

Huron Public Library Board of Trustees
Minutes to Regular Meeting February 13, 2019

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

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

MOTION BY R. Kozar, second by T. Hoffman to approve the minutes to the January 9, 2019 minutes with corrections. Roll Call – Yeas 5, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

REPORTS:

President's Report:

None

Director's Report:

The Director updated the Board of Trustees on various building and grounds projects that are either completed, in process, or on hold for various reasons.

The Managers and Director have completed their Objective meetings with staff.

The Director reported to the Board items discussed at the CLEVNET Director's meeting and the CLEVNET Network/IT meeting.

She also briefly discussed Committee Meetings and Library Meetings that she attended during the month of January.

Fiscal Officers Report:

The Fiscal Officer is in the process of closing year 2018

HB 291 Bonding Insurance Policy was discussed with our insurance agent. The Fiscal Officer and Director decided to continue with a bond for 2019. We will then consult with our insurance agent at the time of renewal whether we will continue with a bond or purchase an "employee dishonesty and faithful performance of duty policy".

HB 263 changes the laws impacting notary services. The Board will need to decide if we are going to continue to provide that service to patrons.

HB 228 address gun regulations. Two provisions will have a direct impact on public libraries; conceal carry signage requirements and certain expectations for law enforcement officers in public facilities. Contracts and Litigation needs to review this House Bill and our policy may need to be changed as well as purchasing new signage.

Permanent Appropriations must be done before the March 2019 Board meeting.

Questions have been asked regarding certain language to presenter/performer agreements where an independent contractor would affirm/declare that they are not a register sex offender or felon. OLC worked with legal counsel and developed language that could be added to presenter/performer agreements. The Contracts and Litigation Committee will need to review the Library's presenter/performer agreements.

Personnel Committee:

Will be discussed under New Business.

Audit and Finance Committee:

A meeting date and time will be set after the Board meeting to establish Permanent Appropriations for 2019.

Building and Grounds Committee:

Will be discussed under Old Business

Strategic Planning Committee:

Meeting has been set for 2/20/19 at 2:00 p.m.

Contracts and Litigation:

None

OLD BUSINESS:

Tom Hoffman gave the Board an update on the meeting room renovations. The Building and Grounds Committee visited several local facilities to tour meeting rooms and gather

information regarding the use of technology within those facilities. IAP is aware that we will be making changes to the current scope of work. The Building and Grounds Committee will work on developing a timeline and are hoping to have a recommendation to the Board for the April 10th Board meeting.

A letter has been sent to the attorney representing the Stanley W. and Hilda H. Dickhaut Endowment Fund. We are currently waiting for a reply.

The VOIP phone system should be installed sometime in June.

The Director discussed replacing the MAC computers. MOTION BY T. Hoffman, second by R. Smith to replace the MAC's with PC's. Roll Call – Yeas 5, Nays 0. Motion Carried.

NEW BUSINESS:

The retirement of employee, Cindy Carruthers, was discussed. While her last day present at Huron Public Library will be on 3/15/19, the Board agreed that her vacation time can be used after that date so her actual retirement date is April 15, 2019.

MOTION BY R. Smith, second by R. Williams approving Policy 2.1 (G) Internal Posting. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY R. Smith, second by R. Kozar to accept the Financial Reports for January 2019. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY T. Hoffman, second by R. Smith to go into Executive Session for the purpose of discussing the compensation of public employee under R.C. 121.22(G)(1). Roll Call – Yeas 5, Nays 0. Motion Carried.

Meeting resumed at 8:50 p.m.

MOTION BY R. Williams, second by T. Hoffman to consider thirty-hour work week as full-time (State Law). Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY R. Williams, second by T. Hoffman approving the Job Description of Marketing/Emerging Technology Librarian. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY R. Kozar, second by R. Smith approving the Job Description of Teen/Tween Library Assistant. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY R. Williams, second by R. Kozar to promote McKenna Leckrone to the

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position of Marketing/Emerging Technology Librarian and rate of pay at \$15.00 per hour. Roll Call – Yeas 5, Nays 0. Motion Carried.

MOTION BY T. Hoffman, second by R. Smith to increase employee Melissa Harrington’s pay to \$15.79 per hour for absorbing additional duties. Roll Call – Yeas 5, Nays 0. Motion Carried.

The Fiscal Officer explained to the Board that due to inefficient communication the Huron Public Library paid more than their share for medical insurance for the year 2017/2018. MOTION BY R. Smith, second by R. Williams to absorb the overpayment of the library’s share of medical insurance for 2017/2018. Roll Call – Yeas 5, Nays 0. Motion Carried.

There being no further business to discuss, MOTION BY R. Smith, second by R. Kozar to adjourn. Roll Call – Yeas 5, Nays 0. Motion Carried.

Meeting adjourned at 9:35 pm.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer