". Ms. Kensik also included general information from govdeals.com as a resource we may use to auction the items not needed by the library. The Director and Fiscal Officer will meet in the near future to discuss registration on the site, the number of chairs to be auctioned and the price.

Ms. Kensik also presented a Service Agreement from Shred-It to dispose of old records. The agreement is for 25 boxes. Ms. Griffith suggested Christie Lane be contacted as they also will shred records. In the meantime, she will go over the Service Agreement from Shred-It in case we use their services.

At the last Board meeting, Meeder Investment Management was discussed. The Fiscal Officer explained that if we used this Investment firm, CPIM credits would have to be obtained by attending continuing education classes. There is also a \$100.00 yearly fee paid to the Treasurer of State for CPIM. The Board asked that the Fiscal Officer contact the Treasurer of the State of Ohio to see if Meeder Investment Management is an approved firm to use and possibly get names of other investment firms in the area.

Personnel Committee Report:

Chairman Williams said the committee will be meeting in April.

Audit and Finance Committee:

Chairman Watt said the Audit and Finance Committee met on February 27, 2018 to review the Permanent Appropriation Budget for 2018. There were several changes to the Temporary Appropriation Budget passed in the fall of 2017 which amounted to \$5,170.00. The Audit and Finance Committee is recommending to the Board of Trustees to pass the Permanent Appropriation Budget for 2018 in the amount of \$923,952.00 for all funds.

Building and Grounds Committee:

The Building and Grounds Committee met on two separate occasions. Their meeting on February 20, 2018 discussed the Security Camera Project and Meeting Room Refurbishment.

Mr. Reid obtained an updated quote for the purchase and installation of 4 new security cameras to integrate into the current security system. These cameras will be placed on the exterior of the building with three used to cover the Center St. parking lot, and the fourth will be at the Williams St. entrance. The cost will be \$3,062.28 and the committee recommended moving forward with the purchase and installation.

Mr. Reid provided a summary of a proposed service that HBM Architects would provide for the meeting room refurbishment. This service would encompass program validation, design and construction documents, contracts and construction administration. HMB also recommends a pre-construction document to be completed for a price of \$13,300 which does not include any construction fees. The committee discussed the need for this service/document and recommended extending the acceptance of quotes from other organizations. Mr. Reid then provided the committee with an overview of IAP Government Services Group which is a third party administrator program for facility maintenance, repair and construction. A meeting was set for March 13 with a representative from their organization to discuss their services and provide information in order to obtain additional quotes for this proposed project.

The Building and Grounds Committee meeting on March 13, 2018 further discussed the meeting room refurbishment with IAP representative Doug Smith. IAP is approved by the state of Ohio and has over 350 licensed contractors available to bid and complete the work needed. There are no upfront costs for program validation, design and construction documents, contracts or construction administration. Their fee is 8.5% for construction costs while providing project management through all phases of renovation. MOTION BY R. Watt, second by J. Giardina to enter into a discussion with IAP to perform remodeling/construction for the downstairs conference rooms. Roll Call – Yeas 5, Nays 0. Motion Carried.

The basement water issues were discussed. Representatives from Deluca Plumbing have provided a proposal for corrective measures which includes, but not be limited to:

1. A 9' x 6' area of the basement floor be removed.
2. 18" excavation of the area floor.
3. Installation of a screen material to prevent silt and sand from entering the sub-pump.
4. Installation of a drain tile.

5. Repair of the floor and clean up.

Total cost for the proposed project is \$4,780.00. Deluca Plumbing noted that once the construction begins, it is possible that the root of the problem could be exposed and would open the opportunity to make additional corrective actions. The committee is recommending that we move forward with this option but to establish a “not to exceed” cost for Director Reid in the emergency case that Deluca discovers the root cause and can make the necessary repairs. MOTION BY T. Hoffman, second by J. Giardina granting the Director authority to spend up to \$10,000.00 for repairs to the basement water issues. Roll Call – Yeas 6, Nays 0. Motion Carried.

The Committee then discussed the digital signage. The committee is recommending using Rise Digital Signage. The library can purchase and install their own monitors, media players and fixtures while paying \$199.00 a year for the cloud-based media service. Grant funds will be used to purchase the media hardware and Mr. Hoffman has volunteered to assist with the installation of the fixtures, monitors and media player. A licensed electrician would have to run electricity to monitor locations which would be an added cost.

Strategic Planning Committee:

The Strategic Planning Committee held a meeting on January 7, 2018 where the strategic plan implementation teams and a tentative implementation timeline for 2018 was discussed.

Contracts and Legislation:

The Contracts and Legislation committee held a meeting on March 8, 2018 with the Huron Historical Society to discuss a draft lease and the Memorandum. The Historical Society will meet with their Board on March 22, 2018 and notify the Huron Public Library Board of Trustees of their decision.

OLD BUSINESS:

Old furniture for sale and/or removal. See Fiscal Officer’s report.

HHS Lease. See Contracts and Legislation report.

Security Cameras quote. See Building and Grounds report.

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NEW BUSINESS:

Sign-up sheet for the Staff Breakfast to be held in April was completed.

Bylaws update will begin possibly in June.

MOTION BY: T. Griffith, second by R. Watt adopting Permanent Appropriations in the total amount of all funds of \$923,952.00 for the calendar year of 2018 under the authority granted to the Board by R.C. 3375.33. Roll Call – Yeas 6, Nays 0. Motion Carried.

RESOLUTION NO. **2018-01**.

Basement water discussion. See Building and Grounds report.

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

Meeting adjourned at 8:15 p.m.

Terry R. Griffith, Vice-President

Joanne Kensik, Fiscal Officer

Karen Seibel, President