

Huron Public Library Board of Trustees
Minutes to Regular Meeting Held November 11, 2015

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

Present: Robert Williams; Karyn Seibel; Tom Hoffman; Pete Landino; Terry Griffith; Lesley Dieter arrived at 7:15 p.m. Excused: Rob Kozar. Guests: Benjamin Reid, Director; Joanne Kensik, Fiscal Officer and Joseph Giardina.

MOTION BY T. Griffith, second by K. Seibel to approve minutes to the October 14, 2015 meeting. Roll Call – Yeas 4, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: Director Reid received a thank you from the poll workers for providing them with donuts on Election Day. He also received a thank you from Huron City Schools for his presentation on Fall Children's Literature.

REPORTS:

President's Report:

President Williams discussed the November 3, 2015 election and the levy's that were on the ballot for Libraries. He reminded the Board that our levy will be coming up soon.

Director's Report:

Director Reid reported that Wadsworth has installed the new controls system, migrated the data, and the new system is currently running the building. President Williams asked for a demo on how the control system works. Mr. Reid will be happy to provide a demo to the Board after he is trained on the new system.

Staff has completed CPR/AED training from the Huron Fire Department and Director Reid has completed evaluation meetings with each staff member based on the agreed upon goals and objectives.

Huron Library will not be renewing its license with Recorded Books for the Atomic Training product. While the product is useful, it did not find enough of an audience in our community to warrant the cost. CLEVNET Directors have voted to discontinue Zinio Magazines in 2016. OverDrive is now offering digital magazines from the same platform as the ebooks. The CLEVNET Directors also announced that Huron Public Library's CLEVNET costs will rise by 3.79% in 2016.

Mr. Reid met with newly appointed Representative Steve Arndt on November 3, 2015. Mr. Arndt received a tour of the building and library funding in Ohio was discussed.

Mr. Reid attended several meetings in the month of October including teaching Mrs. Bender's TLC Class at Huron City Schools where four video tutorials on Huron Library electronic resources have been completed and uploaded to YouTube.

Fiscal Officer's Report:

Fiscal Officer Kensik received a letter from Erie County Auditor's Office requesting a resolution of approval of the distribution formula for Public Library Funds which will be discussed further under New Business.

Ms. Kensik has been obtaining prices for a new cash register. She has checked Staples in Sandusky and is currently working with Hilty Office Supplies to see what is available and the cost.

She continues to go through old records to organize the items that must be kept for specific periods of time and set items aside that are ready for disposal.

UAN will be offering an online class on December 4, 2015 from 8:00 a.m. to 4:30 p.m. regarding Year End Updates. She will join the morning session on Accounting from 8:00 a.m. to 12:00 p.m. The afternoon session is for Payroll only.

Personnel Committee Report:

Ms. Griffith provided the Board with minutes from the Personnel Committee meeting held on September 2, 2015 and the items will be discussed further under New Business.

Audit and Finance Committee Report:

Ms. Dieter and Mr. Reid explained to the Board of Trustees the 2016 Appropriation Budget and where increases were made to cover additional expenses for 2016.

Building and Grounds Report:

None

Records Commission Report:

None

Strategic Planning Committee Report:

In Mr. Kozar's absence, Mr. Reid reported that the Strategic Planning Committee met on October 15, 2015 and reviewed the strategic planning timeline. Progress report for Q2, Q3, and Q4 was discussed. The committee then discussed Strategic Planning for 2016 and it was decided to call a meeting with a rep. from NEO RLS to hear about their strategic planning consulting service. The meeting with the rep from NEO RLS was held on November 5, 2015. NEO uses a balanced planning approach of their own creation using blended aspects of traditional planning models. NEO RLS provided samples of questionnaires and other library strategic plans in a packet for the committee and Board members including pricing figures. NEO's involvement in each of the planning steps is up to the Library, thus offering an 'a la carte' model.

OLD BUSINESS:

Property Insurance was discussed. The Board had questions regarding coverage and it was decided to table the motion until their questions could be answered.

Holiday Open House will be held on December 5, 2015 (2 PM – 4 PM). Terry Griffith asked for a Chairman for the Open House to keep everyone on task. Karen Seibel volunteered.

The Huron Historical Society Lease was discussed. The lease was to run from January 1, 2015 until December 31, 2016. Ms. Griffith hand delivered copies of the lease to the Historical Society who just needs to provide two documents and sign the lease. As of today, there has been no response from the Historical Society regarding the lease.

NEW BUSINESS:

MOTION BY T. Griffith, second by T. Hoffman to clarify Section 8.13 of the Personnel Policy the word Retirement to now be defined as retirement under the Ohio Public Employees Retirement System. Roll Call – Yeas 6, Nays 0. Motion Carried.

Mr. Landino left at 8:40 p.m.

MOTION BY L. Dieter, second by K. Seibel to adopt temporary appropriations budget for 2016. Roll Call – Yeas 5, Nays 0. Motion Carried. RESOLUTION NO. 2015-08.

MOTION BY T. Griffith second by B. Williams to formally accept the Erie County Alternate PLF distribution formula for 2016. Roll Call – Yeas 5, Nays 0. Motion Carried. RESOLUTION NO. 2015-09.

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There being no further business to discuss, MOTION BY L. Dieter, second by T. Hoffman to adjourn. Roll Call – Yeas 5, Nays 0. Motion Carried.

Meeting adjourned at 8:50 p.m.

Robert Williams, President

Joanne Kensik, Fiscal Officer