

Huron Public Library Board of Trustees  
Minutes to Regular Meeting February 12, 2020

Meeting was called to order at 7:00 pm. by President, Terry R. Griffith.

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

MOTION BY R. Smith, second by P. Jackson to approve the minutes to the January 14, 2020 Meeting. Roll Call – Yeas 5, Nays 0. Motion Carried.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

None

**REPORTS:**

**President's Report:**

President, T. Griffith stated Goals have been completed in the current Strategic Plan. The Board will cooperate with the Strategic Plan Committee in creating the new plan commencing January 1, 2021.

The next manual project will be the revision of the Operation Policies and Procedures. These documents are severely out of date and need to have a close review to bring them into this new decade.

Ms. Griffith requested that the committees meet as soon as possible in order to elect a Chair for each committee.

**Director's Report:**

Under Building and Grounds, the Director reported on the Children's area renovation. If we hope to start this project in the fall of 2020, we need to make some decision soon in order to meet our goal of completion by 2021.

A-tech, with onsite assistance from Clevnet IT, was able to resolve the streaming issues with interactive display in Meeting Rooms A & B. They also corrected an audio issued in Room B.

The Director, along with two members of the Building and Grounds Committee met with Greg Reynolds and Todd Lipert of Tusing Builders to discuss roof leaks. More details will be discussed later in the meeting.

Pop-up sessions will be held in February and March by the 2020 Census Bureau. These pop-ups are one-on-one sessions which include finger printing and background checking of prospective census employees.

The Director informed the Board that the library is de-accessing, reassigning, and shifting the reference collection. Most of this collection is outdated and irrelevant.

**Fiscal Officer's Report:**

The Ohio Plan has partnered with CyberClearSafe to provide free cyber assessment review. It is part of our membership in the Plan. It is aimed at helping members educate employees to identify cyber threats and mitigate potential cyber security issues.

The Ohio Library Council announced that a growing number of public libraries are finding themselves the target of "First Amendment Audits." This trend involves individuals or groups who arm themselves with video cameras and enter libraries and other public spaces under the auspices of the First Amendment right to free speech in order to record "violations". The Ohio Library Council is advising that we get prepared now. Talk with local law enforcement. Make sure our library's Code of Conduct Policy addresses patron use of photography, video and audio recording within the library. Have copies of the Policy and have them available at the service desk and train staff on how to hand an "audit".

**Personnel Committee Report:**

Mr. Robert Williams will be Chair for this Committee. There will be a Personnel Committee Meeting on February 13, 2020 at 11:30 a.m.

**Audit and Finance Committee:**

Mr. Pete Jackson will be the Chair for this Committee. There will be an Audit and Finance Committee meeting on February 25, 2020 at 8:00 a.m.

**Building and Grounds Committee:**

Mr. Rob Smith, will be Chair for this Committee. Mr. Smith reported on the meeting with Tusing to discuss the roof leaks. Mr. Smith went over with the Board of Trustees the

preliminary observations that Tusing discovered after inspection of the roof. The committee requested an estimate from Tusing for 1) the cost of temporary repairs and 2) the cost for total roof replacement. Both estimates were received before the Board meeting and given to the Board of Trustees. The Board asked if Tusing could come to the March Board meeting. If they cannot make the meeting, it was decided to e-mail the Board for questions to ask Tusing and to forward those questions on to Greg Reynolds and Todd Lippert.

**Strategic Planning Committee:**

Mr. Rob Kozar will be chair for this Committee.

**Contracts and Legislation:**

Ms. Terry Griffith will be chair for this Committee.

**Records Commission:**

Ms. Kensik, Chair, reported that there are two new members on the Records Commission, therefore, this meeting explained the structure of the Records Commission and a copy of the retention schedule was given to the new members. Ms. Kensik then gave them a brief run down on items discussed in the past such as hosting a shred it day for residents and also informed them that Christie Lane Workshop will also dispose of items.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

MOTION BY R. Smith, second by K. Seibel to accept the Financials for January 2020. Roll Call – Yeas 5, Nays 0. Motion Carried.

The search for a new Fiscal Officer will begin in March. The job will be posted from February 21 until March 14 on OLC website, NEO-RLS website, Huron Public Library's website, OhioMeansJobs website and GFOA website.

MOTION BY J. Giardina, second by R. Smith, authorizing the Director to purchase ten (10) Dell OptiPlex computers at a cost of \$9,500.00. Roll Call – Yeas 5, Nays 0. Motion Carried.

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The Fiscal Officer asked the Board if they would prefer receiving e-mails to their personal e-mail or the library assigned e-mail account. Ms. Griffith, President of the Board, reminded the Board members of the consequences should they decide to use their personal e-mail. After further discussion, Mr. Giardina, Ms. Griffith and Mr. Smith decided to use their personal e-mail accounts.

There being no further business to discuss, MOTION BY J. Giardina, second by K. Seibel to adjourn. Roll Call – Yeas 5, Nays 0. Motion Carried.

Meeting adjourned at 8:35 p.m.

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Terry R. Griffith, President

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Joanne Kensik, Fiscal Officer