

Defiance Public Library Board of Trustees
Regular Board Meeting
August 27, 2025

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, August 27, 2025, at the Defiance Public Library; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Dennis Sobecki called the meeting to order at 5:09 pm. In attendance were Board members: Ken Boroff, Shari Hedge, Beth Michel, Chris Korhn and Jenny Derringer. Staff members present: Director Cara Potter and Kristi Keefer,
Visitors: Judy Hasch, Tabitha Sullivan, Taryn Lawson and Shannon McClure

The Finance Committee met on August 21, 2025, at 4:00 pm at the Defiance Public Library to review the July 2025 Financial. Committee Chair Ken Boroff, Beth Michel, Director Cara Potter and CFO Kristi Keefer were in attendance. Ken Boroff reported to the library board that the PLF for July came in at \$128,144. or 12.7% under the estimate. The PLF year to date is still favorable by 3.68% from the budget.

The Policy Committee met on August 21, 2025, at 4:30 pm at the Defiance Public Library to review the Virtual Meeting Policy, the DPLS Collection Development Policy and Unscheduled Absences Policy. In attendance were Trustees Ken Boroff and Beth Michel, CFO Kristi Keefer and Director Cara Potter.

The Personnel Committee met on August 21, 2025, at 4:45 pm to review the DPLS Unscheduled Absences Policy. Committee Chair Beth Michel, Chris Korhn, CFO Kristi Keefer and Director Cara Potter were in attendance.

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

Consent Agenda

Ken Boroff moved, and Jenny Derringer seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on July 30, 2025.
- Approval of the July 2025 Financial Reports as reviewed by the Finance Committee and approval of the payment of bills for August 2025.
- Approval of the Fiscal Officer's Report as presented

The General Fund Activity for July 2025:

General Fund	\$2,696,074.02
	+ 142,659.93
	- <u>178,788.07</u>
	<u>\$ 2,659,945.88</u>

July PLF: 128,144.13

- Approval of the Library Operations Report
- DPLS Department Reports
- Revenue and Appropriation Adjustments

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Approval of the transfer of \$630.00 from 101.01.54332 JML AV Children to 101.00.53701 Computer Services

This is for GigAbove labor charges to move internet services (temporary basis) for renovations at JML that was not budgeted.

Approval of an increase in General Fund Revenue in Unrestricted Contributions, Gifts of \$420.00

Approval of an increase in Appropriations for Defiance Adult Books of \$420.00

Approval of an increase in Appropriations from the Cash Balance of the Bequest Fund in SBL Story Walk Supplies for \$4,500.00.

No monies were budgeted for 2025 for this expense account. There is still \$8,320.43 as a balance from donations for the SBL Story Walk.

Motion Carried

Items for Discussion

Board Resignation

DPLS Board Member SG Brugler tendered his resignation due to health issues.

Defiance County Tax Resolution*

Beth Michel moved and Shari Hedge seconded the motion to approve the Defiance County Tax Resolution

Below is the annual resolution the library board must pass accepting the levy amount approved by the Defiance County Budget Commission. The county auditor has estimated the library stem will receive \$714,700 in 2026, the fourth year of the current five-year levy. CFO Kristi Keefer will certify the action of the board and submit a copy of the approved resolution to the county auditor's office. She will have a copy of the document for the board president to sign.

ROLL CALL: Ayes: Dennis Sobecki, Ken Boroff, Shari Hedge, Jenny Derringer, Chris Korhn and Beth Michele. Nays: None. Motion Carried.

WHEREAS, the budget commission of Defiance County, Ohio, has certified its action thereon to this board together with an estimate by the county auditor of the rate of each tax necessary to be levied by this board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, by the board of directors of the Defiance Public Library, Defiance County, Ohio, that the amounts and rates commencing January 1, 2026, as determined by the budget commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, that there be and is hereby levied on the tax duplicate of said county the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

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For the general fund, the amount approved by the budget commission outside the 10 Mill limitation of \$714,700, with the county auditor's estimate of tax to be levied of .75 Mills.

And be it further RESOLVED that the clerk of this board be and is hereby directed to certify a copy of this resolution to the county auditor of said county.

Property and Casualty Insurance Renewal*

Shari Hedge moved and Chris Korhn seconded the motion to approve the renewal of the Defiance Public Library system's three-year property and casualty insurance package with OhioPlan at a premium total of \$11,656.00
Motion Carried.

Library Hours*

Director Potter is requesting approval for the following two changes to the Defiance Public Library's October hours.

- Thursday, October 16, early closing at 4:30 pm.

The library will be hosting a Defiance Chamber of Commerce After-Hours Event and the kickoff of the Library Annex Fundraising Campaign. The event will begin at 5 pm.

