

Huron Public Library Board of Trustees  
Minutes to Regular Meeting November 8, 2023

The meeting was called to order at 7:03 pm. by President, Joe Giardina.

Present: Will Folger, Joe Giardina, Pete Jackson, Robert Kozar, Karyn Seibel, Robert Smith, and Robert Williams. Guests: Jennifer Buch, Director; and Laura Dahnke, Fiscal Officer.

MOTION BY Trustee Kozar second by Trustee Folger to approve the minutes of the Regular Meeting October 11, 2023. Voice Call – Ayes prevailed unanimously. Motion carried.

OATH OF OFFICE: Oath taken by Laura Dahnke, new Fiscal Officer

PUBLIC COMMENTS: NONE

COMMUNICATIONS: NONE

REPORTS:

**President's Report:**

None

**Director's Report:**

Director Buch submitted her report to the board. She gave a summary on staff training and accomplishments, Grants received, OLC webinar about censorship, meeting with arboretum, circulation and patronage rising. Comments on the Vision and Mission statements from the Nov. 3 staff meeting will be reviewed at the December board meeting.

**Fiscal Officer Report:**

This Fiscal Officer presented her report to the board. MOTION BY Trustee Smith second by Trustee Seibel to approve Appropriation and Revenue Supplementals made to the budget for the months of September and October. Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried. Discussion on Austin Lawn Care proposal. MOTION BY Trustee Williams to accept, second by Trustee Smith. Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion carried.

**Personnel Committee Report:**

Chair Williams submitted to the board the Committee meeting minutes of October 23<sup>rd</sup>. Committee proposes to recommend Rebecca Morey (nee Humphreys) to the Huron School Board to fill the Trustee term of January 1, 2024 – December 31, 2030. MOTION BY Trustee Williams second by Trustee Giardina to approve recommendation. Discussion followed. Voice Call: - Ayes prevailed unanimously. Motion Carried.

**Audit and Finance Committee Report:**

Trustee Jackson discussed current status of Fiscal Officer's tasks. September Bank reconciliation is complete and Trustee Jackson has signed off on it. The Committee viewed and signed Exhibit A – Certificate of Funds – for outgoing Interim Fiscal Officer Joanne Clapp to Fiscal Officer Laura Dahnke to comply with O.R.C. 3375.3. Director Buch referred to the Ohio Plan proposal for Real & Property Insurance. MOTION BY trustee Jackson to accept proposal, second by Trustee Seibel. Discussion followed. It was agreed to seek competitive quotes and have a benchmark prior to next renewal. Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; W. Folger, Yea, and R. Williams, Nay. Motion Carried.

**Building and Grounds Report:**

No report.

**Strategic Planning Committee:**

Chair Kozar stated that the third quarterly meeting was held and each point of the Strategic plan was reviewed. The plan will be adopted.

**Policy Update Committee:**

Chair Folger stated no meeting was held recently. Next one will be in January 2024. Discussion was held on the updates to the Policy and Procedure Handbook. Trustee Williams addressed unclear items. Director Buch clarified said items. MOTION BY Trustee Giardina second by Trustee Seibel to accept the Policy and Procedure revisions and distribute to staff. Voice Call - Ayes prevailed unanimously. Motion carried.

**OLD BUSINESS**

December 2: Library Open House 10:30am – 12:30pm. 12:30pm meet at McCormick school to walk in the parade. Firepits on North Main – staff will assist with manning these 1:00-pm – 6:00 pm. 6:15 pm Tree Lighting followed by Fireworks. All are welcome to join in any or all activities.

MOTION BY Trustee Smith second by Trustee Seibel to approve payment of \$24,000.00 to TEC to review and propose changes to the HVAC system. Roll Call: P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; W. Folger, Yea; J. Giardina, Yea and R. Williams, Yea. Motion Carried.

MOTION BY Trustee Smith second by Trustee Williams to approve purchase orders up to \$229,000.00 to Library Design for Children's Area renovation. Roll Call: R. Kozar, Yea;

K. Seibel, Yea; R. Smith, Yea; W. Folger, Yea; J. Giardina, Yea, R. Williams, Yea, P. Jackson, Yea. Motion Carried.

### **NEW BUSINESS**

MOTION BY Trustee Kozar second by Trustee Seibel to accept the Financial Statements for September 2023. Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

MOTION BY Trustee Giardina second by Trustee Folger to Diane Adams as a temporary, as needed assistant to the Fiscal Officer for training purposes at the rate of \$25.00 per hour. Roll Call: R. Smith, Yea, W. Folger, Yea; J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; and R. Williams, Yea. Motion Carried.

Director Buch distributed Evaluation packets to the Board of Trustees.

Discussion was held regarding to renew the lease with Huron Historical Society for \$1.00 per month for the period of one year, to be paid in full at the beginning of the year. MOTION BY Trustee Smith second by Trustee Seibel to renew the lease. Voice Call: W. Folger abstained. All others: Ayes prevailed unanimously. Motion Carried.

Discussion was held to address request by Huron Historical Society to hang a portrait in the main lobby. Discussion resulted to offer the lower level gallery area for the portrait.

8:52pm MOTION BY Trustee Smith second by Trustee Folger to move to executive session.

9:32 pm Resumed General Meeting, noted that Trustee Seibel was excused at 9:25 pm.

Board requested to postpone discussion of Mission and Vision statements to next month.

There being no further business to discuss, MOTION BY Trustee Folger second by Trustee Smith to adjourn. Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

Meeting adjourned at 9:47 p.m.

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Joe Giardina, President

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Laura Dahnke, Fiscal Officer