

Huron Public Library Board of Trustees
Minutes of the Regular Meeting August 18, 2023

The meeting was called to order at 7:00 p.m. by President, Joe Giardina. In the absence of Joanne Clapp, minutes were taken by Trustee Rob Smith.

ROLL CALL: Present, Will Folger, Joe Giardina, Robert Kozar, Karyn Seibel, Robert Smith, and Bob Williams. *ExOfficio*: Jennifer Buch, Library Director.
Excused: Pete Jackson and Joanne Clapp, Interim Fiscal Officer

Guests: Director Buch introduced Rebekah Hire-Santoro, the new Head of Marketing

A MOTION WAS MADE by Trustee Seibel, seconded by Trustee Kozar, and passed to approve the minutes of the Regular meeting August 16, 2023 with no corrections.

PUBLIC COMMENTS: NONE

COMMUNICATIONS: NONE

REPORTS:

President's Report: President Giardina reported that he has completed an interim review of the Director and indicated that she has achieved or exceeded the identified goals. Additionally, she has been elected to the NEO-RLS (North East Ohio Regional Library System) for a three year term on the Board. Locally, she will be serving as president of the Huron Rotary Club in 2025-2026.

Director's Report:

Director Buch provided a summary her written report included in the Board packet with the following updates:

- A recent meeting with representatives from Library Design has begun the process for choosing design elements for the renovation of the Children/Youth area.
- The parking lot sealing/stripping is complete.
- A window in the Quiet Reading Room was shot with a BB gun and repair options are being investigated.
- The Ohio legislature has ratified a permanent PLF funding level of 1.7%
- She is investigating options for a community partner vendor cart as suggested in the strategic plan.

Fiscal Officer Report:

The final written report of Fiscal Officer Diane Adams was reviewed as submitted. A MOTION TO APPROVE the Revenue and Appropriation Supplemental transfers for months June and July 2023 was made by Trustee Seibel and seconded by Trustee Smith. Roll Call: R. Kozar, Yea, K. Seibel, Yea, W. Folger, Yea; B. Williams, Yea, J. Giardina, Yea; R Smith, Yea, P. Jackson, Excused; The motion Carried.

Personnel Committee Report: Trustee Williams presented a written report which indicated that the committee is in the process of reviewing the salary/wage/benefit for all staff positions. The analysis compares our library to other NE Ohio libraries of similar size and budget. (Based on published data from NEO-RLS) A PowerPoint presentation was presented by Director Buch to show that analysis. Discussion followed. While no decisions were made, the Committee will continue to work toward submitting a strategy for making market adjustments and possibly utilizing merit increases to keep us competitive in the current job market.

Audit and Finance Committee Report:

RESOLUTION 2023-05

RESOLUTION OF THE HURON LIBRARY BOARD OF TRUSTEES REQUIRING DIANE ADAMS, FISCAL OFFICER, TO MEET WITH THE FINANCE AND AUDIT COMMITTEE ON OR BEFORE AUGUST 16, 2023 TO COMPLY WITH O.R.C. 3375.39 AND TO PRODUCE THE REQUIRED CERTIFICATION UNDER THAT SECTION FOR PRODUCTION AT THE NEXT SCHEDULED MEETING OF THIS BOARD.

The Huron Public Library Board of Trustees met in general session on the 16th day of August, 2023, at the Library, with the following members present:

	Yes	No	Excused
Will Folger	X		
Joseph Giardina	X		
Peter Jackson			X
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

Trustee Seibel introduced the following resolution and moved its adoption;

WHEREAS under O.R.C. 2275.39 Diane Adams is bonded by Liberty Mutual Surety company and has been for the duration of her employment as Fiscal Officer and now is required under O.R.C. 3375.39 to account for the balance of all funds upon her resignation of Fiscal Officer on July 17, 2023, NOW THEREFORE,

BE IN RESOLVED THAT, under O.R.C. 3375.39, the Fiscal Officer is required to produce an accounting of all moneys, bonds, or other securities in her control at a meeting of the Board’s Fiscal and Audit Committee, which shall count said moneys, bonds, or other securities which shall then be reduced to writing and signed and certified by Diane Adams and the Committee Chair and members and presented at the July Board Meeting for approval and release of her bond; and,

FURTHER this Board requires the Fiscal Officer and the Finance and Audit Committee to meet before August 16, 2023 to fulfill their responsibilities under

O.R.C. 3375.39 and to produce the signed certification of the named parties for the next scheduled meeting of the Board; and,

RESOLUTION NO 2023-05 PASSED AUGUST 16, 2023

FURTHER BE IT FURTHER RESOLVED that this Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board; and that all deliberations of this Board and of its committees, if any, which resulted in formal action were taken in meetings open to the public in full compliance with applicable legal requirements including R.C. 121.22.

