

Huron Public Library Board of Trustees
Minutes of the Regular Meeting October 11, 2023

The meeting was called to order at 7:00 p.m. by President, Joe Giardina. In the absence of Joanne Clapp, minutes were taken by Trustee Rob Smith.

1.0 ROLL CALL: Present, Will Folger, Joe Giardina, Robert Kozar, Pete Jackson, Robert Smith, and Bob Williams. *ExOfficio*: Jennifer Buch, Library Director.
Excused: Karyn Seibel and Joanne Clapp, Interim Fiscal Officer

2.0 A MOTION WAS MADE by Trustee Rob Kozar, seconded by Trustee Pete Jackson, and passed to approve the minutes of the Regular meeting September 13, 2023 with no corrections.

3.0 The first order of business was a video presentation by Kyle Hanning of Library Design. He gave a detailed overview of the proposed changes to the Children's and Teen's sections of the library. Following the presentation he answered questions concerning the design and costs.

3.01 A motion was made by Trustee Jackson and seconded by Trustee Kozar to refer funding issues to the Fiscal Officer and the Finance Committee in order to create a Resolution to appropriate and encumber adequate funding to accomplish the proposed project with Library Designed and with a yet-to-be-determined local painting firm. The motion was passed unanimously.

4.0 PUBLIC COMMENTS: NONE

5.0 COMMUNICATIONS: NONE

REPORTS:

6.0 President's Report: President Giardina reported on the third quarter review with the Library Director. Progress on goals was noted as follows:

- 6.01 We are still waiting to receive insurance quotes from vendors
- 6.02 An off-site managers' retreat is being planned in the 4th Quarter
- 6.03 Jennifer will be moderating the Interlibrary Battle of the Books event
- 6.04 The library lock-in has been an extremely popular program with 35 in attendance

7.0 Director's Report: Director Buch provided a written report, calling attention to the Staff/Trustee Retreat on Friday, November 3. The schedule is:

- 3:00-5:00 Staff Meeting
- 5:15-6:15 Trustee Meeting
- 6:30-7:00 Dinner
- 7:00-8:00 Joint Meeting

8.0 Fiscal Officer Report: No report

9.0 Personnel Committee Report: Trustee Williams presented the written timeline for Trustee nominations for a full term beginning in January 2024.

10.0 Audit and Finance Committee Report: Trustee Jackson announced a meeting to take place on October 24th at 4:00.

11.0 Building and Grounds Committee: In light of the absence of the Fiscal Officer, Trustee Smith made the following motion: That the Fiscal Officer and the Finance Committee appropriate required funding so that the Board may enter into an agreement with TEC, Inc for engineering services related to the necessary bidding process for replacement/renewal of the Library's HVAC system.

12.0 Policy Committee: Trustee Folger reported that there has been good feedback on the proposed review of the Board Handbook. As a result, it is anticipated that the discussion will require a special meeting of the Board on Monday, October 16 at 5:00 pm. Motion by Trustee Folger and seconded by Trustee Smith to approve the meeting was passed unanimously.

13.0 New Business:

13.01 Trustee Jackson made a motion to employ Laura Dahnke as the Fiscal Officer at \$25.00 per hour beginning October 17, 2023. The motion was seconded by Trustee Folger, and passed unanimously by voice vote.

13.02 Trustee Williams made a motion to confirm the employment of Hannah Baum for an as-needed circulation assistant at \$12.00 per hour beginning October 10, 2023. The motion was seconded by Trustee Kozar and passed unanimously by voice vote.

13.03 President Giardina announced Trustee assignments for the Holiday Open House that will take place on December 2, 2023 from 11:00-1:00. With these earlier hours the library program will precede the other community events. Assignments are: Trustee Seibel will arrange for cookies and Trustee Williams will get what is required from Sam's Club (beverages and snack packs).

14.0 There being no further business to discuss, A MOTION TO ADJOURN WAS MADE BY Trustee Folger and seconded by Trustee Smith. Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; Karyn Seibel, Excused; R. Smith, Yea; and R. Williams, Yea. Motion Carried. Meeting adjourned at 9:45 p.m.

Submitted by:

Robert B. Smith, Vice President

Joe Giardina, President

Joanne Clapp, Interim Fiscal Officer