

AGENDA
Board of Trustees Meeting
Huron County Community Library
April 14, 2020 • Willard Memorial Library • 9:30 a.m.

- I. Call to Order
- II. Noting a quorum is present and proper notice of meeting was given
- III. Roll Call
- IV. Recognition of Guests
- V. Public Participation
 - A. *The Agenda of the board meeting shall include an item for public comment. In order to conclude board business in a timely manner this is the only time during a board meeting that the public may contribute to the meeting. Public comments will be limited to five minutes with only one representative of each group or individual to participate. The Board accepts comments, but may not respond to them, preferring instead to consider them at another time. No decision will be made about public comments until all sides of an issue have been thoroughly investigated by the Board.*
 - B. *Each person wishing to make comment to the Board shall contact the Director in writing one week in advance providing their name, address, group affiliation (if appropriate) and topic for inclusion in the official record of the Board. The minutes of the Board will reflect the comments made by members of the public.*
(Board Bylaws Article 8 section H)
- VI. Acceptance of March Minutes
- VII. Information
 - 4-1 OLC Trustee opportunities postponed
 - 4-2 Operating Levy information
 - 4-3 Report on library response Ohio's State of Emergency
 - 4-4 Staffing options during the Stay at Home Order

VIII. Fiscal Officer's Report

A. Financial Reports

- a. Bank Reconciliation
- b. Fund Balance Report
- c. Fund Listing
- d. Fund Ledger
- e. Investment Activity
- f. Budget vs. Actual
- g. Contributions

IX. Director's Report

A. Statistics

X. Action Items

4-5 Personnel – Cicillian hire

4-6 Employee compensation

XI. New Business

XII. Dialog

XIII. Adjournment

The Huron County Community Library Board of Trustees met Tuesday, March 17, 2020 at 9:30 am at the Willard Memorial Library for their regularly scheduled meeting. Members present were Jan Tkach, Leann Palm, Sue Loper, Nancy Eldridge, and Barth Gibson.

Also present were the Director, Laura Lee Wilson, and the Fiscal Officer, Joshua Figley.

Recognition of Guests:

None

Call to Order:

Barth Gibson called the meeting to order at 9:30 a.m., noting a quorum was present and proper notice of this meeting had been given.

Roll Call:

Roll call: Jan Tkach, present; Leann Palm, present; Marie Walker, not present; Nancy Eldridge, present; Barth Gibson, present; Sue Loper, present; Denise Frye, not present.

Public Participation:

None

Acceptance of Minutes:

The February minutes were approved after some correction in the information items section paragraph 2, last line and Director's Report section in third to last line. Also correct the roll call. Ms. Loper moved to approve February minutes as amended. Mrs. Eldridge seconded the motion. All approved the motion.

Information Items:

Mr. Figley presented the Board with information item (3-1) to report recent developments in our insurance premiums.

Mrs. Wilson presented the Board with information item (3-2) to report the library closed on February 27 due to inclement weather. Also Willard location closed on March 10 from 11:00 am until 1:30 pm, due to intermittent power outages and surges.

Mrs. Wilson presented the Board with information item (3-3) to report that Chris Mills has requested to move some of the furniture at North Fairfield, in an effort to create an area with soft seating with a flat screen television and space for activates. The space was assessed and her ideas can be accommodated. Mrs. Wilson thinks that most of the work could be done before the library opens or during the business day. It was Mrs. Wilson's desire to start the project before the end of March and have it completed before May.

Mrs. Wilson presented the Board with information item (3-4) to report that the library has applied for an LSTA grant to fund a bilingual afterschool edge AWE computer for the children's room in Willard. Mrs. Wilson will not know the outcome of the grant until after the State Library of Ohio's Board meeting.

Mrs. Wilson presented the Board with information item (3-5) to report that Courtney Roach was selected to move into the part time position at our North Fairfield location. The change in position has created a full time position opening at the same location. An internal posting was published and interviews were conducted. An offer is being made to fill the position.

Mrs. Wilson presented the Board with information item (3-6) to report in light of Governor DeWine’s declaration of a State of Emergency on March 9, 2020, Mrs. Wilson wants to assure the Board of Trustees that necessary precautions are being taken in regard to hygiene and housekeeping.

