

Huron Public Library Board of Trustees
Minutes to Regular Meeting December 14, 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 Seibel second by Trustee Kozar to approve the minutes of the November 9, 2022 regular meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

REPORTS:

President's Report:

None

Director's Report:

Director Buch submitted her report to the board. She stated as of now that circulation was up from 2021 by 19,055, and that she has attended many meetings and trainings.

Fiscal Officer Report:

This Fiscal Officer presented her report to the board.

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

From:	1000-930-930-0000	Contingency Fund	\$ 3,300.00
	1000-110-379-4000	Professional Serv. Adult	\$ 100.00
	1000-110-299-0000	Employee Benefits-payout	\$ 280.00
	1000-230-451-1000	General Admin. JUV	\$ 250.00
	1000-230-451-2000	General Admin. Tween	\$ 225.00
	1000-230-451-3000	General Admin. Teen	\$ 200.00
			\$ 4,355.00
To:	1000-230-451-4000	General Admin. Adult	\$ 100.00
	1000-110-312-0000	Travel and Meeting	\$ 500.00
	1000-110-325-0000	Advertising	\$ 900.00
	1000-230-459-0000	Other supplies	\$ 675.00
	1000-510-000-0000	Dues and membership	\$ 280.00
	1000-230-451-0000	General Supplies	\$ 700.00
	1000-110-321-0000	Telephone	\$ 600.00
	1000-110-371-0000	Rents and Leases	\$ 600.00
			\$ 4,355.00

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:

The Personnel Committee met on November 28th to discuss pay raises for the HPL Staff. The Committee recommended to the board that each employee's hourly rate be increased by \$1.50/hr. After some discussion, MOTION BY Trustee Williams, second by Trustee Seibel to increase wages for the staff by \$1.50/hr. Roll Call: W. Folger, Yea; J. Giardina, Nay; P. Jackson, Nay; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried by the majority of the board.

The Committee also discussed the Staff Appraisal Process for the calendar year 2023. MOTION BY Trustee Williams, second by Trustee Kozar to use the same Staff Appraisal Process in 2023 that was used in 2022 and to also add a second page for goals for the Administration Staff. 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.

Audit and Finance Committee Report:

None

Building and Grounds Report:

Chair Giardina submitted the minutes of the November 21st committee meeting to the board. There was some discussion regarding the Committee's meeting with Library Design. He stated that they will also be meeting with HBM regarding their proposal. He said that the Committee will meet in January to discuss the project further.

Strategic Planning Committee:

Chair Kozar stated that the Committee will meeting quarterly beginning in February to discuss the progress of the Youth Services area.

Policy Update Committee:

Chair Folger submitted the Committee's minutes to the board. He stated that it was decided that the director will keep the policy manual updated, and that the Committee will meet and look over one section of the manual each month.

NEW BUSINESS

MOTION BY Trustee Kozar, second by Trustee Williams to accept the Financial Statements for November 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 Kozar, second by Trustee Seibel to accept the resignation of Whittley Castle as of September 24, 2022. Roll Call – Yeas 7, Nays 0. Motion Carried.

2023 Meeting Advertisement

The board meeting times were discussed for 2023. MOTION BY Trustee Seibel, second by Trustee Folger to direct the Fiscal Officer to place a notice in newspaper that the HPL Board will meet at 7:00 pm. the second Wednesday of each month, and the Annual Organizational Meeting will be held on January 11, 2023 at 7:00 pm before the regular meeting. Roll Call – Yeas 7, Nays 0. Motion Carried.

Elections of Officer's and Committee Members

At the November meeting, nominating forms were given to board members for the Election of Officers for 2023. President Smith asked for nominations from the floor, there were none. After some discussion, MOTION BY Trustee Seibel, second by Trustee Folger to approve the following officers. Roll Call – Yeas, 7, Nays, 0. Motion Carried.

President – Joe Giardina
Vice-President – Rob Smith
Secretary – Bob Williams

President Smith had asked for assignments to the various committees, there was some discussion and board members were assigned. MOTION BY Trustees Seibel, second by Trustee Williams to approve the committees as discussed. Roll Call – Yeas 7, Nays, 0. Motion Carried. The Committee List will be circulated to the Board.

EXECUTIVE SESSION

MOTION BY Trustees Kozar, second by Trustee Seibel to enter into executive session at 8:25 pm. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee under O.R.C. 121.22 (G)(1). Roll Call – Yeas 7, Nays 0. Motion Carried.

The Board returned to regular meeting at 8:47 pm.

MOTION BY Trustee Williams, second by Trustee Seibel to approve the 2023 annual salary for Jennifer Buch of \$75,123.00. 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.

Huron Public Library Board of Trustees
December 14, 2022
Page 4

MOTION BY Trustee Seibel, second by Trustee Folger to approve a \$1.50/hr. increase for Diane Adams effective January 11, 2022 and to go thru January 10, 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.

There being no further business to discuss, MOTION BY Trustee Seibel, second by Trustee Kozar 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 8:55 p.m.

Rob Smith, President

Diane Adams Fiscal Officer