

Defiance Public Library Board of Trustees
Organizational Meeting
January 28, 2026

The Board of Trustees of Defiance Public Library met for its annual Organizational meeting on Wednesday, January 28, 2026, at the Defiance Public Library; notice of said meeting, pursuant to R.C. 121, having been posted.

President Dennis Sobecki called the meeting to order at 5:05 PM. In attendance were board members: Beth Michel, Jenny Derringer, Shari Hedge, Tammy Bowers, Chris Korhn, and new board member Rob Giesige. Staff Members: Director Cara Potter, CFO Kristi Keefer, and Elaine Talbert. Visitors: Tabitha Sullivan, Taryn Lawson, Shannon McClure, and Mark Weamer

Fiscal Officer Appointments and Bonds

Beth Michel moved, and Jenny Derringer seconded the motion to appoint Kristi Keefer as Chief Fiscal Officer, effective January 28, 2026. Motion Carried.

Shari Hedge moved, and Tammy Bowers seconded the motion to appoint Elaine Talbert as Deputy Fiscal Officer, effective January 28, 2026. Motion Carried.

Jenny Derringer moved, and Chris Korhn seconded the motion to set the Chief Fiscal Officer's bond at \$50,000 and the Deputy Fiscal Officer's Bond at \$10,000, effective January 28, 2028. Motion Carried.

Shannon McClure administered the oath of office to Chief Fiscal Officer Kristi Keefer.

Do you solemnly swear, or affirm that you will support the Constitution of the United States and the Constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Chief Fiscal Officer of the Defiance Public Library, Defiance County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Shannon McClure administered the oath of office to Deputy Fiscal Officer Elaine Talbert.

Do you solemnly swear, or affirm that you will support the Constitution of the United States and the Constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Deputy Fiscal Officer of the Defiance Public Library, Defiance County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Swearing in of Rob Giesige new Board Member by Shannon McClure.

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Do you solemnly swear, or affirm that you will support the Constitution of the United States and the Constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a board member of the Defiance Public Library, Defiance County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Election of 2026 Officers of the Library Board

Tammy Bowers moved, and Jenny Derringer seconded the motion to nominate Dennis Sobecki for President, Beth Michel for Vice President, Chris Korhn for Secretary, and Rob Giesige for Treasurer. Motion Carried.

2026 Committee Appointments:

Shari Hedge moved, and Tammy Bowers seconded the motion to set the following committee members and chair board members.

2026 Standing Committees:	Chair	Members
Branches & Outreach	Chris Korhn	Beth Michel
Building and Lands	Chris Korhn	Tammy Bowers, and Jenny Derringer
Finance	Rob Giesige	Beth Michel
Library Policy	Dennis Sobecki	Beth Michel
Personnel	Beth Michel	Chris Korhn
Levy Committee	Jenny Derringer	

Motion Carried.

2026 Regular Meeting Schedule:

Chris Korhn moved, and Jemny Derringer seconded the motion to establish the schedule for regular library board meetings at 5:00 pm as follows:

February 25, 2026	Defiance Main Library
March 25, 2026	Sherwood Branch Library
April 29, 2026	Defiance Main Library
May 27, 2026	Johnson Memorial Library, Hicksville
June 24, 2026	Defiance Main Library
July 29, 2026	Defiance Main Library
August 26, 2026	Johnson Memorial Library, Hicksville
September 30, 2026	Defiance Main Library
October 28, 2026	Sherwood Branch Library
November 18, 2026	Defiance Main Library
December 16, 2026	Defiance Main Library
January 27, 2027	Defiance Main Library

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Motion Carried.

Meeting adjourned by President Dennis Sobecki at 5:24 pm.

_____, President

_____, Secretary

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The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, January 28, 2026, at the Defiance Public Library, Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Dennis Sobecki called the meeting to order at 5:26 pm. In attendance were Board members: Shari Hedge, Jenny Derringer, Beth Michel, Tammy Bowers, Chris Korhn, and Rob Giesgie. Staff members present: Director Cara Potter, CFO Kristi Keefer, and Elaine Talbert. Visitors: Tabitha Sullivan, Taryn Lawson, and Mark Weaner.

The Finance Committee met on January 21, 2026, at 4:00 pm at the Defiance Public Library to review the December 2025 Financials and Year-End Financials. Library Board Vice-President Beth Michel, Secretary Chris Korhn, Director Cara Potter, and CFO Kristi Keefer were in attendance. Kristi Keefer reported to the library board that the PLF for December came in at \$131,399.90 or 9.2% below the estimate. The year-end PLF stands at \$1,610,824.70, or \$3,081.00, or 0.19% above the estimate.

The Personnel Committee met on January 21, 2026, at 4:45 pm at the Defiance Public Library to review the Draft of the Facilities Manager Job Description. Library board Vice-President Beth Michel, Secretary Chris Korhn, Director Cara Potter, and CFO Kristi Keefer were in attendance. Beth Michel and Cara Potter reported to the board.

Chris Korhn, Shari Hedge, and Mark Weaner, in turn, updated the Library Board on the activities of the Friends of the Defiance Public, Johnson Memorial, and Sherwood Branch Libraries.

Items for Discussion

The library director recommends the following individuals to serve on the evaluation team for the Construction Manager at Risk: Director, Cara Potter, CFO Kristi Keefer, Gary Ford, and Board members Chris Korhn and Rob Giesgie.

Beth Michel moved, and Tammy Bowers seconded the motion to accept the following resolution.

