

Huron Public Library Board of Trustees
Minutes to Regular Meeting Held September 9, 2015

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

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

At this point, President Williams introduced Mike and Jeff from Wadsworth Solutions to discuss upgrading our current HVAC system. Wadsworth offered to upgrade current building automation system with re-commissioning at a cost of \$25,950.00. The Board asked if they would consider upgrading the current building automation system with re-commissioning and a computer at \$22,500.00 plus the library will sign a yearly maintenance contract in the amount of \$8,296.00. After further discussion, Wadsworth asked if we had an agreement in principle. All Board members agreed. T. Griffith asked that Wadsworth present a new contract and maintenance agreement reflecting the agreed upon prices before the next Board meeting so that a Resolution could be made and voted upon.

MOTION BY T. Griffith, second by K. Seibel to approve minutes to the August 12, 2015 meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

REPORTS:

President's Report:

President Williams reminded the Board that the Friends of Huron Public Library will be holding a book sale on September 11-13th. If any Board member could volunteer it would be greatly appreciated as they need help with set-up, tear-down and cashiers.

Director's Report:

Director Reid reported to the Board the success of the NEO RLS and Erie County Library Directors sponsored Staff Day. The keynote speaker discussed charismatic customer service and provided popular business examples. There were three breakout sessions including hands on emerging tech lab. The day ended with an author talk from John and Marie Hildebrandt on their new book, *Lake Erie's Shores and Islands*.

Director Reid provided the OHRAB grant midterm report summarizing our progress. He has met with the Huron Historical Society to discuss the scanning and metadata responsibilities, most of which must reside with the Society members.

Mr. Reid has attended several meetings in August including his presence at HS Freshmen Orientation and hosting outreach tables at each public school during the evening school open house along with staff members. He met with the new Director of the BGSU Firelands Library and attended the grand opening of the Sandusky Library's digital media center. He also met with Janet Ford, Director of Ritter Public Library to discuss her experience using NEO RLS as a strategic planning partner.

Fiscal Officer's Report:

The Fiscal Officer notified the Board that First Communications has increased a Standard Commercial Line to \$37.95 beginning September 1, 2015.

The Ohio Department of Taxation supplied new employer withholding tables to be used for payrolls that end on or after August 1, 2015. The new tables take into consideration the 3.1% income tax reduction that went into effect when the Budget Bill was signed into law on June 30, 2015.

Second Half of Real Estate Taxes has been received and deposited on August 27, 2015.

The Official Certificate of Estimated Resources from the Erie County Auditor's Office has been received. The Finance Committee will be meeting to discuss temporary appropriations.

Personnel Committee Report:

One application has been received for Trustee. Deadline for submission is August 25, 2015. The committee will interview applicants on August 30, 2015 and make a recommendation to the Board at the next meeting on October 14, 2015.

Audit and Finance Committee Report:

Chairman Dieter will contact members of the Audit and Finance Committee to set a day and time for a meeting to discuss temporary appropriations.

Building and Grounds Committee Report:

None

Records Commission Report:

None

Strategic Planning Committee Report:

None

Board Member L. Dieter was excused at 8:30 p.m.

OLD BUSINESS:

Holiday Open House was discussed. It will be held on December 5, 2015 from 2 p.m. to 4 p.m.

Director Reid discussed the Ohiocheckbook with the Board members. He is in favor of providing the information for Ohiocheckbook. The Board asked if he could have the Ohio State Treasurer's Office come to a Board meeting with a presentation, preferably an example of a library using the Ohiocheckbook. Mr. Reid will contact the Ohio State Treasurer's Office to arrange a presentation.

Mr. Reid is in the process of obtaining quotes for property insurance and will report to the Board when information is received.

NEW BUSINESS:

MOTION BY T. Griffith, second by K. Seibel to accept the changes to the Personnel Policy 8.17 as recommended by the Personnel Committee. Roll Call- Yeas 4, Nays 1. Motion Carried.

Director Reid presented the Huron Public Library 2016 Holiday Closings for the Board to approve. MOTION BY T. Griffith, second by P. Landino to accept the dates for the 2016 Holiday Closings. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY T. Griffith, second by T. Hoffman to enter into Executive Session at 8:39 p.m. to discuss compensation of a public employee. Roll Call – Yeas 5, Nays 0. Motion Carried.

Regular meeting resumed at 9:05 p.m.

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MOTION BY T. Griffith, second by R. Williams to compensate Cathi Dix 50% of accrued sick time as retiring from the Huron Public Library. Roll Call – Yeas 4, Nays 1. Motion Carried.

There being no further business to discuss, MOTION BY P. Landino, second by K. Seibel to adjourn. Roll Call – Yeas 5, Nays 0. Motion Carried.

Meeting adjourned at 9:10 p.m.

Robert Williams, President

Joanne Kensik, Fiscal Officer