

Huron Public Library Board of Trustees
Minutes to Regular Meeting September 8, 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. And Pete Jackson. Guests: Vikki Morrow-Ritchie, Director, and Diane Adams, Fiscal Officer.

MOTION BY Trustee Griffith second by Trustee Seibel to approve the minutes of the August 11, 2021 Regular Meeting with one correction noted by Trustee Giardina that he voted no on the August 11, 2021 motion to accept the change order from Damschroder Roofing, Inc. Roll Call – Yeas 7, Nays 0. Motion Carried.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

GUESTS:

None

REPORTS:

President's Report:

President Smith read his report to the board, which said:

Prior to the August 2021 meeting, The Board of Trustees received a letter of resignation from the Fiscal Officer. Before the Board meeting, consultations with Diane Adams revealed that a core reason for this request was the inflexibility of the daily work schedule for what is, in fact, part-time employment. This was directly reported to the Personnel Committee and opened a larger discussion of whether our rigid time schedule requirements (which were part of the position listing, but are not specifically in the Policy Manual) would be a continuing problem for most potential candidates for the Fiscal Officer position. It was noted that during the last FO search, viable candidates were disqualified for this very reason. The Personnel Committee immediately began the process of reworking the responsibilities of the position to allow more flexibility for the Fiscal Officer to regulate a balance between in-office hours, comp time, and other personal needs.

In Executive Session, after specific discussion of the particular employee situation, it was the consensus of the Board that the President and Vice President meet with the current

Fiscal Officer to see if movement toward more flexible hours would lead to her reconsideration regarding resignation. If the Fiscal Officer did not wish to postpone her decision, the Board would immediately act on her request. In any case, the movement toward more flexible hours would be a necessary part of a search process for a new Fiscal Officer.

Immediately following the meeting, President Rob Smith and Vice President Terry Griffith met with the Fiscal Officer. She agreed to continue, at least temporarily, on a trial basis to see if changes would work. Since then, the Fiscal Officer met with the Library Director and staff to work out a system that meets the needs of the Library while providing flexibility in the regulation of her work schedule.

The Personnel Committee will monitor these changes and propose the necessary changes to Board Policy.

President Smith gave a short update on the roof project completion.

There was also a discussion on electronic and paperless reporting of the any updates to the Huron Public Library Bylaws, Policies, Plans and Procedures.

MOTION BY Trustee Williams, second by Trustee Giardina to maintain and store the Huron Public Library By-Laws, Policies, Plans and Procedures in electronic form. Roll Call:

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

Director's Report:

Director Morrow-Ritchie gave the board an update on the parking lot resealing project, and the state-wide delivery service. She also informed the board that Whittley Castle would stay on the libraries payroll and be used as a seasonal employee as needed.

Ms. Morrow-Ritchie also said that she, and the Fiscal Officer met with salesman David Archer with Perry ProTech, to discuss a buyout of the current copiers which lease runs out in 5 months, he provided the cost for updated equipment. The Contract and Litigation Committee will need to meet to discuss this and make their recommendation to the board.

Fiscal Officer Report:

Fiscal Officer Adams gave a little history of a bond issue put on the valuations in 1999 by the Huron School District Bond, for the Improvement/Addition to the Huron Public Library, this will end December 1, 2025. She also provided the board with an amortization sheet that was provided to her from the Huron City School Treasurer.

Personnel Committee Report:

The Personnel Committee met on August 10, 2021 to discuss the Stark County Schools Council of Government Co-op rates for Health Insurance; Chair Williams shared their findings with the board.

Chair Williams stated that if the library decides to join Stark County for health insurance, that if the library currently offers dental and vision to the staff, that they must opt in to Stark county for dental, and vision. The rates for dental with Stark are higher than what the library is currently paying per month for dental coverage for fulltime employees, employees wishing to have dental for their families, and vision coverage for themselves and families must pay the total premium. There was discussion on the fulltime employees possible paying 50% of the dental premium if the board decides to join Stark County, also the possibility of the employees receiving a stipend each month to buy their own dental insurance.

Trustee Giardina brought up two points:

1. Would the employees be able to afford paying 50% of the monthly premium for dental through Stark County?
2. Whether Stark County offers In Network providers in our immediate area that the staff utilize?

Chair Williams stated that the Personnel Committee will me before the October meeting to discuss this, and compile more information for the board.

Audit and Finance Committee Report:

Chair Jackson stated that under New Business is Resolution 2021-05 for board approval

Building and Grounds Report:

Chair Williams gave a short status on the roof repairs

Strategic Planning Committee:

Chair Kozar stated that the Community Survey is out in the field, and the next step was putting together focus groups. He said that the recommendations from the state library will be out by the end of the year.

Contracts and Legislation:

NONE

OLD BUSINESS:

Status of roof replacement

An update given in the Presidents report

Discussion on Fall Operating Hours

The director stated that the first full week in October the library will go back to regular hours, with reinstating Sunday hours. The director recommended the following hours:

Monday through Thursday 9:30 am -8:30 pm
Friday and Saturday 9:30 am -5:00 pm
Sunday 1:00 pm- 5:00 pm

MOTION BY Trustee Williams, second by Trustee Griffith to approve the hours presented by the director, to be begin October 4, 2021. Roll Call – Yeas 7, Nays 0. Motion Carried.

NEW BUSINESS

Motion to accept the Financials for August 2021

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

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

Huron Public Library Board of Trustees
September 8, 2021
Page 5

Motion by Trustee Jackson, second by Trustee Griffith to approve Resolution 2021-05 Accepting amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call:

	Yes	No
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 Seibel second by Trustee Kozar to approve the hiring of Debbie Knight as Circulation Technician at the rate of \$12.00 per hour for 24 hours a week effective August 24, 2021. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY Trustee Seibel second by Trustee Kozar to approve the hiring of Brooke Fries as Circulation Technician at the rate of \$12.00 per hour for 24 hours a week effective August 24, 2021. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY Trustee Jackson second by Trustee Seibel to approve the 2022 Holiday Closures presented by the director adding Juneteenth and to be open on Sunday the 19th Juneteenth and closed on June 20th in observance of Juneteenth. Roll Call – Yeas 7, Nays 0. Motion Carried.

MOTION BY Trustee Seibel second by Trustee Griffith to rescind the previous motion to approve the 2022 Holiday Closures and to approve the list below presented by the director with June 19th being closed and observed for Juneteenth. Roll Call – Yeas 7, Nays 0. Motion Carried.

New Year's Day
Martin Luther King Day
President's Day
Easter
Memorial Day
Juneteenth – June 19th
Independence Day
Labor Day
Thanksgiving Day
Black Friday
Christmas Eve
Christmas Day
New Year's Eve

Huron Public Library Board of Trustees
September 8, 2021
Page 6

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

	Yes	No
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 9:28 p.m.

Rob Smith, President

Diane Adams Fiscal Officer