

Huron Public Library Board of Trustees
Minutes to Regular Meeting October 14, 2020

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

Board Members: Joe Giardina, Terry Griffith, Pete Jackson, Rob Kozar, Rob Smith, and Robert Williams. Excused: Karyn Seibel Guests present: Vikki Morrow-Ritchie, Director; and Diane Adams, Fiscal Officer.

MOTION BY Trustee Smith, second by Trustee Kozar to approve the minutes of the September 9, 2020 regular meeting. Roll call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson	X		
Robert Kozar	X		
Karyn Seibel			X
Robert Smith	X		
Robert Williams	X		

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

GUESTS:

None

REPORTS:

President's Report's:

President Griffith presented her report to the board, and stated that the Review and Revisions of Board Policies would be discussed under New Business.

Director's Report:

Director Morrow-Ritchie notified the board that she applied for a \$5,000 grant through the Mylander Foundation, for the purpose of purchasing five new public computers.

She also discussed with the board the cons on using the Cares Act Relief Funds for payroll. She stated that recording and providing supporting documentation to prove wages are allowable expenditures would be difficult at this point.

Director Morrow-Ritchie is awaiting a quote from Gundlach for touchless water bottle filling stations, and self-flushing toilets. These would be paid for using Cares Act Relief Fund grant money.

The Director stated that the library will be closed on Election Day due to voting being on the first floor as you enter the library.

Fiscal Officer Report:

The Fiscal Officer submitted her report to the board, and asked if there were any questions.

She also provided the board with the September Financial reports which included: The Cash Journal; the Payment Listing; the Funds Status; the Appropriation Status; and the Revenue Status Reports.

The Fiscal Officer provided the Investment Summary Report, for the 3rd quarter of 2020 to the board.

Fiscal Officer Adams shared a letter from Jim Nash with Industrial Appraisal that stated that the library needs to have an onsite appraisal every 5-10 years and that at the 10-year mark they no longer certify the values, meaning they can no longer back the values without a reappraisal onsite. He stated that the last onsite appraisal was in 2011.

MOTION BY: Trustee Giardina, second by Trustee Smith to have an onsite appraisal performed in the first quarter of 2021. Roll Call-Yeas 6, Nays 0, Excused 1. MOTION CARRIED

Personnel Committee provided by Chair Williams:

A motion will be made under new business to re-appoint Trustee Kozar to the board, for another 7 years.

Audit and Finance Committee provided by Chair Jackson:

None

Building and Grounds Committee provided by Chair Smith:

The Building and Grounds Committee met on September 14, 2020 for a zoom meeting with Chenelle Plyler, Cooperative Purchasing Administrator for Duro-last. Present were: President Griffith, Chair Smith, Trustee Williams, Director Vikki Morrow-Ritchie, with Trustee Giardina excused. The first portion of the meeting consisted of Q&A between President Griffith and Chenelle Plyler.

The second portion of the meeting was related to the committee's request for an estimate based on the preferences for Duro-last's use of either Tusing or Damschroder, as potential sub-contractors for the project. More detail on this meeting can be found in the Building and Grounds Committee minutes of September 14th.

The Building and Grounds Committee met on September 29, 2020 to discuss the materials that Chenelle Plyler sent in response to the ZOOM meeting on September 14th. Present were: Trustee Giardina, Trustee Williams, Trustee Smith, and Director Morrow-Ritchie. After a lengthy discussion of the Dura-Last submissions, the content of the ZOOM interview, and a section of the ORC that was shared, a Motion was made by Trustee Williams and seconded by Trustee Giardina, that if no negative findings were uncovered by the Fiscal Officer; the B&G Committee would recommend to the Board that they move ahead with finalizing an agreement with Dura-Last through the TIPS program. The motion passed unanimously.

MOTION BY Trustee Smith, second by Trustee Kozar to send what they have talked about thus far to the Contracts and Legislation Committee, who will contract ODAS, and talk with them about the legality of using the TIPS Program based out of Texas for the libraries roof replacement project.

Director Morrow-Ritchie will join the TIPS program on behalf of the library, with no cost involved to do so.

Strategic Planning Committee provided by Chair Kozar:

None

Contracts and Legislation provided by Chair Griffith:

None

OLD BUSINESS:

Motion to Accept the Financials for September 2020

MOTION BY Trustee Kozar, second by Trustee Smith to approve the September Financial Statements, Roll Call- Yeas 6, Nays 0 Excused 1. MOTION CARRIED

Status of measured re-opening of all Library activities

The Director stated that all things will continue as they are

Status for CARES Act grants and mini grants

Covered in Director's report

Status of roof repairs

Covered under Building and Grounds Committee

NEW BUSINESS:

Motion to Adopt A Date and Time for Modified Christmas Party

MOTION BY Trustee Smith, second by Trustee Jackson that in lieu of library's traditional Christmas party, to have building decorations visible from the street, as an alternative recognition for the season. Roll Call- Yeas 6, Nays 0, Excused 1. MOTION CARRIED

Dates for Meeting of Ad Hoc Committees in October, 2020

The various committees are scheduling, and some have already scheduled times to meet, and to review and revise their assigned policies.

2020-10: A RESOLUTION OF THE HURON PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. MOTION BY President Griffith, second by Trustee Jackson to approve Resolution 2020-10. Roll Call -Yeas 6, Nays 0, Excused 1. MOTION CARRIED

2020-11 A RESOLUTION OF THE HURON PUBLIC LIBRARY BOARD OF TRUSTEES INCREASING THE TAX BUDGET FOR THE REMAINDER OF CALENDAR YEAR 2020 IN THE AMOUNT OF \$25,000.00 FROM THE CARES ACT CORONAVIRUS RELIEF FUND.

MOTION BY Trustee Jackson, second by Trustee Giardina to approve Resolution 2020-10. Roll Call -Yeas 6, Nays 0, Excused 1. MOTION CARRIED

MOTION BY Trustee Smith, second by Trustee Williams to recommend to the Huron City School District Board of Education, the appointing authority of Huron Public Library Board of Trustees, the reappointment of Robert Kozar 1124 Laguna Dr., Huron Ohio, 44839, for the term commencing January 1, 2021 and ending December 31, 2027.

MOTION BY Trustee Smith, second by Trustee Kozar to adjourn the regular meeting. Roll Call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson	X		
Robert Kozar	X		
Karyn Seibel			X
Robert Smith	X		
Robert Williams	X		

The meeting adjourned at 8:30 pm.

Terry R. Griffith, President

Diane Adams, Fiscal Officer