

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

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, October 29, 2025, at the Johnson Memorial Library in Hicksville, Ohio; notice of the meeting, pursuant to O.R.C. 121, had been posted.

President Dennis Sobecki called the meeting to order at 5:06 p.m. In attendance were Board members: Jenny Derringer, Chris Korhn, Shari Hedge, and Beth Michel. Ken Boroff was absent. Staff members present: Director Cara Potter, CFO Kristi Keefer, Elaine Talbert, and Angela Powell. Visitors: Judy Hasch, Tammy Bowers, and Dawn Hostetler.

At the beginning of the meeting, JML Branch Manager Angela Powell gave a brief tour of the building, showing the board the renovations in progress at the branch and answering questions. The board expressed its thanks to the JML Friends of the Library for planning and financing the renovations.

The Finance Committee met on October 14, 2025, at 4:00 p.m. at the Defiance Public Library. Attending were Committee Chair Ken Boroff, Beth Michel, Director Cara Potter, and CFO Kristi Keefer. Keefer reported that the PLF for September came in at \$131,399.90 or 9.8% below the estimate. The five-year forecast was reviewed, and the Deposit of Public Funds Policy, Credit Card Policy Update, and Credit Card Employee Policy are ready for the library board's approval.

The Policy Committee met on October 14, 2025, at 4:30 p.m. at the Defiance Public Library to review the DPLS Deposit of Public Funds Policy, an update of the DPLS Credit Card Policy, and a new DPLS Credit Card Policy Procedure. Ken Boroff, Beth Michel, CFO Kristi Keefer, and Director Cara Potter were present. The committee approved bringing the policies to the next board meeting.

The Personnel Committee met on October 14, 2025, at 5:00 p.m. at the Defiance Public Library to review personnel changes. Committee Chair Beth Michel, Kristi Keefer, and Cara Potter were in attendance. Cara Potter gave an update on the open DPL Children's Associate position that was offered to Breanna Ludeman, contingent upon her obtaining a driver's license before the end of her probationary period. The JML candidate, Melinda Bell, never began working due to a family emergency. OAPSE filed a public records request for written documents related to the update to the unscheduled absences policy.

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

#### Consent Agenda

Beth Michel moved, and Jenny Derringer seconded the motion to approve the Consent Agenda.

- Approval of the minutes of the regular September 24, 2025, library board meeting.
- Approval of the September 2025 financial reports, as reviewed by the finance committee, and approval of the payment of bills for October 2025.
- Approval of the Fiscal Officer's Report as presented

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The General Fund Activity for September 2025:

General Fund	\$2,860,216.44
+	142,767.04
-	<u>188,807.25</u>
	<u>\$ 2,814,176.23</u>

September PLF: 131,399.90

- Approval of the Library Operations Report
- DPLS Department Reports
- Personnel
  - Rescind the hire of JML Branch Associate Melinda Bell, 30 hours/week.
  - Approve the hire of DPL Children's Associate Breanna Shoemaker, 30 hours/week: start date October 27, 2025, at a pay rate of \$16.65.
- Revenue and Appropriation Adjustments
  - Donations from the Emma Conley Estate and Laura Rath & G Fredrick Connor
  - Approve an increase in Johnson Memorial Library Bequest Fund revenue of \$366,976.15
  - Approve an increase in General Fund revenue in Unrestricted Contributions and Gifts of \$50.00

Motion Carried

Items for Discussion

Proposed extended hours for the "Santa at the Library" event on Friday, December 5, 2025.

Shari Hedge moved, and Chris Korhn seconded a motion to approve that the Defiance Public Library remain open until 6:30 p.m. on Friday, December 5, 2025, for the Santa at the Library event.

Motion Carried

Library Board Recruitment

Ney resident and Sherwood Friends of the Library member Tammy Bowers expressed interest in finishing the library board term left empty by Trustee SG Brugler's resignation.

Beth Michel moved, and Chris Korhn seconded the motion, directing that Ney resident, Tammy Bowers, be presented to the Defiance City Council for appointment to fulfill the remainder of DPLS Trustee SG Brugler's term, which will end December 31, 2028.

Motion Carried

Three Board members have terms up for renewal in December 2025. Vice President Beth Michel plans to renew her term. Treasurer Ken Boroff will not renew his term, and Trustee Chris Korhn is the remaining board member whose term will end on December 31, 2025.

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

Proposed Policy Updates

CFO Kristi Keefer presented a new DPLS Deposit of Funds Policy, which will align DPLS practices with the Ohio Revised Code, and a revised DPLS Credit Card Policy, which will provide the library system with more control over staff-held credit cards.

Jenny Derringer moved, and Chris Korhn seconded the motion to approve the proposed new DPLS Deposit of Public Funds Policy and the proposed revised DPLS Credit Card Policy.

Motion Carried

Cash Flow Projection Review

CFO Kristi Keefer updated the library board on the five-year projected cash flow overview.

Strategic Plan

Cara Potter presented the draft update of the Strategic Plan for a second review and to solicit input from board members.

Update on annex/renovation

Director Potter updated the library board on the annex and renovation.

Update to Worthington Project

Cara Potter reported to the library board that the Worthington Cemetery Historic Marker was installed on Friday, October, at the entrance to the easement giving access to the Worthington Cemetery. At this time, the library has achieved its goals with this project, and the Friends of the Worthington Cemetery will take over any future work.

Addendum

Chris Korhn moved, and Jenny Derringer seconded the motion to approve the following General Fund transfers:

From: Other Purchased Services      \$2,000.00

To: Defiance Maintenance Supplies    \$2,000.00

Motion Carried

Beth Michel moved, and Shari Hedge seconded the motion to approve a proposed update to the Fiscal Management Policy, SECTION 12.3 PETTY CASH AND CHANGE FUNDS.

Motion Carried

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The next regular meeting is scheduled for Wednesday, November 19, at 5:00 p.m. at the Defiance Public Library.

Meeting adjourned by Board President Dennis Sobecki at 6:08 p.m.

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

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