

Huron Public Library Board of Trustees
Minutes to Regular Meeting Held March 9, 2016

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

Present: Terry Griffith; Karyn Seibel; Robert Williams; Pete Landino; Tom Hoffman; Rob Kozar arrived at 7:25 p.m. Excused: Joe Giardina. Guests: Benjamin Reid, Director, Joanne Kensik, Fiscal Officer.

MOTION BY K. Seibel second by T. Hoffman to approve minutes to the February 10, 2016 meeting. Roll Call – Yeas 5, Nays 0, Abstained 1. Motion Carried.

PUBLIC COMMENTS: None

GUEST SPEAKER:

Mr. Jeff Heinrich from the State Treasurer's Office was in attendance. He presented a slide presentation on the OhioCheckbook. It was explained how it would create an open and transparent environment to benefit local taxpayers as well as the public at-large. It can also be a useful tool providing information for budgeting comparisons as well as comparisons with other entities. More discussion on the OhioCheckbook will be done at the April Board meeting.

COMMUNICATIONS:

REPORTS:

President's Report:

President Griffith reminded the Board that the Ohio Library Council's Library Trustees Workshop is on Saturday, March 19th, 2016.

Changes to the By-laws will be discussed under old business and the PLF meeting held on 2/23/16 will be discussed further in the Director's Report.

Director's Report:

Director Reid reported that he has received two employee resignations. He has/had scheduled interviews from March 4 through March 10, 2016. Both positions are to fill a 24 hour per week PT Circulation Assistant.

The Annual Reports are complete and have been submitted. Mr. Reid provided a copy for the Board in their Packet.

Mr. Reid will be attending OLC's Advocacy Day on April 13 in Columbus, if any Board member would like to attend, please let Mr. Reid know.

The planning for the "Battle of the Books 2016" is underway and tentatively scheduled for September 24, 2016.

Mr. Reid then went into more detail regarding the PLF distribution meeting. It was suggested the group identify the determined districts of population and time was spent identifying known population from the Ohio 2010 census. James Tolbert, Berlin/Milan Library suggested the group identify a disinterested third party who would generate per capita data for the group. Mr. King, Erie Regional Planning suggested Strategic Research at the State as a disinterested third party. David Trotter, Ritter Public Library, will complete a spreadsheet and have it distributed to the directors via email. Since that meeting, Mr. Reid completed his own spreadsheet showing the proposed and current percentage per capita and presented it to the Board. According to Mr. Reid's figures, it is an even split that 3 library's stand to lose money and 3 library's stand to gain should the formula be changed. The next meeting is scheduled for March 29, 2016 at Sandusky Library.

Fiscal Officer's Report:

The Fiscal Officer did not have a report but provided the Board with Financial Statements for the month of February. Ms. Griffith asked about the Reserved for Encumbrance 12/31 on Account #1000-120-411-4000, Adult Books. The Fiscal Officer explained that was open Purchase Order as of 12/31/15 and carried over into 2016. The Reserved for Encumbrance 12/31 Adjustment shows the dollar amount of the carried over purchase orders that have been closed since 2016. The formula to obtain the unencumbered balance is: Final Appropriation minus Current Reserved for Encumbrance minus YTD Expenditures plus the difference between the Reserved for Encumbrance and Reserved for Encumbrance Adjustment equals the Unencumbered Amount.

Personnel Committee Report:

Chair, Bob Williams, reported on their meeting on 3/3/16 where changing our current employment application as a result of HB 56 signed into law 12/22/15 by Governor Kasich was discussed. The Personnel Committee is recommending to the full board the deletion on the current application, the question: "Have you been convicted of a felony in the last seven (7) years."

Ms. Kensik asked that since they are changing the application form, could a line be added asking the applicant if they have ever retired from an OPERS position. This is for coding purposes required by OPERS.

Audit and Finance Committee Report:

In Mr. Giardina's absence, the Director and Fiscal Officer presented the Board with a revised 2016 Appropriation's Budget. Mr. Reid explained the changes to various line items that he felt was necessary after seeing the end of the year expenditure report. He also explained that Account #1000-760-740-4900 (Beechy) and 1000-760-750-000 (Meeker) were not on the Temporary Appropriations and needed to be added in order to spend the money in 2016.

Building and Grounds Committee Report:

Chairman, Tom Hoffman, said they will be scheduling a meeting after the Board meeting.

Strategic Planning Committee:

Chairman, Rob Kozar, said a meeting has been scheduled for March 31, 2016 at 4:00 p.m.

Contracts and Legislation:

None

OLD BUSINESS:

MOTION BY R. Kozar, second by K. Seibel to approve changes to the bylaws (2.06) which would strike Records Commission from Standing Committees and add Contracts and Legislation Committee. Roll Call – Yeas 6, Nays 0. Motion Carried.

NEW BUSINESS:

MOTION BY K. Seibel, second by R. Kozar adopting permanent appropriations for the calendar year 2016 under the authority granted to the Board by R. C. 3375.33. Roll Call – Yeas 6, Nays 0. Motion Carried. RESOLUTION NO. 2016-01.

MOTION BY R. Williams, second by R. Kozar to change Section 13.02 of the Operating Procedures to include certain behavior as unacceptable for library patrons. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY B. Williams, second by P. Landino to accept the recommendation of the Personnel Committee in revising the current application form to comply with the

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requirements of H.B. 56 signed into law on 12/22/15 by Governor Kasich. Roll Call
Yeas 6, Nays 0. Motion Carried.

The Staff Breakfast has been set for 7:30 a.m. on April 20, 2016. A sign-up sheet was
passed around and Mr. Kozar will be in charge of reminding everyone of the date and
time and items need.

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

Meeting adjourned at 8:30 p.m.

Terry Griffith, President

Joanne Kensik, Fiscal Officer