

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

Meeting was called to order at 7:00 p.m. by President, Karyn Seibel.

Present: Terry Griffith, Karyn Seibel, Joe Giardina, Tom Hoffman, Rhonda Watt, Robert Williams. R. Kozar arrived at 7:15 p.m. Guests: Benjamin Reid, Director and Joanne Kensik, Fiscal Officer.

MOTION BY: R. Watt, second by T. Griffith to approve the minutes to the January 10, 2018 regular meeting with corrections. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

REPORTS:

**President's Report:**

Ms. Seibel reminded the Board of the date and time of the OLC Library Trustee Workshop and also various dates of the Library Trustee Dinners around the state.

**Director's Report:**

Mr. Reid is planning on attending the OLC Legislative Day scheduled for Wednesday, April 11, 2018 in Columbus. The invitation is open for Trustees to attend as well.

The Chamber will be hosting the 2<sup>nd</sup> annual Celebrate Huron event at the Cedar Point Center-BGSU Firelands on April 18 2018.

DeLuca's has installed the sump pump in the basement area.

Mr. Reid provided the Board with a report from the Director's meeting he attended on January 26, 2018. One item discussed was automatic renewals. This service can only be turned on system wide so it was an "all or nothing" for CLEVNET. Directors overwhelmingly voted to turn on automatic renewals, which should happen with the next three to four months.

Mr. Reid told the Board that the Head of Circulation and Technical Services submitted her 2017 year-end report and it is in the packet for them to read.

**Fiscal Officer's Report:**

The Fiscal Officer reported on the meeting held by the Records Commission on 2/7/18. At that meeting, a Community Shred Day was discussed. The committee needs to meet

with the Director to see if there are funds available to host a Community Shred Day and when we should schedule such an event. The Board of Trustees thought a Community Shred Day would be an excellent community outreach program if the budget for 2018 can support such an event.

**Personnel Committee Report:**

None

**Audit and Finance Committee Report:**

A meeting has been scheduled for February 27, 2018 at 9:00 a.m.

**Building and Grounds Committee Report:**

The Building and Grounds Committee met on January 23, 2018. Items discussed was Phase 2 of the Security Camera Project, digital signage quotes, the phone system and the life expectancy of the boilers.

**Strategic Planning Committee:**

Chair, Rob Kozar laid out the first quarter objectives for the Strategic Plan and how those objectives are being met.

**Contracts and Legislation:**

Will be discussed under Old Business

At this time, Ms. Watt and Ms. Seibel left the meeting due to previous commitments.

**OLD BUSINESS:**

Mr. Reid presented to the Board two quotes for new chairs. One quote was for 92 chairs at a cost of \$33,665.92. The second quote was for 116 chairs at a cost of \$40,856.32.

MOTION BY R. Williams, second by T. Hoffman to purchase 116 chairs at a cost of \$40,856.32. Roll Call – Yeas 4 – Nays 1. MOTION CARRIED.

The Board then discussed the Huron Historical Society lease. The Board agreed that the Historical Society can maintain 3 bays in the fire retardant room and they need to have minimal office hours for patrons.

Phase II of the Security Cameras was discussed and Director Reid suggested that the proposal should return to the Building and Grounds Committee for further discussion before a decision is made.

NEW BUSINESS:

A hand written Committee assignment sheet was given to the Board. Ms. Kensik will type up the assignment sheet and pass out at the March 14, 2018 meeting to be inserted in the Board member's handbooks.

MOTION BY J. Giardina, second by R. Kozar to accept the landscaping contract for 2018 from Cooner Enterprises in the amount of \$7,202.00. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY R. Williams, second by T. Hoffman to accept the carpet cleaning contract for 2018 from Fiber Seal of Cleveland in the amount of \$2871.88. Roll Call – Yeas 5, Nays 0. Motion Carried.

Mr. Reid provided the Board with the order form for Summer Reading T-shirts. He asked the Board to select a style and color for themselves. The T-shirts are worn by the Board, during the parade in July to promote the library and the Summer Reading Program.

The Staff Breakfast will be held on April 10, 2018 at 7:30 a.m. Mr. Williams will chair the event and will give assignments to the other Board members at a later date.

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

Meeting adjourned at 8:30 p.m.

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Karin Seibel, President

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Joanne Kensik, Fiscal Officer