Further, we do not have any programs scheduled for the next couple months that we anticipate will have an attendance of over 50 people. We will follow any guidelines or advisories issued by our local Department of Public Health.

OLC has been proactive is providing sample language for patron messaging and has encouraged libraries to review their emergency preparedness plans.

Mrs. Wilson stated information concerning Covid-19 is fluid. Much of the advice is based on the current number of people being tested or confirmed cases of the virus in counties (regions, neighborhoods). As always, I will keep you informed if any of our normal business practices change.

Mrs. Wilson informed the Board of the patron count at all branches and idea of the type of patrons coming in. Talked about the services that were put on hold as of right now.

Mrs. Wilson wanted the Board to consider the pandemic policy. The pandemic policy is to establish the protocol that will be used in the event of a pandemic. Board went over the pandemic policy and discussed about different options and ideas. A copy of the policy is available in the accompanying packet.

Mrs. Palm moved to accept item pandemic policy, and Mrs. Eldridge seconded the motion. All approved the motion.

Mrs. Wilson presented the Board with information item (3-7) to report that the Operating Levy expires December 31, 2021. The first opportunity we have to go back to the voters for local support is November 2020.

Mrs. Wilson and Mr. Figley will work together to prepare information to share with the Board of Trustees at the April meeting so we can proceed with the necessary action to comply with the Board of Election requirements for being on the November 2020 ballot.

Fiscal Officer’s Report:

Mr. Figley presented the February financial reports, which included the following figures:

	FEBRUARY 2019			
	Balance 2/1/2019	MTD Income	MTD Expenses	Balance 2/28/2019
General Fund	\$796,373.17	\$74,282.03	\$85,928.38	\$784,726.82

Capital Improvements	\$10,245.43	\$6.35	\$0.00	\$10,251.78
Grant Fund	\$847.14	\$0.53	\$0.00	\$847.67
Willard Library Trust Fund	\$27.84	\$0.02	\$0.00	\$27.86
Greenwich Trust Fund	\$120,176.32	\$74.63	\$0.00	\$120,250.95
North Fairfield Trust Fund	\$202.67	\$0.13	\$0.00	\$202.80
TOTALS	\$927,872.57	\$74,363.69	\$85,928.38	\$916,307.88

Ms. Loper moved to accept the Fiscal Officer's Report, and Mrs. Palm seconded the motion. All approved the motion.

Director's Report:

Mrs. Wilson presented her calendar from the previous month. She reported to the Board information about the Huron County Census and what steps are being done to help the community with the Census. She talked about a grant that she and Mr. Awwiller talked about for computer training as well as OLC Trustee Dinners being canceled. Mrs. Wilson also stated that The Attorney General did change the sunshine law for quorum during the state of emergency, to where teleconferences is ok as long as the members can be heard.

Statistics:

Mrs. Wilson presented the Monthly statistics to the Board. She noted that total circulation for all locations was 13,295.

Action Items:

Mrs. Wilson presented the Board with action item (3-8) to recommend the Huron County community Library Board of Trustees close the library on August 3, 2020 for a Staff Development Day. The day will be used for system-wide continuing education and professional development. Ms. Tkach moved to accept item as requested and Mrs. Palm seconded the motion. All approved the motion.

Mr. Figley presented the Board with action item (3-9) to recommend that the Huron community Library Board of Trustees approve the final Appropriations Resolution for 2020 with the legal level of control established at the Object Level within the General Fund and Fund Level for all other funds. Mr. Figley went over the changes to the Final Appropriations numbers. A copy of the resolution is available in the accompanying packet. Ms. Loper moved to accept item as requested and Mrs. Eldridge seconded the motion. All approved the motion.

New Business:

Ms. Tkach talked about Wakeman furnace and asked about who is responsible for the furnace for the building. Mrs. Wilson left the meeting at 10:45 am to get the lease for Wakeman and was back by 10:49

am. At that time Mrs. Wilson read over the lease agreement for Wakeman building. Mrs. Wilson said that she would be getting ahold of the Village of Wakeman to discuss.

Dialog:

None

Adjournment:

Mrs. Palm moved to adjourn the meeting and Mrs. Eldridge seconded the motion. All approved the motion.

The meeting adjourned at 10:59 a.m.

