

Huron Public Library Board of Trustees
Minutes to Regular Meeting November 9, 2022

The meeting was called to order at 7:00 pm. by President, Rob Smith.

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

MOTION BY Trustee Giardina, second by Trustee Folger to approve the minutes of the October 12, 2022 regular meeting, and the November 2, 2022 special meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: Pat Corriveau, a thank you card to the board

REPORTS:

President's Report:

President Smith presented his report to the board. He stated that the Library levy passed with 73.72% of the vote. Mr. Smith informed the board that he met with the Director and Fiscal Officer on Monday, November 7th going over results of their performance reviews; he said that their financial recommendation will be discussed in December by the board.

Director's Report:

Director Buch submitted her report to the board. Some of the highlights she talked about were: the update of the security system, the installation and update of the elevator phone, the door counter, the new VOIP phones, and the heat pump switch was fixed.

Fiscal Officer Report:

This Fiscal Officer presented her report to the board.

MOTION BY Trustee Williams, second by Trustee Folger to approve the following Appropriation Supplementals transfers made to the budget for the month of September:

From: 1000-930-930-0000 Contingency	\$2,334.00
To: 1000-230-459-0000 Other Supplies	\$1,200.00
To: 1000-210-340-0000 Ins. and Bonding	\$ 424.00
To: 1000-110-321-0000 Telephone	\$ 210.00
To: 1000-210-362-0000 Water and Sewage	\$ 500.00

The Revenue Budget was raised due a memorial donation:

1000-120-411-1010	\$ 350.00
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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.

Resolution 2022-09 MOTION BY Trustee Seibel, second by Trustee Williams seconded to approve ESTABLISHING A SPECIAL REVENUE FUND FOR THE REPAIR AND MAINTENANCE OF A DONATED BABY GRAND PIANO AND ANY PROGRAMS ASSOCIATED WITH THE DONATED BABY GRAND PIANO. 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.

Resolution 2022-10 MOTION BY Trustee Seibel, second by Trustee Kozar for the ADOPTION OF A POLICY WITH THE OHIO PLAN FOR PROVISION OF INSURANCE FOR REAL AND PERSONAL PROPERTY FOR THE CALENDAR YEAR 2023 AT A COST OF TEN THOUSAND ONE HUNDRED EIGHTY-SIX DOLLARS (\$10,186.00). Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; and R. Smith, Yea; Robert Williams, Nay. Motion Carried.

It was discussed that before the next renewal the Fiscal Officer would look into other insurance carriers and compare pricing.

Personnel Committee Report:

None

Audit and Finance Committee Report:

Chair Jackson submitted his Committee Meeting Minutes of October 24th to the board. He stated that the proposed Temporary Appropriations are approximately \$55,000 less than the revenue expected for 2023. He said that the expected PLF for 2023 has increased \$68,000. Chair Jackson stated that the 2020-21 Financial Audit was good and that the Audit Committee and Fiscal Officer will review the Financial Report for 2022 before it is submitted.

Resolution 2022-11 MOTION BY Trustee Williams, second by Trustee Seibel ADOPTING A TEMPORARY APPROPRIATION BUDGET FOR THE CALENDAR YEAR OF 2023 UNDER THE AUTHORITY GRANTED TO THE BOARD BY R.C. 3375.33. 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.

Building and Grounds Report:

Chair Giardina stated that he would set up a meeting to discuss the quote from Library Design for the Youth Project.

Strategic Planning Committee:

MOTION BY Trustee Folger, second by Trustee Giardina to approve the Strategic Plan as presented. 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

Policy Update Committee:

Trustee Folger stated that he will schedule a meeting.

OLD BUSINESS:

The director made sure that all board members were set up with HPL email addresses.

NEW BUSINESS

MOTION BY Trustee Jackson, second by Trustee Kozar to accept the Financial Statements for October 2022. 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 Seibel to approve the changes to Credit Card Policy 4.03 raising the maximum credit card limits to \$1,500.00 for the Director, Fiscal Officer, and the Library's individual staff credit cards. 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.

The Board discussed the Holiday Open House for December 3rd from 3-5 pm.

Huron Historical Society Lease

MOTION BY Trustee Giardina, second by Trustee Seibel to approve a rental fee of \$1.00/month for the Historical Society for the year 2023. Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea, with Will Folger abstaining from the vote. Motion Carried. Mr. Smith and Ms. Buch are authorized to present this update to the Huron Historical Society.

There being no further business to discuss, MOTION BY Trustee Jackson, second by Trustee Seibel to adjourn. 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.

Meeting adjourned at 8:28 p.m.

Rob Smith, President

Diane Adams Fiscal Officer