

**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Thursday March 19, 2020**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Leslie Wyse, Kent Weis, Linda Bringman

**Library Staff Present:** Jennifer Fording (Director), Ariel Gresh (Branch Manager), Brianne Markley (Fiscal Officer)

**Absent:** Ron Busdeker

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:00 p.m. via video/teleconference due to the state of Ohio “Shelter in Place” coronavirus ordinance.

**2. SECRETARY’S REPORT**: The February 10, 2020 minutes were unanimously approved. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the February financial statements and reports. The Bank Reconciliation showed all figures balancing for the month. The Appropriation Status, Fund Status, Revenue Status, and Wage Earnings all looked to be in good standing with no issues to address.
* Mrs. Markley noted that the final payment of the Building Addition/Renovation project had been sent to Adohr.
* (See attached documentation of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2020-20. Be it resolved to accept the Fiscal Officer February 2020 Report as presented.**

Motion made by Ms. Farrell, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2020-21. Be it resolved to accept the following gifts and**

**memorials for the month of February:**

For Library Building Expansion $250 Chad & Linda Bringman

For the Genoa Kids Programming $90 David LaPlantz

For Library Building Expansion $75 Kathleen Kroos

Motion made by Ms. Farrell, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* The monthly programs at Elmore Library continue to flourish. Activities such as Instapot Workshops, Photography Workshops, and Stop Motion Animation were well-received by the public. A Scam Prevention program was presented in collaboration with Edward Jones Financial and the Elmore Police Department.
* On February 7, 2020 Mrs. Fording hosted a Director’s Roundtable with 14 other Northwest Ohio Library Directors in attendance. Facilitated by NORWELD, the Roundtable offered the directors an opportunity to gather and discuss relevant topics. Mrs. Fording was able to give an impressive tour of our new addition and renovations.
* Our Local History Display housed a collection of 1920’s vintage valentines from the grandmother (Carrie Kreiger Kulhman) of patron Bill Verbryke. The display brought a lot of interest from the public.
* The new Sharp copiers at both Elmore and Genoa are in and have been working well. In addition to the copiers, the doors at Elmore have now been installed as well.
* The Donor Recognition Wall has now been installed in the children’s area near the entrance to the Damschroder Meeting Room. Mrs. Fording is quite pleased with the finished product.
* The Route 51 Bridge into Elmore is now closed tentatively until August 15, 2020. This closure will surely affect program attendance and patron usage of the Library.
* The following employees have completed webinars/workshops this month:
* Sierra White “Library Programming for Adults”
* Kim Jimison “Teaching Tech to Patrons – the Current Landscape”
* Katie Blum “Evolving Tech: Where are we now?”
* Emily Altstadt “Teen think Tank Workshop” & “Transforming Teen Services Workshop”
* Director’s Report for February 2020 (written) included in Secretary’s records.

**5. BRANCH MANAGER'S REPORT**:

* Summer reading prep/planning has begun amongst Ms. Gresh, Mrs. Fording, and Emily Altstadt.
* The new copier at Genoa is getting a lot of use and rave reviews by the patrons.
* Makenna Flores, a Genoa High School student, has been hired as the new Page.
* Bekkir Barbier has completed his 3-month probation period and been promoted to Clerk II.
* A STEM program centering around the Elmore Bridge drew in a great turnout of children.
* Overall circulation at the Genoa Library was up this month.
* Branch Manager’s Report for February 2020 (written) included in Secretary’s records.

**6. LOCAL HISTORY REPORT**: Included in Secretary’s records.

**7. OLD BUSINESS**:

* **Update on Genoa Friends of the Library Monies & Study Room –** A check for $29,996.00 has been received from the Genoa Friends of the Library and plans are under way to complete the new study rooms. The $28,620.00 Adohr study room proposal, Friends of the Library plaque, and new furniture will be purchased with the Genoa Friends Monies.

**Resolution 2020-22. Be it resolved to approve the $28,620.00 Adohr study room proposal, a Friends of the Library plaque, and new furniture to be purchased with the Genoa Friends Monies, not to exceed $29,996.00.**

Motion made by Mr. Wyse, motion seconded by Mr. Weis.

Motion carried by unanimous voice vote.

* **Revised Animals in the Library Policy**  (See attached documentation included in Secretary’s records.)

**Resolution 2020-23. Be it resolved to approve the revised Animals in the Library Policy effective immediately.**

Motion made by Mr. Weis, motion seconded by Mr. Wyse.

Motion carried by unanimous voice vote.

**9. NEW BUSINESS**:

* **Safety Deposit Box Items 2020** – Safety Deposit Box Inspection Items 2020 minutes were unanimously approved as presented. Copies of minutes for archiving will be prepared by Ms. Farrell.
* **Outreach Storytime Specialist Job Description/Wage Approval** – Mrs. Fording will be advertising for the position of Outreach Storytime Specialist consisting of 30 hrs/week with the pay scale of Clerk II ($15.40/hr.). (See attached documentation included in Secretary’s records.)

**Resolution 2020-24. Be it resolved to approve the advertising and hiring of an Outreach Storytime Specialist position consisting of 30 hrs. weekly at the rate of pay of $15.40/hr.**

Motion made by Mr. Weis, motion seconded by Mrs. Bringman.

Motion carried by unanimous voice vote.

* **Genoa Custodian Job Description/Wage Approval** – A&B Cleaning Team is no longer doing a satisfactory job at Genoa Library. Ms. Gresh will be advertising for a custodial position consisting of 12 hrs. weekly at the rate of pay of $11.50/hr. (See attached documentation included in Secretary’s records.)

**Resolution 2020-25. Be it resolved to approve the advertising and hiring of a Genoa Custodial position consisting of 12 hrs. weekly at the rate of pay of $11.50/hr.**

Motion made by Mr. Selhorst, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* **Elmore HVAC Heat Coil Quote** – the heat coil is cracked and needs replaced

**Resolution 2020-26. Be it resolved to approve the Wichman Proposal of $5413.56 to replace the heat coil currently under warranty.**

Motion made by Mrs. Zimmerman, motion seconded by Mr. Selhorst.

Motion carried by unanimous voice vote.

* **Pandemic Plan Policy** - (See attached documentation included in Secretary’s records.)

**Resolution 2020-27. Be it resolved to approve the corrected Pandemic Plan Policy effective immediately.**

Motion made by Mr. Wyse, motion seconded by Ms. Farrell.

Motion carried by unanimous voice vote.

* **Future Plans Amidst COVID-19** – Amidst the current health crisis the OLC mandated the closure of the State Library, with other libraries throughout the state following suit. The curbside service initiated at both Elmore and Genoa libraries on April 18, 2020, will no longer be available and the libraries will be closed effective immediately until April 13, 2020. It was also decided upon discussion the employees will continue to receive regular wages for the typical hours of weekly employment through the date of April 24, 2020. The situation for both conditions will be re-evaluated at the April board meeting.

**Resolution 2020-28. Be it resolved to remain closed effective immediately through April 13, 2020, with the understanding that the situation will be re-evaluated at the April board meeting.**

 Motion made by Mr. Wyse, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

**Resolution 2020-29. Be it resolved to pay Library employees at their current rates for the typical amount of weekly hours effective immediately through the date of April 24, 2020, with the understanding that the situation will be re-evaluated at the April board meeting.**

Motion made by Mrs. Zimmerman, motion seconded by Mr. Wyse.

Motion carried by unanimous voice vote.

**10. ADJOURNMENT**: 8:18 p.m.

**11. NEXT MEETING**: April 13, 2020

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President