

Huron Public Library Board of Trustees
Minutes to Regular Meeting August 14, 2019

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

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

MOTION BY R. Kozar, second by K. Seibel to approve the minutes to the June 12, 2019 meeting as corrected. Roll Call – Yeas 6, Nays 0. Motion Carried.

PUBLIC COMMENTS:

Huron Township Trustee, Ed Enderle, was in attendance. A Huron Township resident approached him about a DVD that was donated to the library and was now lost. He asked the Board if the library intended to replace the DVD. The Board explained to Mr. Enderle that this is the second DVD lost. The library replaced it once. The Board agreed to replace it once again but a letter will be sent to the donor that this will be the last time the item will be replaced.

COMMUNICATIONS:

Thank you card from the Huron Public Library Staff to the Board for providing treats during Staff Appreciation Week.

A letter from Townsend Community School thanking the Library for allowing staff to meet with students at the library.

A letter from Preston & Wilkins, attorney for Dickhaut Family Endowment Fund. He expects to have the trust finalized and distributions by early September.

A thank you letter from Huron Rotary Club for supporting the 2019 Fine Arts and Food Festival.

REPORTS:

President's Report:

Ms. Griffith informed the Board that the Bylaws review is being delayed until September 2019.

Director's Report:

Several items under Building and Grounds in the Director's report are currently on hold.

However, the ceiling leak is in queue for Damschroder to repair at a cost of \$525.00. The situation with the compressors will be discussed further under Old Business, as well as the flag pole/flag donation and the meeting rooms update. Ms. Morrow-Ritchie did inform the Board that the carpet tiles in the adult section are again coming unglued. She has temporarily fixed the problem by purchasing mats to cover the tiles that are in need of repair to prevent tripping. She suggested that the library appropriate funds to fix this problem in 2020.

Ms. Morrow-Ritchie told the Board that the library received a grant from the Mylander Foundation in the amount of \$3,000.00 to be used for Youth Services.

The upcoming OLC Safety and Security Conference was discussed in her report as well at meeting with the new House District 89 Representative Doug Swearingen.

Ms. Morrow-Ritchie reported on an accident in the parking lot.

Fiscal Officer's Report:

The governor signed the 2020-2021 budget and the PLF has been set at 1.7% of the state's General Revenue Fund. The budget includes a true-up amendment that will make public libraries whole for the month of July.

Ms. Kensik informed the Board that Accurate Data, our payroll company, has partnered with Mammoth HR to offer HR support to customers. This is just an option that the Board may want to consider in the future.

At the request of a trustee, the Fiscal Officer provided a spreadsheet to the Board showing the KWH used, the cost per KWH and the amount saved on our electric bill since installing LED Lighting.

The Fiscal Officer announced that the Erie County Budget Commission will be meeting on August 27, 2019 to set the Rates and Amounts for 2020.

Personnel Committee:

Trustee Williams, Chair, said a meeting will take place in September. He will contact the committee members with the date and time.

Audit and Finance Committee:

In Mr. Giardina's absence, the Fiscal Officer said a meeting will be set after the Rates and Amounts for 2020 are received from the Erie County Budget Commission.

Building and Grounds Committee:

Trustee Hoffman, Chair of the Building and Grounds Committee reported on their meeting from July 19, 2019. They discussed colors and flooring and cove base for meeting rooms A and B as well as the Kitchen area. The remodel will begin September 3rd and should be completed by September 30, 2019.

The Building and Grounds committee will meet again on August 27, 2019 at 5:00 p.m.

Other items in the Building and Grounds Report will be discussed under New Business.

Strategic Planning Committee:

R. Kozar, Chair reported on their June meeting. He said the Strategic Plan continues to fulfill its function as a guide to programming, staff utilization and new projects and initiatives. They discussed expanding the role of the HPL as a publisher, as well as the possibility of opening access to Bookends to the wider Library community. Efforts to revamp the Huron Library Website was discussed. There are areas where our web presence can be improved.

Contracts and Legislation:

None

OLD BUSINESS:

New Personnel Policies effective June 12, 2019 were given to each Board Member to place in their Policy manuals.

New employee, Kathleen Herald, was introduced to the Board of Trustees.

Colors for the paint and flooring for meeting rooms A and B were voted on by the Board of Trustees.

The HVAC unit was discussed. Rob Smith stated that the contactor needs to be replaced, line dryers need cleaned and the units are low on refrigerant.

An updated Organizational Chart and employees' information was given to the Board for their Policy manual.

MOTION BY R. Williams, second by K. Seibel to use the money donated in memory of Carolyn McCallister to purchase a flag pole, and flag as requested by her daughter with t

terms and conditions. Roll Call – Yeas 5, Nays 1. Motion Carried.

MOTION BY K. Seibel, second by R. Kozar to pay \$125.00, half of the fee, for the renewal with the Ohio History Connection. The Huron Historical Society will pay the other half. Roll Call – Yeas 6, Nays 0. Motion Carried.

NEW BUSINESS:

MOTION BY R. Kozar, second by R. Smith to accept the financial statements dated June and July, 2019. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by R. Kozar to hire Kathleen Herald as Circ Tech effective June 5, 2019. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY K. Seibel, second by T. Hoffman to accept the resignation of Wendy Bromfield effective 8/29/19. Roll Call – Yeas 6, Nays 0. Motion Carried.

MOTION BY R. Smith, second by K. Seibel to allow present individuals S. Tillinghast, C. Pilkenton, M. Linden, B. Kearney, K. Herald, and V. Morrow-Ritchie, being employed during the period of January 1, 2019 and June 12, 2019, be grandfathered as to their right to take ½ of their vacation after 6 months of employment rather than wait the entire 1 year as required under the current Personnel Policies effective June 12, 2019. Roll Call – Yeas 5, Nays 1. Motion Carried.

There being no further business to discuss, MOTION BY K. Seibel, second by T. Hoffman to adjourn. Roll Call – Yeas 6, Nays 0. Motion Carried.

Meeting adjourned at 8:55 p.m.

Terry R. Griffith, President

Joanne Kensik, Fiscal Officer