

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

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

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

MOTION BY R. Kozar, second by R. Smith to approve the minutes to the February 13, 2019 minutes. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS:

Mr. John Jones introduced himself to the Board of Trustees. He is a member of the Huron Historical Society and newly elected President of the Friends of the HPL.

COMMUNICATIONS:

Fiscal Officer received Depository Contract from Civista Bank. Will forward to Contracts and Litigation Committee.

The Director received Liquor License change of ownership for I 5's. MOTION BY K. Seibel, second by T. Griffith approving the Director to sign form that the Board of Trustees have no objection to the renewal of the liquor license. Roll Call – Yeas 6, Nays 0. Motion Carried.

REPORTS:

President's Report:

Ms. Griffith discussed the retirement of a staff member. There have been several suggestions for recognition of the employee's years with the library. The Board will need to come to a decision soon.

The Budget/Meeting Rooms Project was discussed briefly. This item will be discussed more fully under Old Business.

Bylaws and Personnel Policies updates will be discussed under New Business.

Ms. Griffith spoke briefly on the speculation of eliminating fines for overdue Library materials. She suggests that the matter be considered cautiously.

Ms. Griffith reminded the Board that the date for the Staff Brunch needs to be discussed.

Director's Report:

The Director informed the Board that the hot water tank is leaking. Deluca Plumbing will replace the hot water tank as well as clean out the sump pump pit and sump pump for a cost of approximately \$3,300.00.

Ms. Morrow-Ritchie explained to the Board that more carpet tiles are in need of gluing down. She will contact Steffanni Carpet to see if they can glue them down.

The men's room sensor has been adjusted as well at the Williams Street external sliding door.

The Director is in process of interviewing for open positions at the library.

The staff has planned a retirement open house for Cindy Carruthers. We will have cake, cookies, coffee and a proclamation for patrons and staff to wish Cindy well.

The Director received quotes for replacing three computers in the library. HP ProOne are \$845.46 each compared to a Mac at \$1,379.53 each.

Fiscal Officer's Report:

Fiscal Year 2018 has been closed and all legal advertising has been completed.

A letter was sent to an employee informing them that their FMLA has expired.

Contracts for Fiber-Seal, Davis and Newcomer, A1 Service and Abco was given to the Contracts and Litigation Committee for review.

Met with the Audit and Finance Committee on February 23, 2019 to finalize Permanent Appropriations.

Met with our Huntington Bank Account Representative on February 27, 2019.

Attended a webinar for Ohio Worker's Comp on March 4, 2019.

Personnel Committee Report:

None

Audit and Finance Committee Report:

Will be discussed under New Business.

Building and Grounds Committee Report:

Will be discussed under Old Business.

Strategic Planning Committee:

Chair, Rob Kozar said the committee met in February for a brief meeting.

Contracts and Litigation:

Chair, Terry Griffith, said the contracts for Fiber-Seal, Davis and Newcomer and A1 Service are ok to sign and execute. The contract for Abco has some discrepancies that need to be changed. It is the Committee's recommendation to not sign the contract with Abco. MOTION BY K. Seibel, second by J. Giardina to reject the contract from Abco. Roll Call – Yeas 6, Nays 0. Motion Carried.

OLD BUSINESS:

Tom Hoffman joined the meeting via Webex. He presented the Board with a power point presentation breaking the meeting room renovation project into three phases. After much deliberation on whether the project could be done in phases, it was decided to ask the Assistant Prosecutor to meet with the Building and Grounds Committee to advise them of the statutes governing libraries in the Ohio Revised Code. The Board would like to see a recommendation at the April meeting. MOTION BY R. Williams, second by R. Smith to have IAP provide a proof of scope to present to the Board at their April 10, 2019 meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Williams, second by R. Kozar to purchase a \$150.00 Visa gift card to present to the retiring staff member. Roll Call – Yeas 6, Nays 0. Motion Carried.

NEW BUSINESS:

MOTION BY R. Smith, second by K. Seibel adopting permanent appropriations for 2019 as follows: General Fund, \$873,935.00; Special Revenue Fund, \$3,765.04; Capital Projects Fund, \$148,000.00. Total of all funds: \$1,025,700.04. Roll Call – Yeas 6, Nays 0. Motion Carried. RESOLUTION NO. 2019-02.

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The revision to the Personnel Policies, first re-draft, was sent to administration for their review.

The revision of the Bylaws, first re-draft will be e-mail to the Board members.

The staff breakfast/brunch has been set for May 15, 2019 at 7:30 a.m.

The options and cost for the renewal of Medical Insurance was given to the Board of Trustees. MOTION BY K. Seibel, second by R. Williams to renew the current Anthem SOCA MEWA BA Option 2 RX E35 plan. Roll Call – Yeas 6, Nays 0. Motion Carried. RESOLUTION NO. 2019-03.

The possibility of eliminating fines was discussed in more detail. Decisions will have to be made regarding new release DVD's, Hot Spots and Ukuleles. The Board decided to table the discussion for now.

MOTION BY K. Seibel, second by R. Smith to enter into Executive Session to discuss the compensation of a public employee under R.C. 121.22 (G)(1). Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting resumed at 8:57 p.m.

MOTION BY R. Smith, second by R. Kozar to grant the Director with a 4% increase beginning 3/17/19. Roll Call – Yeas 6, Nays 0. Motion Carried.

There being no further business to discuss, MOTION BY R. Kozar, second by R. Williams to adjourn. Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting ended at 9:00 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer

