

Huron Public Library Board of Trustees  
Minutes to Regular Meeting Held November 12, 2014

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

Present: Robert Williams; Terry Griffith; Sally Sprunk, Lesley Dieter; Peter Landino; Tom Hoffman; Rob Kozar.

MOTION BY T. Griffith, second by S. Sprunk to approve the minutes to the October 5, 2014 meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

Thank you card to the Board of Trustees from employees Melissa Harrington and Carol Opalka for giving them the opportunity to attend the OLC conference.

REPORTS:

**President's Report:**

President Williams welcomed Karyn Siebel to the Trustee's meeting.

**Director's Report:**

Director Reid has had continued discussions with Wadsworth Service about the library's HVAC system. Wadsworth representatives will be at the Board's December meeting to present briefly their recommended changes to our system.

The Director's Chromebook/Cloud Printing investigation is continuing with conversations with Clevnet Techs. He plans to visit Sandusky and Vermilion to evaluate their solutions.

Director Reid attended a Clevnet Directors Meeting on October 31, 2014. The strategic planning process, including a new staffing plan presented by the Clevnet Directors was discussed. Clevnet member pricing structure was discussed. Huron Public Library's fees increased 8% for 2015.

**Fiscal Officer Report:**

Fiscal Officer reported that the Certificate of Deposit was renewed for one year. The eighteen month Certificate of Deposit is not for public entities.

Amended Certificate of Estimated Resources was received. The new certificate moved the Homestead and Rollback Taxes to the Other Sources column

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Secured contracts for Gas and Electric using Sourcing Alliance and On Demand Energy as our broker. Three year contract with Direct Energy for electric at .06990 per kwh and Snyder for Gas at 57.9 per ccf.

Attended an online Pre-Year End Closeout/Housekeeping class and the Fiscal Officer is currently viewing online Security Training.

The Fiscal Officer attended a HIPAA Privacy and Security Training Seminar on how to properly safeguard PHI (Protected Health Information) and the allowable reasons you may use or disclose PHI.

Transfers for the month of October.

\$1000.00 To Cover Medicare Expenses until end of year.

From: 1000-110-221-0000 Medical  
To: 1000-110-213-0000 Medicare

\$2000.00 Requested by Children's Librarian and approved by Director

From: 1000-120-413-1001 DVD Juv  
To: 1000-120-411-1000 Books Juv

\$500.00 For Book Spine Labels

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

\$25.00 For Job Opening

From: 1000-110-221-0000 Medical  
To: 1000-110-325-0000 Advertising

\$250.00 For Furnace Filters

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

\$500.00 For General Supplies

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

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\$150.00 For Light Bulbs

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

**Personnel Committee Report:**

Chair S. Sprunk reported they are in the process of reviewing employee salaries.

**Audit and Finance Committee:**

Chair L. Dieter will request a meeting in the next few weeks to establish temporary appropriations for 2015.

**Building and Grounds Committee:**

Chair P. Landino announced a meeting will be held the beginning of next year.

**Strategic Planning Committee:**

Chair R. Kozar announced the committee will meet on November 21, 2014 at 1:00 p.m.

**OLD BUSINESS:**

The Holiday Open House was discussed with a MOTION BY T. Griffith, second by R. Kozar to spend up to \$150.00 on refreshments. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY T. Griffith, second by L Dieter to revise motion of 10/15/14 and accept the Personnel Policies with the Job Descriptions attached only to the Employees copy and the Board of Trustee's copy but not indexed. Roll Call – Yeas 6, Nays 1. Motion Carried

**NEW BUSINESS:**

MOTION BY T. Griffith, second by T. Hoffman that the Huron Public Library Board of Trustees supports the petition of Sandusky Library, Inc. to establish its boundaries. Roll Call – Yeas 7, Nays 0. Motion Carried.

The Fiscal Officer asked for a motion to transfer \$35,000 from the General Fund to Star Ohio. The Board decided to table the suggestion until the December meeting as they may want the money to transfer to the Capitol Improvements Fund and not Star Ohio.

Ms. Dieter excused herself from the meeting at 8:10 p.m.

MOTION BY S. Sprunk, second by P. Landino to accept the recommendation of the Director to hire Vicki Hillman the position of Children's Library Assistant effective 11/12/14 at the rate of \$9.50 per hour. Roll Call – Yeas 6, Nays 0. Motion Carried.

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EXECUTIVE SESSION:       None

There being no further business to discuss, Motion by T. Griffith, second by S. Sprunk to adjourn.  
Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting adjourned at 8:16 p.m.

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Robert Williams, President

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Joanne Kensik, Fiscal Officer