

Huron Public Library Board of Trustees
Minutes to Regular Meeting Held February 10, 2016

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

Present: Terry Griffith; Karyn Seibel; Joe Giardina; Tom Hoffman; Rob Kozar.

Excused: P. Landino, and Robert Williams Guests: Benjamin Reid, Director.

MOTION BY T. Hoffman second by K. Seibel to approve minutes to the January 13, 2016 meeting. Roll Call – Yeas 5, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

REPORTS:

President's Report:

President Griffith announced that the Ohio Library Council's Trustees Workshop is scheduled for Saturday, March 19 at the Westerville Public Library.

There has been a change to the bylaws to reflect the deletion of the Records Commission and the addition of the new Committee, Contracts and Legislation. This change will be voted on at the March, 2016 meeting.

President Griffith announced a change in the meeting format and board packets. Board packets will be e-mailed on the Friday before the Board meeting. Each member should review the Board packet and have question or comments ready to go. Reports from the committees, officers and administration will be projected on the screen so people can ask questions or discuss the topic. The administration will discuss important issues not contained in their reports. Agendas will continue to be handed out in hard copy so the Board can follow along. Resolutions and necessary documents will also be hard copied and distributed at the meeting. By making this change in the meeting format and board packets, we will save approximately eleven reams of paper a year, save money and have a greener footprint.

President Griffith discussed the first meeting of the joint library meeting for creating a new formula for the annual PLF funds. The directors and fiscal officers wish to use the school census as per capita formula. The attainment of that information is difficult. School district boundaries do not match those of counties, cities, villages, townships or districts. The consensus is to resolve this problem this year with unanimity among all the libraries. The next meeting will be held on 2/23/16 with Tim King of Regional Planning to see if he can produce school district boundaries and populations.

Director's Report:

Director Reid reported that Wadsworth Service confirmed the mechanical issues addressed during the re-commissioning process. He expects to present a punch list soon, prioritizing for budgeting purposes.

Jeff Heinrich, Public Affairs Representative from the Ohio Treasurer's office, was unable to attend tonight's meeting to answer questions about the Ohio Checkbook. He is tentatively scheduled for the March meeting.

Director Reid will be attending monthly meetings for the OLC Convention & Expo. Mr. Reid is serving on the Local Arrangements Committee and is in charge of working with a retailer to coordinate the Convention bookstore on site.

Mr. Reid attended an open house and meeting at the OverDrive headquarters in Cleveland. He heard a presentation on updates and changes to their service, websites, and apps. He is interested in pursuing details on an OverDrive advantage account, which would allow us to supplement our CLEVNET wide purchases for filling holds or building collections just for Huron Library users. The cost for ebooks could come out of the general books budget.

Mr. Reid informed the Board that the library has received a gracious donation from Mr. Ken and Rhonda Watt. A thank you card has been sent.

Fiscal Officer's Report:

The Fiscal Officer informed the Board that FY 2015 is closed and all financial data has been sent to UAN. 1099's were mailed to vendors on 1/20/16. W-2's have been received and distributed to employees.

The Internal Revenue Service will significantly reduce the number of tax forms and tax filing instruction publications made available to local public libraries.

The Records Commission met on January 27, 2016. The Commission went over categories within the R-2 Form that were duplicative, redundant or needed to be deleted as well as changes in retention periods. The Records Commission will have another meeting to formalize the changes before presenting to the Board of Trustees for their approval.

Personnel Committee Report:

A tentative meeting has been scheduled for March 3, 2016.

Audit and Finance Committee Report:

Meeting scheduled for February 16, 2016 at 8:00 a.m.

Building and Grounds Committee Report:

A tentative meeting has been scheduled but will confirm date and time at the next Board meeting.

Strategic Planning Committee Report:

MOTION BY K. Seibel, second by T. Hoffman to accept the State Library of Ohio services to update the Strategic Plan.

The next meeting of the Strategic Planning Committee will be March 31, 2016 at 4:00 p.m.

Contracts and Legislation Report:

None

OLD BUSINESS:

Director Reid presented a visual tour of the HVAC System.

Mr. Reid introduced new employee, Susan Gallaher to the Board.

NEW BUSINESS:

MOTION BY: K. Seibel, second by R. Kozar to accept the McCormick Junior High Evacuation Plan as amended and be added to the Huron Public Library Emergency and Safety Procedures, subject to approval by the City of Huron Building Department. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY: R. Kozar, second by J. Giardina to accept the Firelands Montessori Academy Evacuation Plan as amended and to be added to the Huron Public Library Emergency and Safety Procedures, subject to approval by the City of Huron Building Department.

The Board discussed changes to the Bylaws, specifically Section 2.06.

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Board Committee list for 2016 was distributed.

Board Calendar for 2016 was distributed.

MOTION BY J. Giardina, second by R. Kozar to accept the Library closing dates for 2016 as written. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY R. Kozar, second by K. Seibel to go into executive session for the purpose of discussion of compensation of a public employee. Roll Call – Yea 5, Nays 0. Motion Carried.

Meeting resumed at 8:28 p.m. No decisions were made.

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

Meeting adjourned at 8:30 p.m.

Terry, Griffith, President

Joanne Kensik, Fiscal Officer