Trustee Smith seconded the motion; and the roll call being called upon the adoption of the foregoing Resolution, the vote resulted as follows:

	Yes	No	Excused
Will Folger	X		
Joseph Giardina	X		
Peter Jackson			X
Robert Kozar	X		
Karyn Seibel	X		
Robert Smith	X		
Robert Williams	X		

Adopted this date of August 16, 2023

Approved: _____
Jennifer Buch, Director

FISCAL OFFICER’S CERTIFICATION

The undersigned hereby certifies that the foregoing is a true and correct copy of a resolution duly adopted by the Huron Public Library Board of Trustees on August 16, 2023 and is found in the minutes of the Board.

Joanne Clapp, Fiscal Officer

Building and Grounds Report: Trustee Smith reported that the committee is still in the process of finding an Engineer to develop the scope of a plan to replace/repair the aging HVAC system so that it can be publicly bid.

Strategic Planning Committee: Trustee Kozar reported that the Committee met on July 12 to review progress on implementing the Strategic Plan. They have identified 76 specific tasks and can report progress in the areas of community outreach, public relations, and collaboration with community partners such as Huron Public Schools and Firelands College. Additionally, the 3-D printers are now in public use, and opportunities for hospitality stations are being planned.

Policy Update Committee: Trustee Folger submitted a written report on the Committee's progress toward clearing-up inconsistencies in the Policy Handbook. A draft of all changes is being prepared for September with the hopes that Board approval can take place in November/

OLD BUSINESS: A motion was made by Trustee Williams and seconded by Trustee Folger to authorize the Director to enact the Memorandum of Understanding that was drafted by Superintendent James Tatman of the Huron Public Schools and Library Director Jennifer Buch. (ATTACHMENT A). A voice vote was called, and the motion passed unanimously.

NEW BUSINESS: A motion was made by Trustee Kozar to accept the Financials for June 2023. Seconded by Trustee Seibel. Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, excused; R. Kozar, Yea; Karyn Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

A motion was made by Trustee Seibel to accept the Financials for July 2023. Seconded by Trustee Folger. Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, excused; R. Kozar, Yea; Karyn Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

A motion was made by Trustee Seibel to approve the 2024 Holiday Schedule. It was seconded by Trustee Kozar. A voice vote was called and the motion passed unanimously.

2024 Holidays
Huron Public Library

Monday, January 1	New Year's Day	
Monday, January 15	Martin Luther King Jr. Day	
Monday, February 19	Presidents' Day	Tuesday, December 24 Christmas Eve
Sunday, March 31	Easter	Wednesday, December 25 Christmas Day
Monday, May 27	Memorial Day	Tuesday, December 31 New Year's Eve
Wednesday, June 19	Juneteenth	
Thursday, July 4	Independence Day	
Monday, September 2	Labor Day	Optional for Consideration:
Thursday, November 28	Thanksgiving	Monday, April 8 Eclipse
Friday, November 29	Day after Thanksgiving	

A motion was made by Trustee Kozar and seconded by Trustee Seible to approve the following staff changes: A voice vote was called and the motion passed unanimously.

STAFF CHANGES

HIRED

Rebekah Hire-Santoro
Head of Marketing and
Emerging Technology
Started July 18, 2023

Joanne Clapp
Fiscal Officer
(temporary)
Started July 26, 2023

RESIGNED

Holly Leemaster
Head of Marketing and
Emerging Technology
Resigned by Letter
June 26, 2023

Cathy Ramey
Fiscal Officer
Resigned by Letter
July 19, 2023

TERMINATED

Ron Poland
Custodian/Facilities
Manager
Terminated on June
22, 2023

EXECUTIVE SESSION: A motion was made by Trustee Seibel, seconded by Trustee Kozar by to enter into executive session at 8:40 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee under O.R.C. 121.22 (G)(1). Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, excused; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

The Board returned to regular meeting at 9:35 p.m.

There being no further business to discuss, A MOTION TO ADJOURN WAS MADE BY Trustee Seibel and seconded by Trustee Kozar. Roll Call: W. Folger, Yea; J. Giardina, Yea; P. Jackson, excused; R. Kozar, Yea; Karyn Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

Meeting adjourned at 9:40 p.m.