HURON COUNTY COMMUNITY LIBRARY

Subject: OLC Trustee opportunities postponed	Date: 4-14-2020 Item Number: 4-1
Category: Information	Page: 1 of 1

Due to the current state of public emergency, the Ohio Library Council has postponed the Trustee Dinners. The dinner we were scheduled to attend has been rescheduled for Thursday, September 10, 2020 at the Hilton Garden Inn in Perrysburg.

HURON COUNTY COMMUNITY LIBRARY

6

Subject: Operating Levy Information	Date: 4-14-2020 Item Number: 4-2
Category: Information	Page: 1 of 1

Scott Seitz, Huron County Deputy Auditor reports our levy currently generates an estimated \$582,806 per year.

The annual cost to a property owner with a \$100,000 home is \$37.46 and \$28.09 for those on the Homestead.

The ballot language will state a 1.275 mill renewal levy. The original .975 mill levy passed in 2011; it was renewed in 2015 with a .3 mill increase. Our current levy expires December 2021.

Additionally, the Huron County Board of Elections confirmed we will need to file by 4 pm on August 5, 2020.

We will need a certificate from the Auditor and a resolution from Willard City Schools.

Item number: 4-2

HURON COUNTY COMMUNITY LIBRARY

Subject: HCCL's response to Ohio's State of Emergency	Date: 4-14-2020 Item Number: 4-3
Category: Information	Page: 1 of 2

Below is a listing of the Library's response to the Executive Orders place in effect by Gov. DeWine and the Ohio Department of Health by Dr. Amy Acton.

Gov. DeWine's and Dr. Acton's Orders	Library Response
3/9/20 <ul style="list-style-type: none"> Declared a State of Emergency 	3/13/20 <ul style="list-style-type: none"> Outreach services (homebound, nursing homes, preschools and daycares) are suspended for three weeks. These services will be re-evaluated on April 3, 2020. Limited computer use - to provide more space between the work stations All toys, puzzles, cards, and board games will be removed from public spaces Launchpads, electronic tablets, physical games, puzzles, sensory toys and toy musical instruments will be temporarily removed from the collection Items will be checked in fine free until April 4, 2020. Curbside pickup will be made available to patrons requesting the service (logistics will be handled by each location) As far as staffing is concerned, I want you to take care of yourself. Wash your hands. Hand sanitizer is available at all locations (for now). Stay home if you are sick Staff completed new emergency contact forms. Gloves will be provided while handling the collection, cargo, etc.
3/16/20 <ul style="list-style-type: none"> Ban on gatherings of more than 50 people. All K-12 schools close for 3 weeks 	3/16/20 <ul style="list-style-type: none"> All meeting rooms are closed to the public until at least April 4th 3/17/20 <ul style="list-style-type: none"> Board passed Pandemic Plan Food and drinks prohibited

HURON COUNTY COMMUNITY LIBRARY

	<ul style="list-style-type: none"> • Limit groups to 10 people or less in one area <p>3/18/20</p> <ul style="list-style-type: none"> • First case of COVID-19 confirmed in Huron Cty. • No more than 10 people in the building at a time, not including staff • Social distancing will be enforced <p>3/19/20</p> <ul style="list-style-type: none"> • Curbside/Lobby pickup and return only • No patrons allowed in the building, will be reevaluated by April 6th. • Beginning March 23 – service hours 9:30 am – 4 pm.
<p>3/23/20</p> <ul style="list-style-type: none"> • Stay-at-home order took effect at 11:59 pm (until April 6) 	<p>3/23/20</p> <ul style="list-style-type: none"> • Closed library at end of the day • Pandemic policy implemented at close of day • All staff paid for hours scheduled March 24 – April 6
<p>4/2/20</p> <ul style="list-style-type: none"> • Stay-at-home order extended until 5/1/20 	<p>4/2/20</p> <ul style="list-style-type: none"> • Notified staff of extended Stay at Home Order earliest we could open is May 4. • Notified staff the Director and Fiscal Officer were interpreting the pandemic pay policy to the letter - 14 days pay, as opposed to two weeks. Last day of pandemic pay April 10. <p>4/3/20</p> <ul style="list-style-type: none"> • Management Mtg. for strategy and planning <p>4/6/20</p> <ul style="list-style-type: none"> • Survey staff for health and willingness to work • Director and Fiscal Officer met to talk about staffing & budget

HURON COUNTY COMMUNITY LIBRARY

Subject: Staffing options during Stay at Home Order	Date: 4-14-2020 Item Number: 4-4
Category: Information	Page: 1 of 1

Due to the current state of public health emergency, the Huron County Community Library needs to be aware of the options available in regard to our workforce. The pandemic policy provided for 14 days of pay.

