

Defiance Public Library Board of Trustees
Regular Board Meeting
April 29, 2026

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, April 29, 2026, 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 5:00 P.M. In attendance were Board members: Tammy Bowers, Chris Korhn, Beth Michel, Shari Hedge, and Jenny Derringer. Rob Giesige was absent. Staff members present: Director Cara Potter, CFO Kristi Keefer, and Elaine Talbert.

Visitors: Mark Weaner, Judy Hasch, and Tabitha Sullivan

The Finance Committee met on April 20, 2026, at 1:00 P.M. at the Defiance Public Library to review the March 2026 Financials. Finance Chair Rob Giesige, Director Cara Potter, and CFO Kristi Keefer were in attendance. Kristi Keefer reported to the library board that the PLF for March came in at \$131,360.00, which is .98% above the estimate. The YTD 2026 PLF is 0.04% below the estimate. The prep work for the BS&A software has begun. The tentative start for Time Clock Plus is August 2026.

The Policy Committee met on April 14, 2026, at 3:30 P.M. at the Defiance Public Library to review the first drafts of a cybersecurity policy and a surplus materials and equipment disposition policy. Trustees Denis Sobecki and Beth Michel, Director Cara Potter, and CFO Kristi Keefer were in attendance. Cara Potter presented the drafts of the two new policies.

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

Consent Agenda

Shari Hedge moved, and Beth Michel seconded the motion to approve the Consent Agenda.

- Approval of the Minutes of the Regular Board meeting March 25, 2026.
- Approval of the March 2026 Financial Reports as reviewed by the Finance Committee and approval of the payment of bills for April 2026.
- Approval of the Fiscal Officer's Report as presented.

The Year-to-Date General Fund Activity through March 31, 2026:

Beginning Balance	\$2,476,913.02
Revenue	+ 553,978.85
Expenses	- <u>200,059.04</u>
Month End Balance	\$ 2,830,832.83

March 2026 PLF: 131,359.76

- Approval of the Library Operations Report.
- DPLS Department Reports.

Defiance Public Library Board of Trustees
Regular Board Meeting
April 29, 2026

- A motion approving the hire of Emily Gearhart as the 2026 DPL Summer Reading Intern, for 20 hours per week at a rate of \$12.58 per hour, starting May 26, 2026, and ending August 1, 2026.
- A motion approving the increase from 20 hours to 25 hours a week of the Circulation Assistant position currently held by Alexandria Warnke and awarding her associated retroactive paid time off to March 16, 2026.

Revenue and Appropriation Adjustments

The adjustments below are for the acceptance of gifts and funds from the Johnson Memorial Library Friends, the Current Event Club, the Defiance Area Foundation/DPL Annex Fund, and an anonymous donor, and for the movement of funds among library accounts.

- A motion to accept donations from Johnson Memorial Library Friends, Current Event Club, and Anonymous Donor.
- A motion to accept funds from the Defiance Area Foundation (DPL Library Annex Fund).
- A motion to approve an increase in General Fund revenue in Unrestricted Contributions & Gifts of \$4,655.60.
- A motion to approve an increase in Permanent Improvement Fund revenue in Gifts & Donations of \$120,000.00.
- A motion to approve an increase in General Fund appropriations in Adult Reference Books for \$30.00.
- A motion to approve an increase in General Fund appropriations in DPLSFR Programming Services for \$4,625.60.
- A motion to approve an increase in Permanent Improvement Fund appropriations in Professional Services for \$120,000.00.
- A motion to approve an increase in General Fund appropriations in Tax Collections Services for \$7,200.00.

Motion Carried.

Items for Discussion:

Proposed New Johnson Memorial Library hours

Director Cara Potter proposed increasing the Johnson Memorial Library's hours by two per week, bringing it to the same number of hours as the Sherwood Branch Library. The analysis shows more foot traffic in the mornings, so the suggestion is to open at 9:30 A.M. on Tuesday, Wednesday, Friday, and Saturday.

Jenny Derringer moved, and Chris Korhn seconded the motion to approve the following new public hours for the Johnson Memorial Library Branch to begin June 1, 2026.

Monday	10:00 am	7:00 pm
Tuesday	9:30 am	7:00 pm
Wednesday	9:30 am	5:00 pm
Thursday	Closed	
Friday	9:30 am	5:00 pm
Saturday	9:30 am	1:00 pm

Motion Carried.

Defiance Public Library Board of Trustees
Regular Board Meeting
April 29, 2026

Update to DPLS Patron Code of Conduct

Children's Services Manager Marja McGuire notified the director that some caregivers leave small children unattended in the Children's Room. In response to this issue, Cara Potter suggests additional language in the DPLS Patron Code of Conduct to address it.

Chris Korhn moved, and Tammy Bowers seconded the motion to approve the updated DPLS Patron Code of Conduct. Motion carried.

Amendments to SHP Design Contract.

There are two Amendments for the SHP Design Contract.

Amendment #1 – Topical Survey and Lot Combination Services.

Amendment #2 – Suspension of the Architect's Services effective upon the Architect's submission of the Design Development Documents.

Beth Michel moved, and Jenny Derringer seconded the motion to approve Amendment 1 and Amendment 2 to the SHP Design Contract. Motion Carried.

New Policies

Disposition of Surplus Materials and Real Property

The first draft of the policy is presented to the library board. The draft policy was developed with input from Assistant County Prosecutor Russ Herman and Fiscal Consultant Doug Zimmerman.

Cybersecurity Policy

Ohio public libraries are required to approve a Cybersecurity Policy by July 1, 2026. The director is working with OhioPlan to develop a policy using their template. She will work with GigAbove, the IT subcontractor, and library staff to address the library's policy requirements.

Update on Annex and Levy

CFO Kristi Keefer presented the probable operating cost for the Annex.

TimeClock Plus and BS&A Project Updates.

CFO Kristie Keefer told the library board that the anticipated start date for TCP will be in August 2026 and that the BS&A will go live on January 11, 2027.

Five-Year Cash Flow

CFO Kristi Keefer presented the Five-Year Cash Flow to the library board.

The next Regular meeting is scheduled for Wednesday, May 27, 2026, at 5:00 P.M. at the Johnson Memorial Library.

Meeting adjourned by Board President Dennis Sobecki at 6:05 P.M.

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_____, President

_____, Secretary