Defiance Public Library Board of Trustees

Regular Board Meeting Minutes

October 28, 2026

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

President Dennis Sobecki called the meeting to order at 5:01 P.M. Board members in attendance were Beth Michel, Chris Korhn, Shari Hedge, and Tammy Bowers. Jenny Derringer was absent. Staff members present: Director Cara Potter, CFO Kristi Keefer, Elaine Talbert, and Kathy Holtsberry. Rob Giesige attended via phone call.
Visitors: Mark Weaner, Judy Hasch, and Christina Pergram.

Kathy Holtsberry spoke to the library board about the activities at Sherwood Branch Library. They added shelving in the children's area; the school visits and story time are ongoing. Kathy will be off most of November for medical reasons.

The Finance Committee met on October 13, 2026, at 4:00 P.M. at the Defiance Public Library. Board Vice-President Beth Michel, Board Secretary Chris Korhn, Interim Director Rob Giesige, and CFO Kristi Keefer attended. Director Cara Potter was absent. Beth Michel reported to the library board that the PLF for September came in at $132,013.00, below the estimate. The YTD 2026 PLF is 0.16% below the estimate. September was normal, with revenue and expenditure in line with the budget.

The Personnel Committee met on October 15, 2026, at 5:00 P.M. at 311 Fort Street, Defiance, Ohio, to discuss the 2026 through 2029 collective bargaining agreement, director search, and a second staff request for vacation carry-over. Committee Chair Beth Michel, Chris Korhn, Jenny Derringer, and Interim Director Rob Giesige were present. Director Cara Potter attended via phone. Beth Michel handed out the internal job posting for the director position for the library board to review.

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

Consent Agenda

Chris Korhn moved, and Beth Michel seconded, to approve the Consent Agenda.

- Approval of the Minutes of the Regular Board meeting September 30, 2026.
- Approval of the September 2026 Financial Reports as reviewed by the Finance Committee and approval of the payment of bills for October 2026.
- Approval of the Fiscal Officer's Report as presented.

The Year-to-Date General Fund Activity through September 30, 2026:

Beginning Balance	$ 2,606,489.05
Revenue	+ 398,305.08
Expenses	- 204,883.95

Month End Balance $ 2,799,910.18

September 2026 PLF: 132,013.43

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

Motion Carried.

Items for Discussion:

BS&A Contract

Kristi Keefer spoke to the library board about a $10,000 change order from BS&A. BS&A is asking DPLS to share 50% of the additional $20,000 conversion costs. BS&A contends their quote was for a Springbrook product, and not KVS. DPLS has always communicated that KVS was the software program being used. Due to the age and outdated legacy system, this conversion was much more complex and time-consuming. As a good-faith compromise, Kristi Keefer proposed a cost-neutral solution for DPLS. The board agreed to move forward with the plan and communicate back to BS&A.

2027 – 2029 OAPSE Collective Bargaining Agreement.

Cara Potter spoke to the library board about the 2027-2029 OAPSE Collective Bargaining Agreement. Two paid holiday dates will change; the day after Thanksgiving and all day on New Year's Eve will now be paid holidays. Originally, the library was open on Friday after Thanksgiving and until noon on New Year's Eve. The union membership ratified the contract on August 26.

Annex update

A parking variance for the annex was filed with the City of Defiance for consideration at the November 16, 2026, City of Defiance Planning Commission meeting.

Interim Director Rob Giegige spoke with the Maumee Valley Planning and learned they are currently in a holding pattern because they are behind schedule. We do not have a demolition date for the two houses across the street.

Levy Committee

Communication Coordinator Taryn Lawson spent much time tracking online social media activity related to the annex and levy. The director and Taryn refer people to the annex and levy information on the DPLS website and to the information sessions.

Cara Potter spoke on October 5 to the Defiance Rotary Club, JML Annex Info Session and the Hicksville Village Council, then on October 6 at the DPL Annex & Levy info Session and the Defiance County Republican Committee; and on October 13 to the Hicksville Village Rotary. ABC 13 News interviewed Cara Potter on October 21, 2026, at the Defiance Public Library; the segment aired on October 22.

Beth Michel said they will run an ad thanking the community for their support after the elections.

Other Items for Consideration.

Addendum

The library is partnering with DDVB for Santa's Visit to Defiance Public Library scheduled for Friday, December 4, 2026, at 5:00 P.M. The director is requesting the board approve a late closing time of 6:30 P.M. that day.

Chris Korhn moved, and Tammy Bowers seconded, to approve the Defiance Public Library closing at 6:30 P.M. on Friday, December 4, 2026, to accommodate Santa's visit event. Motion Carried.

Kristi Keefer informed the library board that, with the assistance of Interim Director Rob Giegige, the Library secured $3,000.00 in annual savings on flood insurance for the Defiance Public Library.

The next Regular meeting is scheduled for Wednesday, November 18, 2026, at 5:00 P.M. at the Defiance Public Library.

Meeting adjourned by Board President Dennis Sobecki at 5:48 P.M.

_____, President

_____, Secretary