

Defiance Public Library Board of Trustees  
Regular Board Meeting  
June 25, 2025

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, June 25, 2025, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

Vice President Beth Michel called the meeting to order at 5:00 pm. In attendance were board members: Beth Michel, Shari Hedge, S.G. Brugler, Chris Korhn, and Ken Boroff. Absent: Laura Connor and Dennis Sobecki. Staff members present: CFO Kristi Keefer, DFO Elaine Talbert, and Director Cara Potter. Visitors: Mark Weaner, Judy Hasch, Tabitha Sullivan, Marja McGuire.

The Finance Committee met on June 20, 2025, at 4:00 pm at the Defiance Public Library to review April 2025 financials. Committee Chair Ken Boroff, CFO Kristi Keefer, and Director Cara Potter were in attendance. The June 2025 PLF was 6.66% above estimates for the month. The CFO also reported that she and DFO Talbert opened the library safety deposit box and reported on its contents.

The Personnel Committee met on June 12, 2025, at 5 pm. At the meeting, updates to the CFO, Handyperson, and Director job descriptions were reviewed and approved to bring to the full board. The updates reflect removing building management from the CFO job description and redistributing those responsibilities to the director and handyperson job descriptions.

Chris Korhn, Shari Hedge, and Judy Hasch updated the board on the activities of the Defiance Public, Johnson Memorial, and Sherwood Branch libraries, respectively.

Consent Agenda

Shari Hedge moved, and Chris Korhn seconded the motion to approve the Consent Agenda.

- Approval of the minutes of the May 28th Regular Library Board Meeting.
- Approval of the May 2025 financial reports as reviewed by the Finance Committee and approval of the payment of bills for May 2025.
- Approval of the Fiscal Officer's Report as presented.

Year-to-Date General Fund Activity through May 2025:

Beginning Balance	\$ 2,821,525.61
Revenue	+ 158,392.46
Expenses	<u>- 231,155.09</u>
Month End Balance	\$2,748,762.98
May PLF	\$ 146,452.74

- Approval of the Library Operations Report as presented.
- Approval of the DPLS Department Reports as presented.
- Approval of the following revenue and appropriation adjustments:
  - A General Fund transfer from DPL Children's Books \$400.00 to DPLS Databases \$400.00. The transfer will pay for a one-year subscription to the database Educate

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Station.

- An increase in the General Fund revenue in Unrestricted Contributions, Gifts of \$4,047. The revenue increase was left out of the May 28, 2025, consent agenda

Motion carried.

Items for Discussion

SG Brugler moved, and Chris Korhn seconded that the Defiance Public Library close at 5 pm on Thursday, July 3, in anticipation of the City of Defiance Fireworks Celebration. Motion carried.

Ken Boroff moved, and Shari Hedge seconded approval of updates made to the following job descriptions: Chief Fiscal Officer, Director, Handyperson. The updates removed building management from the CFO job description and redistributed it to the director and handyperson job descriptions. Motion carried.

Chris Korhn moved, and Ken Boroff seconded a new job description titled Communications Intern. Motion carried.

The board considered and accepted the design firm ranking recommended by the director and the design firm selection committee. See resolution below. Ms. Beth Michel introduced the following resolution and moved its passage:

**APPROVING MOST-QUALIFIED DESIGN PROFESSIONAL FOR THE  
LIBRARY ANNEX AND MAIN RENOVATION PROJECT**

WHEREAS, the Defiance Public Library System Board of Trustees (the "Board") is undertaking Library Annex and Main Renovation Project (the "Project"); and

WHEREAS, the services of a design professional are needed to develop the design and provide construction administration services for the Project; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Director worked with construction legal counsel to advertise and issue a Request for Qualifications ("RFQ") for the Project; and

WHEREAS, the selection committee evaluated the four design professional qualifications received based upon announced criteria consistent with Ohio Revised Code Section 153.65, interviewed the firms, ranked the most-qualified firms, and recommends to the Board that Steed Hammond Paul, Inc. ("SHP") is the most-qualified firm with HBM Architects, LLC, GBBN Architects, Inc. and Bialosky and Partners, Architects, LLC ranked second, third, and fourth respectively; and

WHEREAS, following the evaluation, the Director solicited a price proposal from SHP and intends to negotiate the pricing and terms of an architect agreement with SHP pursuant to Ohio Revised Code Section 153.69, with assistance from the construction legal counsel, to present to the Board at a future special meeting, subject to all rights under Ohio Revised Code Sections 153.69(D), (E), (F) and the RFQ.

NOW, THEREFORE, BE IT RESOLVED by the Defiance Public Library System Board of Trustees as follows:

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1. That the Board approves the design professional procurement process for the Project, approves the ranking of design professional firms as set forth above, and selects SHP as the most-qualified design professional firm for the Project per Ohio Revised Code Sections 153.65, et seq.
2. The Board authorizes the Director, with assistance from construction legal counsel, to begin negotiate pricing and agreement terms with SHP pursuant to Ohio Revised Code Section 153.69(B) with such compensation to be presented to the Board for approval as fair and reasonable at a future special meeting of the Board.
3. Pursuant to Ohio Revised Code Section 153.69(D), if the Director or Fiscal Officer determine that an agreement cannot be reached with SHP, the Board authorizes the Director or Fiscal Officer, working with the Board's construction legal counsel, to terminate negotiations with SHP, enter into negotiations with the firm ranked next most qualified, and present a price proposal with the firm ranked next most qualified to the Board for approval at a subsequent meeting or to recommend other action per Ohio Revised Code Sections 153.69(D), (E), (F) and the RFQ.

Mr. Ken Boroff seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes:   5   Nays:   0  

Other Items for Consideration

The board asked the Director to recommend Defiance resident Jenny Derringer to the Defiance City Council as a replacement board member to complete former board member Laura Connor's term on the board. Laura Connor's term expires December 31, 2027.

The board approved the hire of Kelly Brown as a JML Branch Assistant, for 20 hours a week at a pay rate of \$12.38. Brown's first day will be July 7, 2025.

A discussion regarding hiring a part-time fiscal specialist to support the new CFO as she updated the business office systems was held. The board endorsed providing the suggested assistance.

Having secured previous agreement from Trustee Dennis Sobecki, who was not in attendance, Beth Michel moved, and Chris Korhn seconded Dennis Sobecki as the new DPLS Board President.

Meeting adjourned by SG Brugler at 5:45 pm.

The next regular meeting of the library board is scheduled for Wednesday, July 30, 2025, at 5:00 pm at the Defiance Public Library.

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

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