

Huron Public Library Board of Trustees
Minutes to Regular Meeting December 18, 2021

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

Present: Joe Giardina, Terry R. Griffith, Pete Jackson, Rob, Kozar, Karyn Seibel, Robert Smith, and Robert Williams, Robert Kozar, Robert Smith, and Robert Williams. Guests: Vikki Morrow-Ritchie, Director, Diane Adams Fiscal Officer.

MOTION BY Trustee Kozar, second by Trustee Griffith to approve the minutes of the November 10, 2021, Regular meeting. Roll Call – Yeas 7, Nays 0. Motion Carried

PUBLIC COMMENTS:

None

COMMUNICATIONS:

The Director saw a message from patron Sally Clark. Ms. Clark complimented the library on the events at Open House, and she also thanked the library for all that they do.

REPORTS:

President's Report:

President Smith encouraged the board members to go to the link provided by the State Library for the focus committee surveys to help with the Strategic Plan.

Director's Report:

Ms. Morrow-Ritchie gave a couple highlights from her report. She attended a special forum on “Book Challenges” and updated the board on some of the topics discussed. She also gave an update on the COVID-19 home tests kits that are being distributed by the library. She stated that the hours of distribution will be modified to Monday thru Thursday, from 3-6 pm., and there will be a limit of 6 kits per household. Trustees Kozar and Giardina verbally expressed their support to continue distributing the tests. MOTION BY: Trustee Griffith, second by Trustee Seibel to allow the director to continue distributing the COVID-19 home test kits. Roll Call- Yeas 7, Nays 0. Motion Carried

The Director notified the board that the Clevnet system will be shut down three days on December 23-26, and since the library is scheduled to be open on the 26th, there can be no checkout of material. After some discussion, the board decided to close the library on Sunday the 26th. MOTION BY Trustee Williams, second by Trustee Kozar to close the library on Sunday, December 26th. Roll Call Yeas 7, Nays 0. Motion Carried.

Fiscal Officer's Report:

The Fiscal Officer submitted her report to the board and stated that the November PLF state revenues continue to exceed expectations.

Trustee Kozar asked how the Kanopy addition was impacting expenditures. Ms. Adams stated that the first three invoices were only \$10 to \$15 per month. Mr. Kozar asked if the limit of checkouts of five (5) per patron could be increased to ten (10). After some discussion, MOTION BY Trustee Kozar, second by Trustee Giardina to raise the limit for patron's monthly checkouts to ten (10). Roll Call. Yeas 7, Nays 0. Motion Carried.

Personnel Committee:

Chair, R. Williams presented the November 30th Committee meeting minutes. The Committee recommended either .50 cents, .75 cents, and \$1.00 per hour for the staff to be given by the director's discretion, this is excluding the Director and Fiscal Officer. MOTION BY Trustee Williams, second by Trustee Giardina to approve the list of salaries provided by the director for all employees to begin January 2, 2022. Roll Call:

	YES	NO
Joe Giardina	X	
Terry Griffith	X	
Pete Jackson	X	
Rob Kozar	X	
Karyn Seibel	X	
Rob Smith	X	
Bob Williams	X	

Audit and Finance:

Chair Jackson stated that the roof project's total costs were way under the budgeted amount.

Building and Grounds:

Chair Smith said that after the replacement the new roof is holding up with no leaks.

Strategic Planning Committee:

Chair Kozar encouraged the board to give a lot of their input in the focus group survey.

Contracts and Legislation:

None

OLD BUSINESS:

2022 Levy tabled at the November meeting

After a very short discussion, MOTION BY Trustee Williams, second by Trustee Seibel to table the discussion of the 2022 Levy until the January meeting. Roll Call:

	YES	NO
Joe Giardina	X	
Terry Griffith		X
Pete Jackson	X	
Rob Kozar	X	
Karyn Seibel	X	
Rob Smith	X	
Bob Williams	X	

NEW BUSINESS:

Motion to accept the Financials for November 2021

MOTION BY Trustee Griffith, second by Trustee Giardina to accept the financial statements for November, 2021. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY R. Kozar, second by R. Williams to approve Austin Lawncare’s 2022 landscaping quote in the amount of \$9,600.00. 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 2022. President Smith read the completed nominations. He then asked for nominations from the floor. For position of Vice-President, Trustee Jackson was nominated by President Smith. Trustee Kozar also nominated Trustee Giardina for Vice-President. Nominations were closed. Bob Williams received the most votes for Secretary, and Rob Smith the most votes for President, with Pete Jackson the most votes for Vice-President.

President -Rob Smith
Vice-President -Pete Jackson
Secretary -Bob Williams

President Smith circulated an assignment sheet for the board members to assign themselves to Committees for 2022. The results will be announced at the Organizational meeting in January.

Motion to approve carryover vacation time for the Director and Fiscal Officer

MOTION BY Trustee Griffith, second by Trustee Seibel to allow the Director and the Fiscal Officer to carryover 50% of any unused vacation time from 2021 into 2022 as stated in the Policy Manual. Roll Call – Yeas 7, Nays 0. Motion Carried.

Motion to approve the annual transfer of funds to Capital Improvement Fund

After a short discussion regarding the transfer of funds into the Capital Improvement Fund, MOTION BY Trustee Williams, second by Trustee Kozar to allow the Fiscal Officer to transfer \$35,000.00 from the General Fund to the Capital Project Fund. Roll Call

	YES	NO
Joe Giardina	X	
Terry Griffith	X	
Pete Jackson	X	
Rob Kozar	X	
Karyn Seibel	X	
Rob Smith	X	
Bob Williams	X	

EXECUTIVE SESSION

MOTION BY R. Smith, second by Trustee Seibel to enter into executive session at 8:49 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 9:30 pm.

MOTION BY Trustee Seibel, second by Trustee Griffith to approve a pay increase of 3.6% for the Fiscal Officer effective January 2, 2022, and to also add an addition to the Policy manual that the library would pay for the Fiscal Officer’s premium for basic life insurance. Roll Call

	YES	NO
Joe Giardina	X	

Terry Griffith X
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Pete Jackson X
Rob Kozar X
Karyn Seibel X
Rob Smith X
Bob Williams X

MOTION BY Trustee Seibel, second by Trustee Griffith to approve a pay increase of 5% for the Director effective January 2, 2022. Roll Call

	YES	NO
Joe Giardina	X	
Terry Griffith	X	
Pete Jackson	X	
Rob Kozar	X	
Karyn Seibel	X	
Rob Smith	X	
Bob Williams	X	

There being no further business to discuss, MOTION BY Trustee Williams, second by Trustee Griffith to adjourn. Roll Call – Yeas 7, Nays 0. Motion Carried.

Meeting adjourned at 9:42p.m.

Rob Smith, President

Diane Adams, Fiscal Officer