

Huron Public Library Board of Trustees  
Minutes to Regular Meeting Held October 12, 2016

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

Present: Robert Williams; Joe Giardina; Tom Hoffman; Karyn Seibel; Pete Landino; Rob Kozar  
Excused: Terry Griffith. Guests: Benjamin Reid, Director, Joanne Kensik, Fiscal Officer.

MOTION BY: T. Hoffman, second by J. Giardina to approve minutes to the September 14, 2016 meeting as corrected. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS:

Ms. Griffith received a letter from the Ohio Library Council expressing their appreciation for the Director's dedication and contributions to the Convention and Expo for 2016.

REPORTS:

**President's Report:**

In the President's absence, Vice-President, Karyn Seibel, briefly went through the President's Report. Ms. Griffith asked that if trustees cannot make a regular meeting or a committee reading, to email her as well as the Director. Mr. Williams will be giving an update on the applicants for trustee later in the meeting. The PLF meeting will also be discussed later and Ms. Griffith also provided notes to help coordinate the Open House which will be on December 4, 2016 from 2 p.m. to 4 p.m.

**Director's Report:**

Director Reid announced that Huron Library Battle of the Books Team won the 2<sup>nd</sup> annual Erie County competition. The winning banner is hanging above the circulation desk where it will stay for the next year.

Mr. Reid met the Michelle Francis, OLC Director of Gov. and Legal Services and fellow library directors where advocacy goals and strategy for the upcoming state budget cycle to protect the PLF was discussed. The PLF will automatically decrease from 1.7% to 1.66% on July 1, 2016. The main cause this next year is to maintain 1.7% as permanent law.

Clevnet announced that they will be discontinuing Hoopla as a consortium purchase. Mr. Reid is interested in pursuing a Huron Library account and will be considering this as the 2017 Budget is planned.

OverDrive announced that they are discontinuing their Nook magazine service as of December 1, 2016. Clevnet does not have a cost effective replacement in mind but OverDrive is working to develop their own platform and secure content deals so there may be options in the future.

Mr. Reid and two staff members attended the OLC Convention from September 28-30. Reports of the Convention were provided to the Board of Trustees in their packet.

There will be a Candidates Forum on October 18, 2016 at 6:30 p.m. at McCormick School. Full participation from all the candidates running for State Senate (District 2), State Representative (District 89) and Erie County Commission is expected.

The Library was well represented at the Pumpkin Fest on October 8, 2016. The Children's department assisted with the City for pumpkin painting.

**Fiscal Officer's Report:**

The in-house audit was completed on September 26, 2016.

The Fiscal Officer informed the Board that our Certificate of Deposit is up for renewal. MOTION BY R. Williams, second by P. Landino to renew the Certificate of Deposit with Civista at either 6, 9 or 12 months, whichever has the highest interest rate. Roll Call – Yeas 6, Nays 0. Motion Carried.

Ms. Kensik completed three (3) one-hour, on-line courses for Worker's Compensation on Friday, September 30, 2016. This will enable the library to receive a discount on our Worker's Compensation costs.

The Fiscal Officer completed on-line UAN training on September 14, 2016 on General Housekeeping. The course was on things that can be done now to make year-end procedures easier and less time consuming.

Ms. Kensik also attending the PLF Committee meeting on October 4, 2016 along with the Director and President of the Board of Trustees. The next scheduled PLF meeting is February, 2017.

**Personnel Committee Report:**

Chairman, Robert Williams updated the Board of applicants for the Trustee opening. The committee will be meeting on October 24, 2016 and will have a recommendation for the Board at our November meeting.

**Audit and Finance Committee Report:**

Meeting is scheduled for Monday, October 17, 2016 at 8:00 a.m.

**Building and Grounds Committee Report:**

None

**Strategic Planning Committee Report:**

The Committee held a meeting on October 11, 2016. Chair, Robert Kozar, went over the data received from the over 600 responses to the questionnaire. The most important roles of the library appear to be serving children and parents to encourage reading and supporting students

and independent life-long readers. The State Library suggested selecting 3-4 service responses, for a Plan not to exceed 3 years, to serve as Goals for the new Strategic Plan. It is the committee's hope to go through the state's service responses, and to develop goals and objectives to present to the board.

**Contracts and Legislation Report:**

None

**OLD BUSINESS:**

Director Reid reported that Tussing repaired the roof on 10/11/16.

**NEW BUSINESS:**

Director Reid received the 2016-2017 maintenance contract from Wadsworth Solutions. The price will remain the same as last year (\$8,296.00), however, there were some amendments the library requested. MOTION BY: T. Hoffman, second by R. Kozar to accept the maintenance contract for 2016-2017 as amended and authorize the Director to sign the contract. Roll Call – Yeas 6, Nays 0. Motion Carried.

The Holiday Party scheduled for December 4, 2016 was discussed and a sign-up sheet was distributed among the Trustees.

There being no further business to discuss, MOTION BY: J. Giardina, second by R. Williams to adjourn. Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting adjourned at 8:23 p.m.

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Karyn Seibel, Vice-President

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Joanne Kensik, Fiscal Officer