

The Delaware County District Library Board of Trustees met in a regular session at the Liberty Branch of the Delaware County District Library on October 13, 2025 at 5:00 PM. Present were board members Ike, Kipfer, Kenter, Quaine, Skinner, and Tiede. Mr. Howard, Director, Ms. Grossenbacher, Fiscal Officer, and members of the public were also in attendance.

Public Participation – there were no requests for public participation.

(2025-067) Motion moved, seconded, and carried – Quaine / Skinner

To approve the minutes of the regular meeting of September 16, 2025.

President's Report – Mr. Tiede had nothing to report.

Fiscal Officer Report – Ms. Grossenbacher shared information obtained from the Delaware County Board of Elections documenting the cost allocation for the May primary. Discussion was held. She referred to the written report and ask for any questions. Facilities Specialist Robert Huffine has completed his probationary period. Ms. Grossenbacher asked for approval to add him as an authorized user of a credit card. Explanation of the process was given and questions were answered.

(2025-068) Motion moved, seconded, and carried – Ike / Kenter

To approve the September financial reports, payment transaction listing, investments and bank reconciliation.

(2025-069) Motion moved, seconded, and carried – Kipfer / Skinner

To approve Robert Huffine, Facilities Specialist, to be an Authorized User of a credit card from First Commonwealth Bank in the amount of \$1,000.

(2025-070) Motion moved, seconded, and carried – Kipfer / Kenter

To approve with gratitude the following donations:

- From Kathy and Dave Bright in Memory of Sue Hadden
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Director's Report – Mr. Howard directed the board to his written report and asked if there were any questions. He shared that he had received a new letter of intent from First Commonwealth Bank for the lease of space for an Operations Center. The proposed rent amount was reduced and they agreed to an out clause for the lease should something happen with our funding. Mr. Kenter had posed several questions on Friday about the lease and they were answered to the best of our ability. Additional discussion can be had during Old Business.

Friends of the Library Report – Ms. Klatte shared information about book sales and upcoming author visits. The FOL Annual meeting will be November 13. FOL is helping with the Stockland's Read to a Horse program.

Committee Reports:

Facilities – Facilities Master Plan interviews will follow the board meeting.

Finance – no update

HR – Information about the new Strategic Initiatives Coordinator position were shared. This would be a dual-purpose position that would take some of the tasks currently being done by the Deputy Director. The addition of the position also requires updates to the organization chart and compensation chart.

(2025-071) Motion moved, seconded, and carried – Kipfer / Skinner

To approve the Strategic Initiatives Coordinator position, change to 2025 Compensation Chart and update to 2025 Organization Chart for the new position.

Nominating Committee – Ms. Kipfer shared that additional nomination information will be shared during the meeting next month.

Policy – Mr. Kenter was appointed to the committee.

Unfinished Business:

Discussion about the Operations Center and possible lease were held and questions were answered.

(2025-072) Motion moved, seconded, and carried – Kipfer /Quaine

To approve a supplemental budget adjustment for potential rental payments for a space for an Operations Center. (Tabled item from prior month.)

- 1000-230-351-0000 Rents and Leases - \$52,500

(2025-073) Motion moved, seconded, and carried– Quaine / Kipfer

To authorize Director Howard to enter into a lease agreement for a space for an Operations Center.

New Business: There was no new business.

(2025-074) Motion moved, seconded, and carried – Quaine / Kenter

To adjourn the meeting at 5:48 PM.

Scott Tiede, President

Connie Skinner, Secretary