**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday January 8, 2018**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Ron Busdeker, Marcela Repka, Laura Clement

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

**Absent:** Mimi Fintel (Branch Manager/Youth Services Coordinator), Tracy Jeremy

**1. CALL TO ORDER**: Former President Ms. Farrell called the meeting to order at 7:04 p.m. at the Elmore facility.

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Kris Holland administered the Oath of Office to all Harris-Elmore Library Board members present.

*“Do you solemnly swear (or affirm) that you support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of the Harris-Elmore Public Library Board of Trustees to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted during your continuance in said office, until your successor is chosen and qualified? If so, answer “I do.”*

All current Board members acknowledged their acceptance by a verbal “I do” and are as such reinstated for the year 2018. Mrs. Jeremy will take the oath at the next meeting.

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Ron Busdeker Laura Clement

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Toby Farrell Marcela Repka

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David Selhorst Judy Zimmerman

* **ELECTION OF OFFICERS**
* Toby Farrell was nominated for the office of Secretary.

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

Motion carried by unanimous voice vote.

* David Selhorst was nominated for the office of President.

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

Motion carried by unanimous voice vote.

* Judy Zimmerman was nominated for the office of Vice-President.

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

Motion carried by unanimous voice vote.

* **APPOINTMENT OF FISCAL OFFICER** – **Resolution 2018-01. Be it resolved to appoint Brianne Markley to the position of Fiscal Officer.**

Motion made by Mr. Busdeker, motion seconded by Mrs. Zimmerman. Motion carried by unanimous voice vote.

* **DESIGNATION OF MEETING TIME AND PLACE** – All Board members and staff present agreed unanimously to keep the meeting time at 7:00 p.m. on the second Monday of the month at the Elmore facility, except in September, which will be held at the Genoa Branch.
* **INSPECTION OF THE SAFETY DEPOSIT BOX** – The Board agreed to inspect the Safety Deposit Box at the Huntington Bank branch in Woodville on Saturday, January 20, 2018, at 10:00 a.m.
* **RECONCILLIATION OF THE FISCAL OFFICER’S BOOKS** – Mr. Busdeker agreed to perform the reconciliation of the Fiscal Officer’s record.

**3. SECRETARY’S REPORT**: The December 18, 2017 minutes were unanimously approved as corrected. The December 28, 2018 Special Meeting minutes were unanimously approved as presented. Corrections and copies for archiving will be prepared by Ms. Farrell.

**4. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the December financial statements and reports. All figures balanced for the end of the year wrap up. (See attached documentation included in Secretary’s records.)

**Resolution 2018-02. Be it resolved to accept the Fiscal Officer December 2017 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Amended Certificate of Estimated Resources** (See attached documentation included in Secretary’s records.) This is prepared in accordance to 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 2018-03. Be it resolved to accept the Amended Certificate of Estimated Resources as presented.**

Motion made by Mrs. Zimmerman, motion seconded by Mrs. Repka.

Motion carried by unanimous voice vote.

* **2018 Permanent Appropriations. Resolution 2018-04. Be it resolved by the Board of Library Trustees of the Harris Elmore Public Library, Ottawa County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31, 2018, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:** (See attached documentation included in Secretary’s records.)

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

Roll call vote:

Mr. Busdeker - yes

Ms. Farrell - yes

Mr. Selhorst - yes

Mrs. Repka - yes

Mrs. Zimmerman – yes

Mrs. Clement - yes

Motion carried by unanimous roll call vote.

* **Changes to the Harris-Elmore Library Personnel Policy** (See attached documentation included in Secretary’s records.) Changes to the current policy would avoid any future issues with pay dates falling on weekends and/or holidays. These changes would also allow for more accurate record keeping of employee work/leave hours. Changes being made reflect:

(1) Job classifications now include Assistant Director & Coordinator of Cataloging & Circulation Services as “professional”.

(2) Bi-weekly pays for all employees, with the exception of the Fiscal Officer, who will be paid the first pay date of each month. All employees will receive a calendar schedule of all pay periods and pay dates. All employees will have the option of receiving their pay stub by email or postal mail.

(3) New Time Sheet/Attendance Report forms and Leave Request forms (Appendix A). It is the responsibility of each employee to keep an accurate time sheet reflecting hours worked, as well as leave taken. Proper procedure is explained in the Harris-Elmore Library Personnel Policy.

**Resolution 2018-05. Be it resolved to approve the Harris-Elmore Library Personnel Policy changes to be retroactive as of January 1, 2018.**

Motion made by Mrs. Clement, motion seconded by Mrs. Repka.

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2018-06. Be it resolved to accept the following gifts and memorials:**

In memory of Marie Magsig $20 from the Peloquin Family

$25 from Lila Wood

$20 from Jeanne Haar

$100 from James Crozier

$10 from Bill & Lynne Shaffer

$25 from Barbara Rollins & Russell Magsig

$25 from Terry & Brenda Weidner

$100 from Carol Sue Howe (for history room

materials)

In memory of Delores David $300 from Thomas David

For children’s materials @ Genoa $30 from David LaPlantz

In memory of family & friends $75 from Kenneth & Kathleen Kroos

For the new addition $10,000 from Judy & Bill Zimmerman

For the new addition $25,000 from Dick & Judy Kulhman

Motion moved by Mr. Busdeker, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* Mrs. Laity, in preparation of her retirement, continues to work with Mrs. Fording on handling the Director’s duties. Recently those duties included the handling of book and e-book purchases, as well as other responsibilities.
* Director’s Report for December 2017 (written) included in Secretary’s records.

**6. BRANCH MANAGER'S REPORT**: Included in Secretary’s records.

**7. LOCAL HISTORY REPORT**:

* Grady Breicheisen will be completing an internship with the Harris-Elmore Library as a MLS completion requirement. He will be performing duties in the Local History Room, as well as those of a clerk.
* Local History Room Report for December 2017 (written) included in Secretary’s records.

**8. OLD BUSINESS**:

* An update on the building project was given. At this time the building committee is waiting to hear from Nan Weir of Williams Architects regarding the additional square footage request. The last information the committee had received indicated that if the requested additional square footage was added toward the road, additional fees would not be charged to create new drawings. The committee is currently waiting to receive these drawings.

**9. NEW BUSINESS**:

* Mrs. Fording is going to be starting a book discussion group entitled “Read Between the Wines” at Wine Flight in downtown Elmore. Owners Tony & Rebekkah Zimmerman had reached out with the idea and Mrs. Fording readily accepted the opportunity to partner with the local business. The first book chosen is “One True Thing” by Anna Quindlen.

**10. ADJOURNMENT**: 8:05 p.m.

**11. NEXT MEETING**: February 12, 2018

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President