- Saturday, October 18, late reopening from 7-9 pm.

The library will be hosting a haunted house event for the public. Director Potter has been in touch with the library's insurance company to ensure that the library is following required safety measures.

Beth Michel moved, and Ken Boroff seconded the motion to approve closing the Defiance Library on Thursday, October 16, 2025, at 4:30 pm, and opening the Defiance Library on Saturday, October 18, from 7 to 9
Motion Carried.

Policy Updates

The policy committee reviewed and approved the following policies for consideration by the full board. Revised or new wording is in red.

Virtual Meeting Policy

This completely new policy will enable the DPLS Board and its committees to meet remotely or to hold hybrid meetings (some members attending remotely).

Definitions

A. "All-virtual meeting" means a meeting conducted through the use of video conferencing or similar electronic technology and during which all participating trustees will attend remotely through the use of such technology rather than gathering in one physical location.

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- B. "Emergency" means an unforeseen event or circumstance that would prevent a trustee from physically attending a scheduled in-person meeting without undue effort, expense, or risk to the trustee or others (e.g., unexpected travel for work, adverse weather conditions, illness, etc.).
- C. "Emergency requiring immediate official action" means an issue or circumstance that requires immediate consideration and/or action by the library board of trustees regarding an imminent threat to the safety or security of the library, its staff and/or patrons or to avoid the potential loss of a business opportunity, missing a statutory or other deadline, incurring liability, violating the law, or other material adverse consequences to the library's operations or finances.
- D. "Major non-routine expenditure" is an unbudgeted expenditure of \$5,000 or more.
- E. "Significant hiring decision" is the hiring of the director or chief fiscal officer.
- F. "Virtual Meeting" is an all-virtual meeting, or any meeting attended by one or more trustees remotely using electronic technology.
- G. "Hybrid Meeting" is when some board members are attending in person, and others are attending remotely using electronic technology.

1. This policy applies to all meetings of the board of trustees of the library and all meetings of committees and subcommittees of the board of trustees. All such meetings are designated herein as "meetings".
2. Subject to the exceptions set out below in Section 8, meetings may be conducted, and trustees may attend meetings, using video conferencing or similar electronic technology that enables the trustee(s) to be both seen and heard by members of the public attending the meeting in-person and/or electronically, as applicable. Using the telephone or other audio-only conferencing technology is not permitted under this policy.
3. Regarding an all-virtual meeting, the library must:
 - a. Except in the event of an emergency requiring immediate official action, notify the public and media outlets that have requested to receive meeting notices of the all-virtual meeting at least 72 hours in advance. This notification, which must identify the time and agenda of the meeting, together with the specific electronic technology that the library will use to conduct the meeting and how the public may access it (e.g., a video conferencing link), is crucial to ensure the public's participation and understanding of the meeting.
 - b. In the event an all-virtual meeting is being convened to address an emergency requiring immediate official action, such 72 hours' advance notice is not required and the library must, instead, immediately provide notice of the meeting to those media outlets that have requested to receive meeting notices – identifying the time and purpose of the meeting, together with the particular electronic technology that the library will use to conduct the meeting and how the public may access it (e.g., a video conferencing link);
 - c. enable the public to access the all-virtual meeting using the electronic technology being used to conduct it; and
 - d. Provide a means, using electronic technology that is widely available to the public, to permit public comment by members of the public attending the meeting remotely, if the meeting agenda includes a public comment item.

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4. The library must ensure that the public can see and hear the discussions and deliberations of all trustees participating in a virtual meeting, whether a trustee is participating in person or remotely.
5. Each trustee attending a meeting remotely through the use of electronic technology must: (i) have the necessary hardware, software, and Internet connection to enable them to be seen and heard clearly during the meeting; and
(ii) be visible to the public at all times during the meeting. This is to ensure that all trustees are equally present and participating in the meeting.
6. Regarding any virtual meeting for which the library provides a video conference link or other electronic means of access, the library must also designate an email address or other method of contact the public may use during the meeting to notify the board that the conference link or other electronic means of access does not work or that the conferencing technology has failed.
7. The minutes of any virtual meeting must record: (i) that the meeting was conducted in an all-virtual manner or that one or more identified trustees attended the meeting remotely through the use of electronic technology, as applicable; and
(ii) the particular video conferencing or other technology used to conduct or attend the meeting.
8. All votes taken during a virtual meeting must be in the form of a roll-call vote, unless there is a motion for unanimous consent that is not objected to by a trustee. This transparent voting process ensures that the public is fully informed about the decisions made, including how each trustee voted, including any trustee who abstained from voting.
9. Any trustee who intends to attend any scheduled in-person meeting remotely via electronic technology must notify the president of the library board of trustees of the same at least 48 hours before the meeting, except in the case of an emergency, in which case the trustee is to give such prior notice as is reasonably possible.
10. Trustees at all-virtual meetings may not vote on, and trustees attending an in-person meeting virtually may not vote on motions involving:
 - a. a vote to approve a major non-routine expenditure;
 - b. a vote to approve a significant hiring decision;
 - c. a vote to approve the purchase of real property; or d. proposing, approving, or voting on a tax issue or tax increase.
11. If, not less than 48 hours before the meeting, two or more trustees notify the president of the library board that an item on the agenda can only be voted on at an in-person meeting, the library board of trustees will take action on such item only at a meeting conducted where a quorum of the board attend in-person and not at a virtual meeting.
12. Meetings may be conducted, and trustees may attend meetings, through the use of video conferencing or similar electronic technology, only after the adoption of this policy by the library board of trustees, and only so long as this policy (or a successor policy) remains in effect.

