

Huron Public Library Board of Trustees
Minutes to Regular Meeting September 14, 2022

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

Present: Joe Giardina, Pete Jackson, Robert Kozar, Karyn Seibel (arrived at 7:30 pm), Robert Smith, and Robert Williams. Guests: Jennifer Buch, Director; Diane Adams, Fiscal Officer, and Will Folger.

MOTION BY Trustee Williams, second by Trustee Kozar to give Will Folger the privilege of the floor to speak. Roll Call – Yeas 5, nays 0. Motion Carried.

MOTION BY Trustee Giardina, second by Trustee Kozar to approve the minutes of the August 10, 2022 regular meeting. Roll Call – Yeas 5, Nays 0. Motion Carried.

PUBLIC COMMENTS: None

COMMUNICATIONS: None

REPORTS:

President's Report:

President Smith did not have a report but updated the board on the Poetry Club Book.

Director's Report:

Director Buch submitted her report to the board and highlighted some points, such as: the Phone System Upgrade, the Curbside Concrete Repair by Mr. Level Concrete Leveling for \$800.00, and COVID Test Kits allotment from ODH. She also stated that the Library now sends out Youth and Adult bi-weekly E-Newsletter which includes library programs and other news; these are send to patrons who provide their email addresses. Ms. Buch is working with All-Tag on the current Door Count System to get it working to be used for providing statistics. She also talked about the she did for the Back-up Ramp System, her conclusion was that, the size that would be needed, and the cost of the system, is not worth the amount of usage it will get in times of emergency. The Director stated that has also interviewed two applicants for the Custodian and Facilities Manager positions.

Fiscal Officer Report:

This Fiscal Officer presented her report to the board. She stated that the actual cost of the 2020-21 Audit came in lower at \$5,248.00; the State estimated \$5,500.00.

MOTION BY Trustee Giardina second by Trustee Jackson to approve the Comp Time leave pay out of seven (7) hours to Vikki Morrow-Ritchie for the 6/24/22 pay-date in the amount of \$235.20. Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried

MOTION BY Trustee Jackson second by Trustee Williams to approve the following Appropriation Supplementals transfers in the month of August made for the budget:

From:	1000-930-930-0000 Contingencies	
To:	1000-110-312-0000 Travel and Meeting	(\$700.00)
To:	1000-110-351-0000 Rents and Leases	(\$600.00)

Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

Personnel Committee Report:

Nothing to report.

Audit and Finance Committee Report:

Trustee Jackson stated that the 2020-21 Financial Audit was a good audit. The Committee will meet in October or November to discuss any changes that need to be made and will be documented in the minutes.

Building and Grounds Report:

Chair Giardina stated that he will call a Committee meeting to discuss the Youth Services Update.

Strategic Planning Committee:

Chair Kozar extensively went over his Committee's proposed Draft of the Strategic Plan. He stated that he will forward the draft to each board member for their review, and it will be discussed at the next board meeting.

Contracts and Legislation:

Discussed in Old Business

OLD BUSINESS:

Contracts and Legislations Committee Change

In the August meeting, the subject was tabled regarding the possibility of replacing the Contracts and Legislation Standing Committee with a Policy Update Committee. The Board discussed that the library has the Ohio Library Council, and the Erie County Prosecutor's office to ask for legal advice. MOTION BY Trustee Williams, second by Trustee Jackson to change the standing Committee to replace the Contracts and Legislation Committee to Policy Updates Committee. Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams; Yea. Motion Carried.

Levy Update

Trustee Seibel stated that the Levy Committee is mailing fund raiser letters; setting up a website which is: hplsupporter.org; mailing postcards; and placing yard signs.

NEW BUSINESS

MOTION BY Trustee Seibel, second by Trustee Kozar to accept the Financial Statements for August 2022. Roll Call: J. Giardina, Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

MOTION BY Trustee Jackson, second by Trustee Williams to approve RESOLUTION 2022-07 A RESOLUTION OF THE HURON PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. Roll Call: J. Giardina; Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

A revised Organization chart was submitted to the board by Director Buch, and discussed. MOTION BY Trustee Seibel, second by Trustee Giardina to approved the revised Organizational Chart. Roll Call – 6 Yeas 0 Nays. Motion Carried.

There being no further business to discuss, MOTION BY Trustee Seibel, second by Trustee Kozar to adjourn. Roll Call: J. Giardina; Yea; P. Jackson, Yea; R. Kozar, Yea; K. Seibel, Yea; R. Smith, Yea; and R. Williams, Yea. Motion Carried.

Meeting adjourned at 9:24 p.m.

Rob Smith, President

Diane Adams Fiscal Officer