Ms. Beth Michel introduced the following resolution and moved its passage:

Resolution No. 2026.01.28
APPROVING EVALUATION COMMITTEE, SELECTION COORDINATOR, AND
AUTHORIZING CONSTRUCTION MANAGER AT RISK PROCUREMENT PROCESS

WHEREAS the Defiance Public Library System Board of Trustees (the "Board") is undertaking the Library Annex and Main Renovation Project (the "Project") and has determined that it is in the best interest of the Library to use the Construction Manager at Risk ("CMR") delivery model for the Project which will require the services of a CMR to provide preconstruction services during the design phases as well as be responsible for construction of the Project; and

WHEREAS, pursuant to Ohio Administrative Code 153:1-6-01, the Board approves:

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Cara Potter, Director
Kristi Keefer, Chief Fiscal Officer
Gary Ford, Facilities Manager
Rob Giesgie, Board Member
Chris Korhn, Board Member

as members of the Evaluation Committee for the CMR procurement with Cara Potter serving as the Selection Coordinator per Ohio Administrative Code 153:1-6-03 and with Bricker Graydon LLP, construction legal counsel and the Library's selected design professional Steed Hammond Paul, Inc. ("SHP") serving as non-voting advisors and authorizes the Selection Coordinator to develop a process for maintaining records of decisions made during the CMR selection process; and

WHEREAS, the Ohio Revised Code and Ohio Administrative Code define a two-step best value selection process for procurement of a CMR, beginning with the Request for Qualifications ("RFQ"), review of submitted qualifications by the Evaluation Committee to identify a shortlist of qualified firms, then a Request for Proposals ("RFP") is issued to the shortlisted firms to request pricing and technical proposals for evaluation by the Evaluation Committee in order to rank the firms and determine the best value CMR firm for the Project; and

WHEREAS, the Board wishes to authorize the Evaluation Committee, working with construction legal counsel, to conduct all steps of the statutory CMR procurement process pursuant to the law and consistent with the rules and criteria set forth in Ohio Administrative Code 153:1-6-01, including issuing a public notice, identifying the qualifications criteria required for the Project, determining how the qualifications will be evaluated, issuing an RFQ, evaluating responses received and selecting no fewer than three firms which it considers most qualified to provide the required services unless fewer than three qualified firms are available, identifying the performance criteria and pricing criteria required for the Project, determining how the criteria will be evaluated, issuing an RFP to the shortlisted firms, conducting interviews of CMR firms that submit proposals, evaluating and ranking the shortlisted firms based on the final evaluation of each proposal to determine the "best value" per Ohio law, and recommending such ranking and selection to the Board for approval pursuant to Ohio Administrative Code 153:1-6-03, at a future meeting of the Board.

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

1. The Board authorizes the Selection Coordinator designated above to convene the Evaluation Committee consisting of the individuals identified above pursuant to Ohio Administrative Code Sections 153:1-6-03 and 153:1-6-01 for the best value selection of a CMR for the Project.
2. The Board authorizes the Evaluation Committee to work with construction legal counsel to conduct all steps of the statutory CMR procurement process, including but not limited to, issuing a public notice and RFQ, evaluating qualifications received to identify a shortlist of qualified firms, issuing an RFP, conducting interviews, and evaluating proposals to rank the firms and determine the best value CMR firm for the Project for approval at a future meeting of the Board.

Ms. Tammy Bowers seconded the motion and, after discussion, Roll Call Ayes: Denis Sobecki, Beth Michel, Shari Hedge, Tammy Bowers and Jenny Derringer. Chris Korhn and Rob Giesgie abstained.

Nays: None.

Motion Carried.

Rob Giesgie left the meeting at 5:45 PM.

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Consent Agenda

Jenny Derringer moved, and Chris Korhn seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Library Board meeting on December 17, 2025.
- Approval of the December 2025 Financial Reports as reviewed by the Finance Committee and approval of the payment of bills for January 2026.
- Approval of the Fiscal Officer's Report as presented

The Year-to-Date General Fund Activity through December 31, 2025:

Beginning Balance	\$2,676,308.36
Revenue	+ 139,431.63
Expenses	<u>- 252,662.79</u>
Month End Balance	\$ 2,563,077.20

December PLF: \$131,399.90

- Approval of the Library Operations Report
- DPLS Department Reports

Revenue and Appropriation Adjustments

- Accept donations from Linda Maag, James & Cynthia Impton, St. Paul's United Methodist Church, Staci Kaufman, and Carolyn Small
- Approval of an increase in General Fund Revenue in Unrestricted Contributions & Gifts of \$350.00
- Approval of an increase in General Fund appropriations in SBL Adult Supplies for \$100.00
- Approval of an increase in General Fund appropriations in DPL Children's Supplies for \$25.00
- Approval of an increase in General Fund appropriations in DPL Children's Books for \$25.00
- Approval of an increase in General Fund appropriations in DPL Adult Reference Books of \$100.00

Motion Carried.

Items for Discussion:

Facilities Manager Job Description

A new Facilities Manager job description was drafted by the library director and reviewed by Gary Ford, and the personnel committee.

Beth Michel moved, and Jenny Derringer seconded the motion to approve the new Facilities Manager job description. Motion carried.

Certificate of Deposit

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The twelve-month CD at WesBanco for \$200,000.00 at 1.99% APY expires January 28, 2026. The updated APY is now 3.35%.

Tammy Bowers moved and Chris Korhn seconded the motion to approve the renewal of the twelve-month CD at WesBanco for \$200,000.00. Motion Carried.

Library Director Cara Potter updated the board on the library annex.

2026 Federal Mileage Reimbursement Rate

The federal mileage rate set by the IRS will increase from \$.70/mile to \$.72.5/mile effective January 1, 2026. The library's policy requires reimbursement at the federal mileage rate. The library board agreed to continue using the IRS rate.

The next regular board meeting is scheduled for Wednesday, February 25, 2026, at 5:00 pm at the Defiance Public Library.

Meeting adjourned by Board President Dennis Sobecki at 6:17 pm

_____, President

_____, Secretary