**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, December 12, 2022**

**Present:** Kent Weis (President), Toby Farrell (Secretary), Ron Busdeker, Linda Bringman, Claire Lawrence, Kevin Gladden

**Library Staff Present:** Jennifer Fording (Director), Brianne Markley (Fiscal Officer)

**Absent:** Leslie Wyse, Ariel Jacobs (Asst. Director/Branch Manager)

1. **CALL TO ORDER:** President Mr. Weis called the meeting to order at 7:00 p.m. at the Elmore facility.
2. **SECRETARY’S REPORT:** The November 14, 2022 Regular Meeting minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the November 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. (See attached documentation included in Secretary’s records.)

**Resolution 2022-61. Be it resolved to accept the Fiscal Officer November 2022 Report as presented.**

Motion made by Mr. Gladden, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* **Budget Modifications -** Mrs. Markley would like to propose an extensive list of 2022 Budget changes in regards to Revenues and Appropriations effective December 12, 2022. (See attached documentation included in Secretary’s records.)

**Resolution 2022-62. Be it resolved to accept the Proposed 2022 Budget Changes in regards to Revenues as presented effective December 12, 2022.**

Motion made by Mr. Gladden, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* **Review of Salary Items** – For the Board’s information, Mrs. Markley provided 2023 Salary Projections based on the SSA COLA raise. Also included for the Board’s perusal were the COLA Raises 2021 & 2022 for Ohio Libraries and a 2021 Salary Scale for HEPL Peer Libraries. (See attached documentation included in Secretary’s records.)
* **Acceptance of the 2023 Temporary Budget –** Mrs. Markley would like to propose the approval of the 2023 Temporary Budget. Included for the Board’s Information is a 3 Year Forecast of the General Fund (with PLF projection at lowest level). (See attached documentation included in Secretary’s records.)

**Resolution 2022-63. Be it resolved to approve the 2023 Temporary Budget.**

Motion made by Ms. Lawrence, motion seconded by Mrs. Bringman.

Motion carried by unanimous voice vote.

* **2022 Final Amended Certificate of Estimated Resources** – (See attached documentation included in Secretary’s records.) This is prepared in accordance with the requirements listed in **ORC section 5705.36** stating that the fiscal officer shall certify to the county auditor the total amount from all sources available for expenditures.

**Resolution 2022-64. Be it resolved to approve the 2022 Final Amended Certificate of Estimated Resources as presented.**

Motion made by Mr. Busdeker, motion seconded by Mr. Gladden.

Motion carried by unanimous voice vote.

* **2023 Official Certificate of Estimated Resources** – (See attached documentation included in Secretary’s records.) This is prepared in accordance with the requirements listed in **ORC section 5705.36** stating that the fiscal officer shall certify to the county auditor the total amount from all sources available for expenditures.

**Resolution 2022-65. Be it resolved to approve the 2023 Official Certificate of Estimated Resources as presented.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2022-66. Be it resolved to accept the following gifts and memorials for the month of November:**

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Roland Henderson $97.70 Joy Hammer

Motion moved by Ms. Farrell, motion seconded by Mr. Gladden.

Motion carried by unanimous voice vote.

* Community partnerships with The Salvation Army (Angel Tree), Toys for Tots, and Bundle Up Ottawa County are allowing the Library to be a pickup place for the names of needy children in the Genoa and Woodmore school districts, as well as a drop-off point for the gifts and clothing.
* Adult programs this month included an embroidery craft, Harry Potter Escape Room, and a financial literacy program by Edward Jones.
* The Elmore Community Holiday Party was held December 3, 2022. It included Santa, Mrs. Claus story time, snacks, photo booth, games, and crafts, as well as a coffee truck for the adults. As always, it was well-received. Genoa’s Community Holiday Party is scheduled for Dec. 10th.
* Elmore Library is currently testing out a Square register system that will allow for cash, check, and credit card payments. A cash register will allow for more security and will also provide a sophisticated reporting system showing the details of each transaction. If all goes well, the system will be implemented at Genoa Library in the next few months.
* Staff Trainings this month included:

 Abigail Sullivan: Introduction to Community Calendar (Whofi)

 Jennifer Fording: Introduction to Community Calendar (Whofi)

 Patron Point Marketing Platform Demonstration (Ohio Library Council)

 Tricia Kline: Embracing Dynamic Shelving (NORWELD)

Meghan Pieffer: No Job Seeker Left Behind: Library Services to Meet Their Need (Web Junction)

 Bekkir Barbier: Book & AV Repair (NORWELD)

 Sierra White: Book & AV Repair (NORWELD)

* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**  Combined with Director’s Report due to Mrs. Jacobs being on

 Maternity Leave.

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

**6. UNFINISHED BUSINESS:**

* **Landscaping Quotes & Comparisons -** Upon receiving a new quote from Lighthouse LCC, Mrs. Fording provided a comparison sheet of all quotes. Upon discussion it was decided to go with Lorenzen Lawn & Landscape for landscaping maintenance at both libraries. (See attached documentation included in Secretary’s records.)

**Resolution 2022-67. Be it resolved to hire Lorenzen Lawn & Landscape for the Harris-Elmore Public Library and Genoa Branch Library landscaping maintenance needs.**

Motion made by Ms. Lawrence, motion seconded by Mrs. Bringman.

Motion carried by unanimous voice vote, with Mr. Gladden abstained from voting due to conflict of interest.

**7. NEW BUSINESS:**

* **Damaged Library Materials Policy –** Mrs. Fording proposed a Damaged Library Materials Policy be put in place and made visible at each library’s circulation desk. (See attached documentation included in Secretary’s records.)

**Resolution 2022-68. Be it resolved to approve the Damaged Library Materials Policy as presented effective December 12, 2022.**

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

Motion carried by unanimous voice vote.

**Resolution 2022-69. Be it resolved to move into Executive Session at 7:52 p.m. to consider the promotion or compensation of a public employee. (ORC 121.22G1)**

Motion made by Mr. Gladden, motion seconded by Mr. Busdeker.

Roll call vote:

Mr. Gladden– yes

Mrs. Bringman – yes

Ms. Lawrence - yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

**Resolution 2022-70. Be it resolved to exit Executive Session at 8:29 p.m.**

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

Roll call vote:

Mr. Gladden – yes

Mrs. Bringman – yes

Ms. Lawrence - yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

* **Salary & Wage Schedule** – The following changes to salary were made effective December 26, 2022:  All Library hourly employees will receive a 9% raise. New Salaried rates will be set as follows: Mrs. Fording (Director) - $65,000.00; Mrs. Jacobs (Asst. Director/Branch Manager) - $52,000.00; Mrs. Markley (Fiscal Officer) - $14,000.00

**Resolution 2022-71. Be it resolved to approve the following salary change for the year 2023 effective December 26, 2022: All Library hourly employees will receive a 9% raise. New Salaried rates will be set as follows: Mrs. Fording (Director) - $65,000.00; Mrs. Jacobs (Asst. Director/Branch Manager) - $52,000.00; Mrs. Markley (Fiscal Officer) - $14,000.00**

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

Motion carried by unanimous voice vote.

**9. ADJOURNMENT:** 8:34p.m.

**10. NEXT MEETING:** January 9, 2023 at 7:00 p.m. Harris-Elmore Public Library Damschroder Meeting

 Room

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary Kent Weis-President