**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Thursday, November 14, 2019**

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

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

**Absent:** Marcela Repka,

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:05 p.m. at the Genoa facility.
2. **SECRETARY’S REPORT:** The October 14, 2019 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 October 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 2019-52. Be it resolved to accept the Fiscal Officer October 2019 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Auditor’s Report –** Mrs. Markley noted that the Auditor’s Report is now complete. Mrs. Markley reviewed the report findings with the Board and thoroughly explained any items noted in the audit.
* **Proposed Budget Change -** Mrs. Markley would like to propose the following 2019 Budget change in regards to expenses:
* 4002-800-810 Redemption of Principal (Elmore Building Addition Fund) – Increase budget by $10,200 to a total of $300,200 with the effective date of October 14, 2019. *Loan from First Federal was paid back in October 2019. The additional $10,200 is needed to account for the full amount of the pay off.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-53. Be it resolved to accept the Proposed 2019 Budget Change in regards to expenses as presented retroactively effective on October 14, 2019.**

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

Motion carried by unanimous voice vote.

* **Transfer of funds -** Mrs. Markley would like to propose the remaining funds in the First Federal savings account to be transferred to the First Federal checking account.

**Resolution 2019-54. Be it resolved to transfer the remaining funds in the First Federal savings account to the First Federal checking account.**

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

Motion carried by unanimous voice vote.

* **5 Year Forecast –** Mrs. Markley provided a new 5 Year Forecast for the Library due to the completion of the Building Addition/Renovation project. This forecast is for informational purposes only. (See attached documentation included in Secretary’s records.)

 **4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2019-55. Be it resolved to accept the following gifts and memorials for the month of October:**

For Library Building Expansion $375 Joanne Price

For Library Building Expansion $214.07 T-Shirt Fundraiser

For Library Building Expansion $150 Toby Farrell

For Library Building Expansion $140 Diane Prater

For Library Building Expansion $75 Kenneth & Kathleen Kroos

For Library Building Expansion $75 Harris Township Trustees

For Library Building Expansion $33 Buy a Book Campaign

For Library Building Expansion $46 Trivia Night Donations

For Library Building Expansion $50 Henry & Roberta Povolny

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

Motion carried by unanimous voice vote.

* The Elmore Library will open on November 23rd, with a November 22nd Preview Night for donors $500 and above (along with the Board and Building Committee members). The Elmore Staff has been extremely busy putting away books, cleaning, and preparing for the opening. Many thanks go to the Boy Scouts, Woodmore Key Club, Woodmore Football Team, and various volunteers for all the help with moving books and furniture multiple times during the addition/renovation project.
* On November 5th, Mrs. Fording did mock interviews and judging for the FFA District Contest at Woodmore High School.
* Many compliments have been received about the recent Community Voting Forums held at the Library, as well as the “Cutting the Cable” Programs held at the Senior Center. Both programs were very well received.
* Mrs. Fording sat in on interviews with Ms. Gresh for the hiring of a new Clerk at Genoa . Bekkir Barbier was selected and started work duties on November 6, 2019.
* Mrs. Fording included passage/failure comparison data on the recent Library Levy Campaigns held throughout the state of Ohio. We are fortunate to have passed ours.
* Elmore’s Hometown Holidays are scheduled for December 14,, 2019. Many activities are planned and Mrs. Fording will have the privilege of playing Mrs. Claus. There will also be an Angel Tree located in the library for donations.
* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**

* Ms. Gresh has added the categories of Children Passive Programming and Teentober Passive Programming to her monthly report as a means to more accurately report library usage/activities.
* Bekkir Barbier has been hired for the Clerk position at the Genoa Branch facility. He began work duties on November 6, 2019.
* Ms. Gresh and Meghan Peiffer participated as Judges of the annual Kiwanis Halloween Parade.
* Emily Altstadt had a great turnout for her Homeschool Hour on the topic of owls.
* Meghan Peiffer completed a webinar entitled *Grief Inside and Outside your Library.* Ms. Gresh is investigating Mental Health Training avenues for her staff.
* (See attached documentation included in Secretary’s records.)

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

**7. OLD BUSINESS:**

* **Expansion & Renovation Update -** The expansion and renovation project is about 99% completed. Final work is being completed with the arrival of the furniture, WIFI connection, and the exterior painting.

**8. NEW BUSINESS:**

* **Elmore Library Re-Opening -** Grand Re-Opening Day is scheduled for November 23, 2019, with a Preview Night for Donors $500 or more scheduled for November 22, 2019. Williams Architects will be present for the Grand Re-Opening Day. Plans for Re-Opening Day activities are well underway.
* **Elmore Library Meeting Room Name –** Mrs. Fording would like to name the new Elmore Meeting Room the “Damschroder Meeting Room” after the original bequest which instigated the Board contemplation of a new meeting room.
* **Food for Fines**

**Resolution 2019-56. Be it resolved to accept canned food in the place of library fines during the time period of November 29 – December 31, 2019.**

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

Motion carried by unanimous voice vote.

* **Audit Committee Formation -** As a result of the audit findings, an Audit Committee will need to be in place for future audits. Mrs. Markley provided a template for possible consideration regarding who should reside on the Audit Committee. Suggestions for possible committee members were shared. Mrs. Fording will look further into this consideration.
* **Board of Trustees Members & Meeting Places**  - The Board will be seeking two new members as Mrs. Repka will be leaving the Board in January upon the completion of her term and Mrs. Clement has resigned effective immediately. Possible member suggestions were mentioned. Mrs. Fording also brought up the possibility of having more meetings held at the Genoa facility throughout the year. No action was taken.

**Resolution 2019-57. Be it resolved to move into Executive Session at 8:27 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mr. Weis - yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

**Resolution 2019-58. Be it resolved to exit Executive Session at 8:43 p.m.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

**9. ADJOURNMENT:** 8:44p.m.

**10. NEXT MEETING:** Tuesday, December 17, 2019 at 7:00 p.m. at Elmore Library (Note: date change due to conflicts.)

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President