

Huron Public Library Board of Trustees
Minutes to Regular Meeting August 11 2021

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

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

MOTION BY Trustee Griffith second by Trustee Kozar to approve the minutes of the June 9, 2021 Regular Meeting. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

REPORTS:

President's Report:

None

Director's Report:

Director Morrow-Ritchie gave an update of the roof replacement which began on July 26th. She also stated that the parking lot re-seal is scheduled the weekend of September 11th pending the completion of the roof project.

The director stated that the bollard light replacement and display case light replacement has been completed.

She said that two grants were awarded to the library in June. One was from the Mylander Foundation for \$3,000.00 to go toward the Summer Learning Program, and the second grant from Wightman-Karrie Wieber Foundation for \$4,648.00 to purchase items for the Mobile Makers project.

The director stated that over 200 children and their families attended the finale for the Summer Learning Program.

Fiscal Officer Report:

The Fiscal Officer reported to the board that the Public Library Fund remained at the 1.7% for the next two years. She also submitted a quarterly spreadsheet to the board comparing the second quarter 2021 revenue and expenditures, with 2020's second quarter.

Personnel Committee Report:

Chair Williams submitted the Personnel Committee meeting minutes for June 17th and August 10th. He asked the board to consider the motion from the committee to accept the change to Personnel Policy 8.01, to add the following sentence, any employee working less than 20 hours per week, consistently is not entitled to benefits.

MOTION BY Trustee Williams, second by Trustee Seibel to add a line to Personnel Policy Section 8.01 which says, "Any employee working less than 20 hours per week, consistently, is not entitled to benefits. Roll Call: Yes 6, Nays 0. Motion carried.

Chair Williams stated the personnel committee met on August 10th to discuss the current job description for the position of Fiscal Officer. Chair Williams made the following motion in committee, seconded by Trustee Seibel, to add the following to the Fiscal Officer's job description: "The Fiscal Officer has the ability to adjust the weekly on-site hours of work to accommodate the needs of the position. A Fiscal Officer may not perform work outside the office which require Library documents."

MOTION BY Trustee Williams second by Trustee Seibel to add to the Fiscal Officer's job description, "The Fiscal Officer has the ability to adjust the weekly on-site hours of work to accommodate the needs of the position. A Fiscal Officer may not perform work outside the office which require Library documents." The motion was open to the floor, for discussion.

MOTION BY Trustees Williams second by Trustee Griffith to replace the above recommended motion with the following, "The Fiscal Officer works agreed upon flexible schedule providing the work schedule does not adversely affect their ability to successfully perform the job. A Fiscal Officer may not perform work outside the office which require Library documents." Roll Call: Yes 6, Nays 0. Motion carried.

Chair Williams also said that the personnel committee met June 17th to discuss employee medical insurance with the Stark County Schools Council of Governments Co-op. He stated that he will go over the committee's findings at the September meeting.

Audit and Finance Committee Report:

None

Building and Grounds Report:

Chair Smith submitted the Building and Grounds minutes from their meeting held on July 14th, and discussed them briefly.

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Strategic Planning Committee:

Chair Kozar submitted the minutes from the Strategic Planning Committee which met on July 16th and July 21st, and discussed them briefly.

Contracts and Legislation:

None

OLD BUSINESS:

Status of roof replacement

Discussed under Director’s Report

NEW BUSINESS

Motion to accept the financials for June and July 2021

MOTION BY Trustee Kozar second by Trustee Seibel to accept the Financial Statements for June 2021. Roll Call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson			X
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

MOTION BY Trustee Kozar second by Trustee Griffith to accept the Financial Statements for July 2021. Roll Call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		

Peter Jackson		X
Robert Kozar	X	
Karyn Seibel	X	
Robert Smith	X	
Robert Williams	X	

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Motion to approve deed of gift from Loretta Majoy of the framed photograph of Johnny Cochrane playing the saxophone

MOTION BY Trustee Griffith second by Trustee Kozar to approve the deed of gift from Loretta Majoy of the framed photograph of Johnny Cochrane playing the saxophone. Roll Call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson			X
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

Discussion on fall operating hours

The director stated that the operating hours for the library would remain the same and be discussed in the September board meeting

Motion to accept Damschroeder roof replacement change order

MOTION BY Trustee Williams second by Trustee Seibel to accept the change order from Damschroeder in the amount of \$380.95. Roll Call – Yeas 6, Nays 0. Motion Carried.

Discussion on date to hold the annual holiday open house 2021

MOTION BY Trustee Griffith second by Trustee Seibel to hold the annual holiday open house on December 4, 2021. Roll Call – Yeas 6, Nays 0. Motion Carried.

Motion to hire David Wiedenheft as Circulation Technician

MOTION BY Trustee Seibel second by Trustee Kozar to hire David Wiedenheft as Circulation Technician at the rate of \$12.00 per hour for 24 hours a week effective June 21, 2021. Roll Call – Yeas 6, Nays 0. Motion Carried.

Motion to hire Madeline Ventline as Circulation Technician

MOTION BY Trustee Seibel second by Trustee Williams to hire Madeline Ventline as Circulation Technician at the rate of \$12.00 per hour for 24 hours a week effective July 5, 2021. Roll Call – Yeas 6, Nays 0. Motion Carried

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Motion to hire Vicki Hillman as Head of Circulation and Technical Services

MOTION BY Trustee Seibel second by Trustee Kozar to hire Vicki Hillman as Head of Circulation and Technical Services at the rate of \$16.35 per hour for 40 hours a week effective July 5, 2021. Roll Call - Yeas 6, Nays 0. Motion Carried.

Discussion on piano donation

After some discussion, MOTION BY Trustee Williams second by Trustee Kozar to accept the donation from Gary Hinton of a Adam Schaaf baby grand piano. Roll Call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith		X	
Peter Jackson			X
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

Discussion on ending service with Unique Management Collection Services

After a short discussion, the board voted to drop the services of Unique Management Collection Service and delete the use of this service from the section in the Operating Manual. MOTION BY Trustee Giardina second by Trustee Seibel to drop the services of Unique Management. Roll Call - Yeas 6, Nays 0. Motion Carried.

EXECUTIVE SESSION

MOTION BY Trustee Kozar, seconded by Trustee Seibel to adjourn from regular meeting at 8:35 p.m. and enter into Executive Session to consider the appointment/employment of a public employee under O.R.C 121.22. Roll Call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson			X
Robert Kozar	X		

Karyn Seibel	X
Robert Smith	X
Robert Williams	X

MOTION BY Trustee Giardina second by Trustee Seibel to adjourn from Executive Session and return to the Regular Meeting at 8:59 p.m. Roll Call:
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	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson			X
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

There being no further business to discuss, MOTION BY Trustee Seibel second by Trustee Kozar to adjourn. Roll Call:

	Yes	No	Excused
Joseph Giardina	X		
Terry R. Griffith	X		
Peter Jackson			X
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

Meeting adjourned at 9:12 p.m.

Rob Smith, President

Diane Adams Fiscal Officer