Submitted by:

Robert B. Smith, Vice President

Joe Giardina, President

Joanne Clapp, Interim Fiscal Officer

(ATTACHMENT A)
Memorandum of Understanding
Huron City Schools and Huron Public Library
2023-2024 School Year

This Memorandum of Understanding (the “Memorandum”) is made on _____, by and between Jennifer Buch, Director and the Board of Trustees of Huron Public Library, Huron, Ohio and Dr. James J. Tatman, Superintendent and the School Board of Huron City Schools, Huron, Ohio for the purpose of achieving the various aims and objectives relating to McCormick Middle School visits to Huron Public Library (the “Project”).

WHEREAS Huron Public Library and Huron City Schools desire to enter into an agreement in which Huron Public Library and Huron City Schools will work together to complete the Project;

AND WHEREAS Huron Public Library and Huron City Schools are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the McCormick Middle School visits to Huron Public Library between Huron Public Library and Huron City Schools.

Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership of the Project and to demonstrated financial, administrative, and managerial commitment to the Project by means of the following individual services.

Cooperation

The activities and services for the Project shall include, but not limited to:

- a. Services to be rendered by Huron Public Library include: 1). Offer prescheduled early hours to accommodate classes before the library’s official opening at 9:30. 2). Providing two staff members to be present when classes are in the building 3). Helping students find books 4). Communicating with teachers regarding items to be pulled before class visit 5). Checking out items to students 6). Ensuring all students have a Huron Public Library card 7). Teaching students about library etiquette 8). Provided instruction requested by teachers on library resources (digital, programs, and print)

(ATTACHMENT A)
Memorandum of Understanding
Huron City Schools and Huron Public Library
2023-2024 School Year

- b. Services to be rendered by Huron City Schools include: 1). Walking students to and from Huron Public Library with a schedule decided on by Huron City Schools teachers and Huron Public Library staff 2). Being responsible for health and welfare of students while walking to and from Huron Public Library and while on Huron Public Library property 3). Communicating with Huron Public Library staff when weather or other events prevent students from coming 4). Being responsible for what students check out on their library card (in loco parentis). Huron Public Library staff cannot restrict what a student checks out on his or her card. 5). Adding Huron Public Library card to Final Forms and/or class supply lists.

Communication Strategy

Marketing of the vision and any media or public relations contact should always be consistent with the aims of the Project and only undertaken with the express agreement of both parties. Where it does not breach any confidentiality protocols, a spirit of open and transparent communication should be adhered to. Coordinated communication should be made with external organizations to elicit their support and further the aims of the Project.

Liability

No liability will arise or be assumed between Partners as a result of this Memorandum.

Term

The arrangements made by the Partners by this Memorandum shall remain in place during the 2023-2024 school year. The Memorandum will be reconsidered each school year and extended by agreement of all the Partners.

Governing Law

This Memorandum shall be construed in accordance with the laws of the State of Ohio.

Assignment

Neither party may assign or transfer responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

Amendment

This Memorandum may be amended or supplemented in writing, if the writing is signed by the party obligated under this Memorandum.

(ATTACHMENT A)
Memorandum of Understanding
Huron City Schools and Huron Public Library
2023-2024 School Year

Prior Memorandum Superseded

This Memorandum constitutes the entire Memorandum between the parties relating to this subject matter and supersedes all prior or simultaneous representations, discussions, negotiations, and Memorandums, whether written or oral.

Understanding

It is mutually agreed upon and understood by and among the Partners of this Memorandum that:

- a. Each Partner will work together in a coordinated fashion for the fulfillment of the Project.
- b. In no way does this agreement restrict involved Partners from participating in similar agreements with other public or private agencies, organizations, and individuals.
- c. To the extent possible, each Partner will participate in the development of the Project.
- d. Nothing in this memorandum shall obligate any Partner to the transfer of funds. Any endeavor involving reimbursement or contribution of funds between the Partners of this Memorandum will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the Partners involved and shall be independently authorized by appropriate statutory authority. This Memorandum does not provide such authority.
- e. This Memorandum is not intended to and does not create any right, benefit, or trust responsibility.
- f. This Memorandum will be effective upon the signature of both Partners.
- g. Any Partner may terminate its participation in this Memorandum by providing written notice to other Partner.

Signatories

This Agreement shall be signed on behalf of Huron Public Library by Jennifer Buch, Director and on behalf of Huron City Schools by Dr. James J. Tatman, Superintendent. This Agreement shall be effective as of the date first written above.

By: _____ Date: _____

By: _____ Date: _____