Jenny Derringer moved, and Chris Korhn seconded the motion to approve the proposed Virtual Meeting Policy. Motion Carried.

Collection Development Policy

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A clarification on deaccessioning materials was needed in the Collection Development Policy. Below is the section containing the proposed update. The new text is in red.

COLLECTION MAINTENANCE: To maintain a collection that is current and relevant to the community's needs, library staff periodically evaluate the collection as a whole, as well as specific items within it. When deciding what items to withdraw from the collection, staff may consider the material's condition, use, timeliness, and accuracy, among other factors.

The responsibility and authority for the deaccession of print and non-print material from the library collection rests with the library director or delegated staff, with no vote of the library board needed.

If the item or items to be deaccessioned were given to the library with specific donor instructions, the library director shall determine if approval from the board is required for deaccession.

When the public interest will be served, the library director may make a recommendation to the library board for the transfer of deaccessioned books, records, and other items to a nonprofit organization, governmental body, or other entity.

Beth Michel moved, and Shari Hedge seconded the motion to approve the proposed changes to the DPLS Collection Development Policy. Motion Carried

Unscheduled Absences Policy

The proposed revision restricts the update positions not covered by the collective bargaining agreement. When the new collective bargaining agreement is negotiated in 2026, the library will discuss incorporating these changes into the contract. The new language is in red.

D. UNSCHEDULED ABSENCES

1. The **Unscheduled Absences** section applies to positions not covered by the CBA.

2. The library pairs the number of unscheduled absences accrued by the employee with the related disciplinary action the employee will face as incidents accrue. An incident is an unscheduled absence for more than 50% of the employee's shift. Incidents start accruing with the date of the first unscheduled absence and will reset on January 1 of each calendar year.

3. If an individual is out for multiple consecutive days, that is one incident.

4. The purpose of tracking unscheduled absences is not to encourage sick employees to come to work—if you are sick, do not come to work—but to support accountability. Frequent unscheduled absences negatively impact the employee's work, library services, and coworkers' morale.

5. Unscheduled absences will not be counted if the absence is related to a condition covered by:

- FMLA
- ADA
- DPLS Bereavement leave
- Staff out to care for an immediate family member

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6. Consequences of unscheduled absences will follow progressive discipline supported by the DPLS Policy 9.1 CORRECTIVE ACTION:

- Three incidents in 30 days - verbal warning.
- Four incidents in 60 days – written warning.
- Six incidents in 90 days – written warning with a performance development plan.

7. Excessive unscheduled absences are grounds for disciplinary action and may result in termination. The administration will monitor the following absence patterns and determine whether they indicate abuse of leave policies.

- Absences on weekends for which an employee is scheduled to work.
- Absence on the day before and/or the day after a scheduled holiday or day off.
- Using PTO as soon as it is accrued.
- Coincidence of absence with desirable days off.

8. Exceptions may be made at the discretion of the director.

Jenny Derringer moved, and Ken Boroff seconded the motion to approve the proposed changes to the DPLS Unscheduled Absences Policy. Motion Carried.

Cara Potter updated the Library Board on the Annex Design contract, posting CMR and fundraising.

Acceptance of gift for Johnson Memorial Library

The Emma Conley estate has made a gift of more than \$350,000.00 naming the Johnson Memorial Library as the beneficiary.

Ken Boroff moved, and Beth Michel seconded the motion to approve the motion to instruct the Co-Trustees of Emma C. Conley Trust to distribute the rest, residue and remainder of the Trust assets to Defiance Public Library, designate specifically for programs, equipment, furniture or building repair at Johnson Memorial Library a branch of Defiance Public Library. Shari Hedge abstained. Motion Carried.

The next Regular meeting is scheduled for Wednesday, September 24 at 5:00 pm at the Sherwood Branch Library.

Meeting adjourned by Board President Dennis Sobecki 6:09 pm

_____, President

_____, Secretary