Please bear in mind that according to the Ohio Revised Code and the Board Bylaws, Article VII, the library must have a fiscal officer.

“The Fiscal Officer is an employee of the Board and shall function under the terms of Section 3375.36 through 3375.392 of the Ohio Revised Code, and other applicable laws. The Fiscal Officer may be a member of the Board of Trustees or hold another position in the library, but it is not recommended.”

The options that are available are as follows:

1. Lay off/Furlough everyone off assign one of the Trustees to be the Fiscal Officer
2. Lay off/Furlough everyone and keep the current Fiscal Officer
3. Keep all employees at their full hours, at their full rate
4. Keep all employees at reduced hours, at their full rate
5. Keep all employee at their full hours, at a reduced rate
6. Keep key employees at their full hours and their full rate, lay off/furlough the rest
7. Keep key employees with reduced hours at their full rate, lay off/furlough the rest
8. Keep key employees at their full hours, at a reduced rate, lay off/furlough the rest
9. Lay off/Furlough some employees, keep the rest at full rate reduced hours
10. Lay off/Furlough all employees, keep the Fiscal Officer and Director

Item Number: 4-4

Bank Reconciliation

Reconciled Date 3/31/2020

Posted 4/6/2020 2:50:05 PM

Prior UAN Balance:		\$916,307.88
Receipts:	+	\$917,160.45
Payments:	-	\$636,880.33
Adjustments:	+	-\$6.32
Current UAN Balance as of 03/31/2020:		\$1,196,581.68
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 03/31/2020:		\$1,196,581.68
Entered Bank Balances as of 03/31/2020:		\$1,222,815.03
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$26,233.35
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 03/31/2020:		\$1,196,581.68

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 03/31/2020.

There are no outstanding adjustments as of 03/31/2020.

MARCH 2020

	Balance 03/01/2020	MTD Income	MTD Expenses	Balance 03/31/2020
General Fund	\$784,726.82	\$386,266.26	\$106,612.72	\$1,064,380.36
Capital Improvements	\$10,251.78	\$9.36	\$0.00	\$10,261.14
Grant Fund	\$847.67	\$500.79	\$0.00	\$1,348.46
Willard Library Trust Fund	\$27.86	\$0.02	\$0.00	\$27.88
Greenwich Trust Fund	\$120,250.95	\$109.91	\$0.00	\$120,360.86
North Fairfield Trust Fund	\$202.80	\$0.18	\$0.00	\$202.98
TOTALS	\$916,307.88	\$386,886.52	\$106,612.72	\$1,196,581.68 \$1,196,581.68

CASH-IN-BANK TOTAL AS OF MARCH 31, 2020

Star Ohio	\$90,883.67	
Sutton Bank - Checking	\$31,123.45	
Sutton Bank - MM	\$738,088.37	
HS MM	\$287,199.82	
First Citizens Bank - Savings	\$25,132.22	
Petty Cash	\$390.00	
Cash Register Change	\$117.60	
Key Bank - Savings	\$49,106.09	
Pay Pal	<u>\$773.81</u>	
CASH IN BANK	\$1,222,815.03	
Outstanding Payments	\$26,233.35	Bal. Minus Cash
Total Equity	1,196,581.68	0.00

HURON COUNTY COMMUNITY LIBRARY, HURON COUNTY

28

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Revenue Ledger

By Fund

March 2020

Account Number: 1000-612-0105 Restricted Contributions - Businesses(Willard Memorial Yeut)
Fund: General

Final Budget: \$75.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue		Budget Balance
							Debit	Credit	
03/17/2020	03/17/2020	Directions Credit Union	WML YS Summer Reading Donation (check #81	57119	172-2020	\$500.00	Report Beginning Balance		\$75.00
							\$0.00	\$0.00	-\$425.00
						Account Total:	\$500.00	\$0.00	\$0.00
						Account YTD Total:	\$500.00	\$75.00	\$0.00

