

Huron Public Library Board of Trustees
Minutes to Regular Meeting Held May 14, 2014

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

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

MOTION BY: S. Sprunk, second by T. Hoffman to approve the minutes to April 9, 2014 meeting. Roll Call – Yeas 4, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

A card was received from employees Carol Barcus and Melissa Harrington thanking the Board for the opportunity to attend workshops at the OLC Conference.

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

In response to our letters regarding the PLF, Director Reid received a reply from Senator Gardner saying he would support an increase in the PLF distribution formula. Trustee Sprunk and Trustee Williams also received a reply from Senator Gardner.

REPORTS:

President's Report

President Williams discussed the possibility of having a telephone conference call with Senator Gardner so the Board would have an opportunity to ask questions regarding the PLF distribution formula. The trustees in attendance did not think it was necessary and Director Reid said he should know whether a bill will be introduced by the Board's next meeting on June 25, 2014.

President Williams asked the Board members to consider becoming a member to Friends of Huron Public Library if they are not already members.

President Williams asked the Board to consider support to the Summer Reading Program in the form of a donation if possible.

President Williams reminded the Board that the Staff Breakfast will be on May 22, 2014 at 7:30 a.m. and the River Fest Parade is the 2nd Saturday in July.

Director's Report

Director Reid met with Wadsworth Slawson to discuss service goals for the Summer and Fall visits. He also met with Andy Busch, CLEVNET tech to complete a few IT projects and to help in the installation of the All-Tag sensor gateway on our network.

Director Reid has had meetings with the staff to discuss the River Fest Parade as well as the Summer Reading Program.

Director Reid and Robert Williams attended the Huron City Board's celebration at the Huron Yacht Club and he met with Nancy Gibbons at the Huron Playhouse offices to plan for the library's summer programming partnership. He participated in the Ronald M. Ruble New Play Festival at BGSU Firelands. He, as well as Terry Griffith and Bob Williams, met with the Huron Historical Society to discuss the Society's lease agreement. Director Reid attended the quarterly CLEVNET Director's Meeting and met with the Friends of Huron Public Library's Executive Board to discuss plans for the summer book sale. On May 15, 2014 he will be speaking at the Methodist Senior Luncheon.

Fiscal Officer's Report

Fiscal Officer, Joanne Kensik, reported that the following Fund Balance Adjustments were made as requested by the Ohio State Auditor's Office.

Added to the General Fund:

\$187.53	\$ 15.15 General Funds portion of Interest on CD
	\$ 172.38 Check from a vendor that never cleared the bank

Added to the Permanent Improvement Fund:

\$237.29	Permanent Improvement Fund portion of Interest on CD
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The inter-fund transfer for the Connect Ohio Money that should have been used for salaries was transferred to the General Fund. The amount of \$4,158.00 is on the Revenue Status Report in line item 1000-931-0000 Transfers In. This transfer was approved at the November 2013 Board meeting.

MBO's for 2014-2015 have been submitted to the Personnel Committee.

Ms. Sprunk asked about the \$0.91 in the Youth Connection Fund. Director Reid will make sure a book is ordered in order to clear that account.

Personnel Committee Report

Ms. Sprunk discussed the MBO's with the Board members. She asked that the Board look them over and make any changes if necessary.

Audit and Finance Committee Report

In Ms. Dieter's absence, Rob Kozar reported on the Audit and Finance Committee Meeting held on 5/2/14. The Committee reviewed the proposed review for 2015. Changes were made to the Tax account lines based on the current year projections and discussions were held about expenses in light of the revenue being lower than the 5 year plan. Director Reid presented information regarding the Huron Historical Society lease of library space.

Building and Grounds Committee Report

None

Records Commission Report

None

Strategic Planning Committee Report

Chairman Kozar said a meeting will be held on 6/25/14 at 6:00 p.m.

OLD BUSINESS:

Director Reid reported on the meeting with the Huron Historical Society held on April 15, 2014 regarding a new lease agreement. The library would like a copy of the Historical Society's declaration page from their insurance company and a waiver of claims on any possible diminution or destruction of their collection. A space for the Library's permanent and fiscal records was discussed and they agreed to let the Library use the cut-out bay in the storage area for our records. The amount to charge the Historical Society for leasing was tabled until the Board's June 25, 2014 meeting.

MOTION BY: S. Sprunk, second by R. Kozar to revise page III-7 to include “The Library reserves the right to drug/alcohol test applicants and employees and delete “Employees of other companies, including contractors and vendors, determined to be in violation of the Library’s workplace policy are not allowed on Library property and are denied access to Library property.” Roll Call – Yeas 4, Nays 0. Motion Carried.

Staff Appreciation Breakfast was discussed.

NEW BUSINESS:

MOTION BY: S. Sprunk, second by R. Williams adopting the Tax Budget for 2015 under the authority granted to the Board by R.C. 5705-28 and authorizing the submission to the Erie County Auditor’s Office and the Huron City School District Board of Education. RESOLUTION NO. 2014-4

Director Reid discussed Health Insurance Plan. He is working with Structured Employee Benefits of Ohio which was recommended by the OLC. He will report on benefits and costs as soon as he receives the information from Structured Employee Benefits of Ohio.

MOTION BY: S. Sprunk, second by T. Hoffman to change Article 13.03 (b) to read Smoking or vaping (e-cigarettes). Roll Call – Yeas 4, Nays 0. Motion Carried.

EXECUTIVE SESSION: None

There being no further business to discuss, MOTION BY: T. Hoffman, second by R. Kozar to adjourn. Roll Call – Yeas 4, Nays 0. Motion Carried. Meeting adjourned at 8:15 p.m.

Robert Williams, President

Joanne Kensik, Fiscal Officer