

Huron Public Library Board of Trustees
Minutes to Regular Meeting 03/18/14

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

Present: Terry Griffith, Sally Sprunk, Lesley Dieter, Pete Landino, Rob Kozar.

Excused: Robert Williams, Tom Hoffman.

Guests: Benjamin Reid, Director, Joanne Kensik, Fiscal Officer.

MOTION BY S. Sprunk, second by L. Dieter to approve minutes to February 12, 2014 meeting with corrections. Roll Call – Yeas 5, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

Director Reid received a letter from Representative Chris Redfern welcoming him to the Huron Public Library.

Director Reid received a letter from Senator Sherrod Brown regarding our concern with ensuring public access to e-book materials through public libraries. (See Resolution 2014-1 passed January 8, 2014).

REPORTS:

President's Report:

In President Williams' absence, Vice President, Terry Griffith, reported that Legislative Day is April 2, 2014 and she reminded the Board that the Staff Breakfast will be on May 22, 2014.

Director's Report: (Full Report Attached)

Director Reid informed the Board there was a leak in the bleeder vent in the heating unit above the Children's Area. DeLuca Plumbing was called and they shut the valve off and put a cap in it. The heating system is functional and there shouldn't be any further ramifications stemming from the issue.

Firelands Electric is continuing with the installation of new lighting and ballasts. We have experienced gradual failure of lights and ballast not accounted for in the 2013 quote. Most pressing, are the ballasts in the Story time Room. Firelands will submit a quote for just that room.

All public service employees (except our newest) have been trained on digital downloading from the library's eMedia collection to various consumer devices.

Director Reid has been working with Andy Busch from Clevnet IT to solve minor problems with our computers and network. Mr. Busch is creating network policies that improve the automatic updates on our public PC's.

Director Reid met with Bryan Croucher from Parks and Rec and Poet Laureate Ron Ruble. The library will be taking over administrative functions of the City of Huron's Poet Laureate Program. The change will be announced and approved at the March 11 2014 City Council Meeting and we will celebrate with a reading at the Library on April 28, 2014 at 7:00 p.m.

The State Annual Report has been completed and submitted to the State Library. Director Reid provided a spreadsheet to the Board comparing library data over the past three years.

On March 4, 2014 a Library-wide Snapshot Day was held to show what is accomplished in a regular day at the Huron Public Library. The images and stories he collected from Snapshot Day will be used to create advocacy materials for Legislative Day on April 2, 2014 and promote the library during National Library Day Week from April 13-19.

Fiscal Officer's Report: (Full Report Attached)

Fiscal Officer, Joanne Kensik, informed the Board that an incident report was sent to Hylant Administrative Services regarding the water leak in the Children's section of the Library. By having an incident report on file, the insurance company is aware of the situation should further damage be discovered such as mold or mildew.

The Auditor of State's office announced a five percent reduction in the monthly UAN user fee. The reduction is a result of the continued growth in the UAN clients.

An amended Terrorism Certificate that is part of the Library's insurance policy was received on March 5, 2014.

Personnel Committee Report: None

Audit and Finance Committee Report: (Full Report Attached)

Chairman Dieter reported that the Audit and Finance Committee met on February 26, 2014 to discuss proposed Permanent Appropriations for 2014. Line item changes and the reasoning for said changes were discussed. The Board was given the proposed 2014 Permanent Appropriations as well as a spreadsheet showing changes made to each line item.

Building and Grounds Committee: None

Records Commission Report:

Chairman Griffith, Sally Sprunk, Director Reid and Fiscal Officer, Joanne Kensik will be attending an e-Records Forum in Dublin, Ohio on March 20, 2014.

Strategic Planning Committee: (Full Report Attached)

The Strategic Planning Committee met on February 21, 2014. The Committee viewed and discussed the Strategic Planning Implementation Timelines from previous quarters. The Committee discussed the state of SP 2013 Progress Report and decided, with the change of leadership, a Progress Report at the end of 2014 would be more accurate and effective. The Director will revise and extend the Strategic Planning Timeline to provide to the Committee and Board.

OLD BUSINESS:

Director Reid reported on the progress of Firelands Electric's completion of the installation of lights and ballasts.

NEW BUSINESS:

MOTION BY S. Sprunk, second by L. Dieter adopting Permanent Appropriations for the Calendar Year of 2014. Roll Call – Yeas 5, Nays 0. Motion Carried. RESOLUTION NO. 2014-3

MOTION BY L. Dieter, second by P. Landino approving the employment of Patricia Balde as the Part-time Children's Library Assistant to work 20 hours per week at a rate of \$9.50 per hour. Roll Call – Yeas 5, Nays 0. Motion Carried.

Director Reid provided the Board with a spreadsheet comparing People Counters from various sources.

MOTION BY S. Sprunk, second by P. Landino approving the changes to the Meeting Room Policies, Chapter 15 in the Huron Public Library's Bylaws, Policies, Plans & Procedure Manual. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY P. Landino, second by R. Kozar to accept administrative duties of the Huron Poet Laureate program. Roll Call – Yeas 5, Nays 0. Motion Carried.

Huron Public Library Board of Trustees
March 18, 2014
Page 4

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

Meeting adjourned at 8:25 p.m.

Terry R. Griffith, Vice-President

Joanne Kensik, Fiscal Officer