

Defiance Public Library Board of Trustees  
Regular Board Meeting  
May 28, 2025

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, May 28, 2025, at the Johnson Memorial Branch Library. Notice of said meeting pursuant to O.R.C. 121 had been posted.

President Laura Connor called the meeting to order at 5:08 p.m. Board members Shari Hedge, S.G. Brugler, Dennis Sobecki, Chris Korhn, Ken Boroff, and Beth Michel were in attendance. Staff members present were Director Cara Potter, Kristi Keefer, and Elaine Talbert. Visitors: Angela Powell, Judy Hasch.

The Finance Committee met on May 12, 2025, at 4:00 p.m. at the Defiance Public Library to review the April 2025 Financials. Committee Chair Ken Boroff, Board President Laura Connor, and Director Cara Potter were in attendance. Ken Boroff reported to the library board that the May PLF came in at \$146,452, or 4% above the estimate. In the General Fund, the Revenue is above the budgeted amount, and the Expenses are below the budgeted amount.

The Personnel Committee met on May 8 at 311 Fort St., Defiance, to discuss the CFO transfer, moving building management responsibilities from the CFO job description to the director and handyman job descriptions, and a proposed updated attendance policy.

The Policy Committee met on May 28<sup>th</sup> at 4:45 p.m. to review the proposed attendance policy for consideration at the full board meeting.

Laura Connor, Judy Hasch, and Shari Hedge consecutively updated the Library Board on the activities of the Friends of the Defiance Public, Sherwood Branch, and Johnson Memorial Libraries.

Consent Agenda

Chris Korhn moved, and Beth Michel seconded the motion to approve the Consent Agenda.

- Approval of the Regular Library Board meeting's minutes from April 30, 2025.
- Acceptance of JML Branch Assistant Caitlin Flickinger's resignation, effective May 20, 2025.
- Approval of the April 2025 financial reports as reviewed by the Finance Committee and approval of the payment of bills for May 2025.

The Year-to-Date General Fund Activity through April 2025:

General Fund	\$2,552,938.99
+	\$993,937.53
-	<u>\$725,350.91</u>
	<u>\$ 258,586.62</u>

April PLF:     \$105,836.13

- Approval of the Library Operations Report
- DPLS Department Report
- Revenue and Appropriation Adjustments
- Acceptance of donation from Defiance County Finance related to the Mark Center Solar Project, a donation from Realty Five.
- Acceptance of a grant from the Justin F Coressel Charitable Trust for AED machines in each library building.

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- Approval of the following General Fund Adjustments:
  - A revenue increase in Unrestricted Contributions, Gifts of \$7,289.13
  - An appropriations increase in the General Fund Appropriations - Furniture & Equipment lines for DPL, SBL, and JML of \$1,349 each to cover the cost of AED equipment for each building.

*Motion Carried.*

Items for Discussion

*Board Meeting Schedule*

The board discussed moving its monthly board meetings to Monday. Consensus was that the meeting would remain on the last Wednesday of the month.

*Attendance Policy Update*

The board approved an update to the attendance policy. Beth Michel moved, Chris Korhn seconded, and the motion carried.

*Handyperson Hours*

The board approved increasing the handyman position hours from 20 to 25 a week, retroactive to May 12, 2025. SG Brugler moved, Shari Hedge seconded, and the motion carried.

*Communications Intern*

The board approved a new eight-week, 20-hour-per-week communications intern position reporting to the communications coordinator. Chris Korhn moved, Dennis Sobecki seconded, and the motion carried.

*Annes/DPL Renovation Project Update*

The Request for Qualifications (RFQ) for Design Firms was posted May 1 and is open until May 30, 2025. The design selection committee, consisting of Board Vice President Beth Michel, community member Bill Duerk, the director, and the CFO, will meet in June to review the applications.

*Surety Bond for New CFO*

The CFO and director asked the board if the bond amount should be increased. The board consensus was that no change is needed.

*Virtual Meeting Policy*

It is now legal for public boards to meet virtually as long as they meet specified requirements outlined in the Ohio Revised Code. The board reviewed a proposed "Virtual Meeting Policy" from OLC and instructed the director to bring it to the policy committee for review.

*Board President Position*

Board President Laura Connor will leave the board at the end of June 2025. There was discussion on which board member would replace Laura. Trustee Dennis Sobecki was nominated and he accepted.

The next Regular meeting is scheduled for Wednesday, June 25, at 5:00 pm at Defiance Public Library.

Board President Laura Connor adjourned the meeting at 6:29 pm.

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\_\_\_\_\_, President

\_\_\_\_\_, Secretary