**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, September 14, 2020**

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

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

**Absent:** Linda Bringman

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:01 p.m. via ZOOM due to the coronavirus pandemic.

https://us02web.zoom.us/j/82658765266?pwd=K3VTZDZqMi84S0wrNCt1dHowMHdxQT09

**2. SECRETARY’S REPORT:** The July 13, 2020 minutes were unanimously approved as

 presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the July financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. 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 2020-53. Be it resolved to accept the Fiscal Officer July 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

* Mrs. Markley presented the August financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. 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 2020-54. Be it resolved to accept the Fiscal Officer August 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Create New C.A.R.E.S. Act Funds -** Mrs. Markley would like to propose the creation of the following new funds retroactively effective August 1, 2020:
* 2801 - Coronavirus Relief Fund – This fund will account for the $3,000 CARES Mini-Grant that the Library received for COVID-related purchases. This grant was received from the State Library of Ohio, via funds appropriated through the Institute of Museum and Library Services by the Federal CARES Act.
* 2802 – Coronavirus Relief Fund – This fund will account for the $25,000 CARES Grant received through the Ohio Office of Budget and Management as provided through the US Department of Treasury by the Federal CARES Act. This grant will help to purchase items to make our libraries safer for patrons.
* (See attached documentation included in Secretary’s records.)

**Resolution 2020-55. Be it resolved to approve the creation of the new C.A.R.E.S. Act Funds retroactively effective August 1, 2020.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose an extensive list of 2020 Budget changes in regards to the General Fund Revenues and Expenses effective September 14, 2020. Please see the attached documentation for the account numbers/titles, decreased/increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2020-56. Be it resolved to accept the Proposed 2020 Budget Changes in regards to revenues and expenses effective September 14, 2020 as presented.**

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

Motion carried by unanimous voice vote.

* **3 Yr. Forecast** – Mrs. Markley presented a revised 3 Yr. Forecast (General Fund) for informational purposes only. (See attached documentation included in Secretary’s records.)
* **Ottawa County Libraries PLF Approval/Resolution –** It is recommended by Mrs. Fording to keep the same percentages as in the past for PLF distribution. (See attached documentation included in Secretary’s records.)

**Resolution 2020-57. Be it resolved to keep the PLF Distribution Percentages the same as in years’ past with Ida Rupp Public Library at 50%, Harris-Elmore Public Library at 30%, and Oak Harbor Public Library at 20% of funds received.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2020-58. Be it resolved to accept the following gifts and memorials for the months of July/August:**

C.A.R.E.S. Act Mini Grant $3,000 State Library of Ohio

Eagle Scout Project Landscaping $500 Ottawa County Community

Foundation

Kids Educational Programs $100 James Dolph

General Library Donation $25 Jane Garling

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

Motion carried by unanimous voice vote.

* The Summer Reading Program participation was lower this summer due to COVID, but those who participated seemed to enjoy it. We were pleased to offer t-shirts to both the kids and teens this year thanks to our new sponsor Materion.
* Recent popular programs have included Magician Andrew Martin Zoom class, Fact or Fiction Series on Facebook, an outdoor movie night, 1918 Pandemic – Elmore/Genoa mini documentary, and monthly podcasts and Litboxes.
* Abigail Sullivan has been hired as the new Programs Librarian and started working on September 8, 2020. She is a Woodmore grad and has a background in special events/outreach programming, marketing and public relations.
* Flyers advertising the library’s services and programs were sent to every teacher at Genoa and Woodmore Schools.
* The Library received a $3,000 C.A.R.E.S. mini grant to help with Covid-related expenses.
* Staff webinar trainings this month included:
* Jennifer Fording – Coronavirus in the Workplace Update

How to Deal with Problem Behaviors Related to COVID-19

National Voter Registration Act Training for Public Libraries

Creativity in Quarantine: Innovative Ideas During the Pandemic

* Katie Blum – Using the Ohio Memory Transcription Tool
* Kim Jimison – Coxnet Overview

* Director’s Report for July & August 2020 (written) included in Secretary’s records.

**5. BRANCH MANAGER’S REPORT:**

* The public has taken well to the new layout of the library. The carpet issue, due to the shelves being moved, is being addressed. A quote from Genoa Interiors was quite expensive, so more thought will be given to a possible solution.
* Ms. Gresh complimented the Genoa staff on a successful Summer Reading Program.
* Staff have completed the following webinars this month:
* Jude Jenson - Steps in the Reference Process

How Controlled Digital Lending Works for Libraries

* Ariel Gresh - Virtual Storytime: Successes and Challenges

COVID: How to Deal with Problem Behaviors Related to COVID-19

Voter Registration Responsibilities for Public Libraries

* Branch Manager’s Report for July & August 2020 (written) included in Secretary’s records.

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

**7. UNFINISHED BUSINESS:**

* **Update on Genoa Study Rooms –** The frames are now complete and have been approved by the inspector. Drywall, windows, and doors will soon be installed.
* **Update on Elmore HVAC System** – Mrs. Fording has been working with the manager at Whichman Company to figure out the humidity issue at the Elmore Library. Some changes have been made resulting in improvements, but the results are still not within the normal humidity range. Replacement of the system will be a last resort.
* **Update on Strategic Plan –** Mrs. Fording has been in contact with Evan Struble regarding beginning the process for a new Strategic Plan. Currently we are third in line for receiving a consultant. (See attached documentation included in Secretary’s records.)

**8. NEW BUSINESS:**

* **New Programs Librarian–** Abigail Sullivan has been hired as the new Programs Librarian and started working on September 8, 2020. She is a Woodmore grad and has a background in special events/outreach programming, marketing and public relations. We welcome her to the staff.
* **C.A.R.E.S. Act Mini Grant/Coronavirus Relief Fund Grant –** The Library received a $3,000 C.A.R.E.S. mini grant to help with Covid-related expenses and has been approved for a $25,000 Coronavirus Relief Fund Grant to help with purchases to make our libraries safer for patrons.
* **Discussion of Kiwanis Club Reimbursement –** Mrs. Fording is formally asking the Board to pay the Kiwanis membership dues for herself and Ms. Gresh.

**Resolution 2020-59. Be it resolved to approve the purchase of two Kiwanis memberships for the Library Director and Branch Manager.**

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

Motion carried by unanimous voice vote.

* **Director & Fiscal Officer Evaluations** – Director and Fiscal Officer self-evaluation questions/answers are included for the Board Members information. Evaluations are due to President Mr. Selhorst by October 12, 2020 in order to be compiled for the November meeting.

**9. ADJOURNMENT:** 7:55p.m.

**10. NEXT MEETING:** October 12, 2020 at Genoa Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President