HURON PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES of REGULAR MEETING OF MAY 8, 2024

Meeting called to order by President Joe Giardina at 7:00 p.m.

- *** PLEDGE OF ALLEGIANCE** was said.
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Attendance (RC): President Joe Giardina - present
Vice-President Pete Jackson - present
Secretary Bob Williams - present
Trustee Will Folger - present
Trustee Karyn Seibel - present
Trustee Rebecca Morey - present
Trustee Rob Kozar - ABSENT

 MOTION made by Karyn, seconded by Rebecca TO APPROVE THE MINUTES OF REGULAR MEETING ON APRIL 10, 2024. Discussion: Rebecca requested that the Key reflect the notations. Minutes will be corrected to indicate X=Yes. (V) Ayes unanimous. Motion carried.

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*** PUBLIC COMMENTS/GUESTS** – none.

OPERATING POLICIES; CHAPTER 7; 7.02 will be read when members of the public are present at the meeting.

COMMUNICATIONS – none.

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* **REPORTS**:

- <u>President's Report</u>: Joe Giardina none.
- <u>Director's Report</u>: Jennifer Buch referred to statistics and other items in Board Packet, highlighting the grants received and the training that staff has recently completed. She also provided an update on recent happenings in the building: there are only two (2) items left on the punch list for the Children's Area renovation, we have experienced several leaks in the roof recently, we will not get new mulch this year because we already have too much so it will be raked and turned over this year, exhaust fans are broken or seized up, and drains on roof were clogged Duane cleared the drains and is researching a company to clean the gutters and maintain the drains.
- <u>Fiscal Officer's Report</u>: Laura Dahnke reported that she Attended the CPIM Fiscal Officers Conference offered by Ohio Library Council and found the subject matter interesting and informative but not as instructional as expected. Also, we received an Amended Certificate of Estimate Resources for 2024 as of March 29, 2024 from the Erie County Auditor as well as a letter stating that our additional appropriation did not exceed the Amended Certificate. The Audit of 2022-2023 will begin on May 15. Our Auditor will be Amy Malkowski.
 - MOTION made by Rebecca, Seconded by Karyn TO APPROVE SUPPLEMENTALS (APRIL 2024) (RC)
 - Joe Y
 - Pete Y
 - Bob Y
 - Will Y
 - Karyn Y
 - Rebecca Y
 - Rob A

Motion carried.

• <u>Personnel Committee Report</u>: Bob Williams deferred to Karyn Seibel. Karen distributed sign-up sheets for each week of Summer Reading Program and asked each board member to sign up for at least one week that they would bring in something to show the Staff Appreciation.

Audit and Finance Committee Report: Pete Jackson – Committee met in April to discuss the 2025 Budget, informally know as the "Tax Budget". Pete deferred to Fiscal Officer who explained the budget spreadsheet in the Board Packet and highlighted line items that are rising in cost such as salaries, benefits, insurance, utilities, postage and freight. Also noted that Children's area renovation and HVAC improvement project should be completed in 2024, therefore at this time there are no large projects included in the 2025 budget. The Revenue Budget for the General Fund is \$1,096000.00 while the Appropriations Budget for the General Fund is \$1,276,000.00. The Revenue Budget for the Special Revenue Funds is \$4,600.00 and the Appropriations Budget for Special Revenue Funds is \$6,200.00. The Revenue Budget for the Capital Fund consists of \$100.00 interest and \$35,000.00 transferred in from the Permanent Fund. The Revenue Budget for the Permanent Fund consists of \$3,000.00 contribution and \$24,000.00 interest, with an Appropriation of \$35,000.00 for the "transfer out" to the Capital Fund. Appropriations that are increasing from year-to-year are salaries and benefits, insurance and bonding, postage and freight, utilities, and services provided by Clevnet. If downward revenue trends of PLF and property tax distributions which began in 2024 continue, actual revenue received in 2025 may be less than budgeted. We have carryover funds to cover any negative difference between revenue and appropriation expenditures.

MOTION made by will, seconded by Rebecca TO APPROVE THE 2025 BUDGET (RC)

- Joe Y •
- Pete Y
- Bob Y
- Will Y
- Karvn Y
- Rebecca Y
- Rob A

Motion carried.

- Building and Grounds Committee Report: Rebecca Morey noted that we received one (1) Bid package for the HVAC Improvement project that was complete and met the criteria. While TEC Inc estimated the project cost to be \$512,000.00, this bid, from ABC Piping Co. came in at \$495,000.00.
 - MOTION made by Bob, seconded by Karyn TO APPROVE THE HVAC BID from ABC Piping Co. (RC)
 - Joe Y •
 - Pete Y
 - Bob Y
 - Will Y
 - Karyn Y
 - Rebecca Y
 - Rob A
 - Motion carried.
- Strategic Planning Committee Report: Rob Kozar absent. Jennifer displayed the Strategic Plan, noting the next item on the list is "Communal Space" (e.g. the AV Area). Discussion was held regarding adding a café, renovating the adult/upstairs area, revamping the A/V area (renovating paint, carpet, furniture, and moving literature displays to accommodate different styles of seating areas), and supplementing the Children's area renovations.
 - NEXT STEPS ON BUILDING RENOVATIONS this will remain on the • agenda for further discussion next month.
- Policy Committee Report: Will Folger referred to the Board Packet which contains updates recommended by the Committee.

MOTION made by Rebecca, seconded by Karyn TO APPROVE UPDATED POLICIES. Discussion included clarification that working 30 hours per week is the "magic number" which delineates between part-time and full-time

employees and therefore eligibility for insurance benefits. (V) Ayes unanimous. Motion carried.

- ***** OLD BUSINESS none.
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- *** NEW BUSINESS**
- MOTION made by Karyn, seconded by Rebecca TO APPROVE FINANCIALS FOR APRIL 2024 (RC)
 - Joe Y
 - Pete Y
 - Bob Y
 - Will Y
 - Karyn Y
 - Rebecca Y
 - Rob A Motion carried.
- ***** EXECUTIVE SESSION not needed.
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***** Discussion on whether to meet in July or not. This will be determined in June.

***** ADJOURNMENT (RC)

- ***** Motion made by Karyn, seconded by Will to Adjourn the meeting.
- * Joe Y
- * Pete Y
- * Bob Y
- ✤ Will Y
- Karyn Y
- * Rebecca Y
- * Rob A Motion carried.
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- Meeting adjourned at 8:48 p.m.
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- ✤ Joe Giardina, President

Laura Dahnke, Fiscal Officer

*V indicates vote by Voice *RC indicates by Roll Call

Y = Yes N = No A=Absent