

Defiance Public Library Board of Trustees
Regular Board Meeting
January 29, 2025

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, January 29, 2025, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Laura Rath Connor called the meeting to order at 5:15 pm. In attendance were board members: Dennis Sobecki, Shari Hedge, S.G. Brugler, Chris Korhn, and Beth Michel. Ken Boroff was absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig, and DFO Elaine Talbert.

Visitors: Judy Hasch and Madalyn Hedge.

The Finance Committee met on January 22, 2025, at 12:30 pm at the Defiance Public Library to review December 2024 Financials. Board President Laura Rath Connor, CFO Nancy Roehrig, and Director Cara Potter were in attendance. Committee Chair Ken Boroff was absent. The CFO reported the PLF for December 2024 was 15.24% below the estimate for the month, bringing the year-end total to a 2.15% shortfall. Expenditures were below estimates for the month and in total for the year. The General Fund cash carry-over from 2024 to 2025 was \$121,704.14.

The Personnel Committee met on January 9, 2025, at 5:00 pm at 311 Fort Street, Defiance. Committee Chair Beth Michel, Chris Korhn, and Cara Potter were in attendance. Beth Michel reported that the committee discussed the DISC assessment training scheduled for January 22, 2025.

Laura Rath Connor, Shari Hedge, and Judy Hasch updated the board on the activities of the Defiance Public, Johnson Memorial, and Sherwood Branch Libraries, respectively.

Consent Agenda

Dennis Sobecki moved and Beth Michel seconded the motion to approve the Consent Agenda.

- Approval of the minutes of the Regular Library Board meeting on December 18, 2024.
- Approval of the December 2024 financial reports as reviewed by the Finance Committee and approval of the payment of bills for January 2025.
- Approval of the Fiscal Officer's Report as presented.

Year-to-Date General Fund Activity through December 2024:

Beginning Balance	\$ 2,576,165.85
Revenue	+ 2,382,903.44
Expenses	- <u>2,406,130.30</u>
Month End Balance	\$2,552,938.99
December PLF	\$ 147,586.40

- Approval of the Library Operations Report as presented.
- Approval of the DPLS Department Reports as presented.
- Approval of the acceptance of a donation from the DPLS staff.

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- Approval of an increase in General Fund revenue in Unrestricted Contributions, Gifts for \$120.00.
- Approval of an increase in General Fund appropriations in Children's Books for \$120.00. The adjustments are for a gift in memory of staff member Sarah Marshall's father Virgil Linebrink.

Motion carried.

Items for Discussion

Shari Hedge moved and Chris Korhn seconded the motion to approve updating the Overtime status from non-exempt to exempt for the Emerging Technology Lead job description. Motion carried.

Beth Michel moved and Chris Korhn seconded the motion to approve increasing the library annex/DPL renovations budget by 6% to \$5,300,000.00, to account for inflation from September 2023 to January 2025. Motion carried.

Dennis Sobecki moved and Shari Hedge seconded the motion to approve hiring Ezekiel Tracy, 30-hour Children's Services Associate at a rate of \$16.65 per hour and a start date of January 26, 2025. Motion carried.

Beth Michel moved and Dennis Sobecki seconded the motion to accept the 2025 annual funding donation from the Friends of the Defiance Public Library, and approve the following revenue and appropriation adjustments:

General Fund

- An increase in Unrestricted Contributions, Gifts of \$20,607.00
- An increase in the following appropriations:
 - DPLSFR Program Supplies for \$1,580.00
 - Rent/Lease for \$1,773.00
 - DPLSFR Program Services for \$7,794.00
 - DPLFR Adult Program Supplies for \$1,330.00
 - DPLFR Youth Program Supplies for \$400.00
 - DPLFR Young Adult Program Supplies for \$1,030.00
 - DPLFR Youth Summer Supplies for \$1,500.00
 - DPLFR Adult Program Services for \$2,255.00
 - DPLFR Youth Program Services for \$700.00
 - Makerspace Supplies for \$700.00
 - Makerspace Services for \$800.00
 - PR Supplies for \$100.00
 - Other Purchased Services for \$100.00

Bequest Fund

- An increase in revenue in Unrestricted Contributions, Gifts of \$545.00
- An increase in appropriations in DPL Storywalk Supplies of \$545.00

Motion carried.

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The federal mileage rate set by the IRS increased from \$.655/mile to \$.70/mile effective January 1, 2025. The Library's policy directs reimbursement at the federal mileage rate. The policy is reviewed annually to confirm the continued use of the current IRS rate. The board confirmed the policy.

S. G. Brugler moved and Chris Korhn seconded the motion to approve forming a committee to review RFQs and RFPs for design services and construction managers at risk and naming its members. The committee members are Laura Rath Connor, Nancy Roehrig, Cara Potter, Beth Michel, and Bill Duerk. Motion carried.

The next Regular meeting of the library board is scheduled for Wednesday, February 26, 2025, at 5:00 pm at the Defiance Public Library.

Meeting adjourned by Board President Laura Rath Connor at 5:48 pm.

_____, President

_____, Secretary