Account Number: 1000-613-0100 Restricted Contributions - Foundations(Willard Memorial Gen)
Fund: General

Final Budget: \$2,000.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue		Budget Balance
							Debit	Credit	
03/06/2020	03/06/2020	Willard Memorial Library	Restricted Donation	56795	107-2020	\$300.00	Report Beginning Balance		\$2,000.00
							\$0.00	\$0.00	\$1,700.00
						Account Total:	\$300.00	\$0.00	\$0.00
						Account YTD Total:	\$300.00	\$2,000.00	\$0.00

Account Number: 1000-651-0100 Unrestricted Contributions - Individuals(Willard Memorial G)
Fund: General

Final Budget: \$500.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue		Budget Balance
							Debit	Credit	
03/06/2020	03/06/2020	Willard Memorial Library	Patron Receipt	56795	105-2020	\$0.10	Report Beginning Balance		\$486.00
03/10/2020	03/10/2020	Willard Memorial Library	Patron Receipt	56926	110-2020	\$1.00	\$0.00	\$0.00	\$485.90
03/13/2020	03/13/2020	Willard Memorial Library	Patron Receipts	57065	168-2020	\$1.60	\$0.00	\$0.00	\$484.90
03/13/2020	03/13/2020	Willard Memorial Library	Patron Receipt	57065	169-2020	\$0.05	\$0.00	\$0.00	\$483.30
03/17/2020	03/17/2020	Willard Memorial Library	Patron Receipt	57119	173-2020	\$0.25	\$0.00	\$0.00	\$483.25
03/20/2020	03/20/2020	Willard Memorial Library	Patron Receipt	57293	177-2020	\$0.04	\$0.00	\$0.00	\$483.00
						Account Total:	\$3.04	\$0.00	\$0.00
						Account YTD Total:	\$17.04	\$500.00	\$0.00

Account Number: 1000-651-0400 Unrestricted Contributions - Individuals(Wakeman Community)
Fund: General

Final Budget: \$200.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue		Budget Balance
							Debit	Credit	
03/31/2020	04/05/2020	Wakeman Community Library	Patron Receipts	57374	179-2020	\$0.05	Report Beginning Balance		\$150.11
03/31/2020	04/05/2020	Wakeman Community Library	Patron Receipts	57374	180-2020	\$0.05	\$0.00	\$0.00	\$150.06
03/31/2020	04/05/2020	Wakeman Community Library	Patron Receipts	57374	182-2020	\$0.15	\$0.00	\$0.00	\$150.01
03/31/2020	04/05/2020	Wakeman Community Library	Patron Receipts	57374	183-2020	\$0.10	\$0.00	\$0.00	\$149.86
						Account Total:	\$0.35	\$0.00	\$0.00
						Account YTD Total:	\$50.24	\$200.00	\$0.00
						General Fund Total for Selected Accounts:	\$803.39	\$0.00	\$0.00
						General Fund YTD Total for Selected Accounts:	\$867.28	\$2,775.00	\$0.00
						Report Total for Selected Accounts:	\$803.39	\$0.00	\$0.00
						Report YTD Total for Selected Accounts:	\$867.28	\$2,775.00	\$0.00

MONTHLY STATISTICS

Month: MARCH 2020	Greenwich	N. Fairfield	Wakeman	Willard	System
Inhouse circulation	1667	315	2060	4189	8231
Items loaned to other libraries	186	64	328	846	1424
TOTAL CIRCULATION	1853	379	2388	5035	9655
Adult Programming					
Inhouse	1/8	6/27	2/19	6/44	
Outreach				2/66	
Teen Programming					
Inhouse	2/6	1/15	1/8	13/76	
Outreach				1/14	
Children's Programming					
Inhouse	3/46	1/0	1/99	20/255	
Outreach	1/15		2/120	4/66	
TOTAL PROGRAM ATTENDANCE					
Meeting Room Use					
Library	7/52		11/126	30/237	48/415
Community	3/9		10/75	24/284	37/368
Home Delivery/Outreach	0	0	0	4	4
Public Computer Use	89	51	91	382	613
Patron Count (April & October)					
Wi-Fi	86	76	86	1166	1414
Donations	0	0	0	0	0
SYSTEM-WIDE STATISTICS					
Libby					1242
Lynda					189
OWL					575
OCLC requests					8