**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday January 14, 2019**

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

**Library Staff Present:** Jennifer Fording (Director), Mimi Fintel (Branch Manager/Youth Services Coordinator), Brianne Markley (Fiscal Officer)

**Absent:** Laura Clement

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:00 p.m. at the Elmore facility.

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Mimi Fintel 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 2019. Mrs. Clement will take the oath at the next meeting.

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 Ron Busdeker Kent Weis

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 Toby Farrell Marcela Repka

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 David Selhorst Judy Zimmerman

* **ELECTION OF OFFICERS**
* The slate of officers is as follows:

David Selhorst – President

Judy Zimmerman – Vice-President

Toby Farrell - Secretary

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

Motion carried by unanimous voice vote.

* **APPOINTMENT OF FISCAL OFFICER** **& APPROVAL OF SURETY BOND**

**Resolution 2019-01. Be it resolved to appoint Brianne Markley to the position of Fiscal Officer.**

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

Motion carried by unanimous voice vote.

**Resolution 2019-02. Be it resolved to approve the Surety Bond in regards to the Fiscal Officer.**

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

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 Thursday, January 17, 2019, at 4:30 p.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 13, 2018 minutes were unanimously approved as corrected. 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. The Bank Reconciliation report shows all balances reconciled with no issues. The First Federal and Genoa Bank CDs have been cashed out and transferred, and are now reflected in Star Ohio. Mrs. Markley noted that she is currently working on getting the year-end reports closed out and the W2 statements completed. Mrs. Markley noted that using UAN is making the tasks much easier to accomplish.
* The Appropriation Status Report reflects that all POs have been closed out for the year.
* The Revenue Status reflects the PLF amount received was higher than expected. The amounts received for both fines and interest are also shown to be higher than anticipated.
* The Profit & Loss report continues to allow the Board to see a comparison between 2017 and 2018.
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-03. Be it resolved to accept the Fiscal Officer December 2018 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Certificate of the Total Amount From All Sources Available For Expenditures, and Balances** – (See attached documentation included in Secretary’s records.) This form shows the total amount from all sources available for expenditures from each fund set up in the tax budget, with the balances that exist. It is filed with the Ottawa County Auditor.

**Resolution 2019-04. Be it resolved to approve the Certificate of the Total Amount From All Sources Available For Expenditures, and Balances as presented.**

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

Motion carried by unanimous voice vote.

* **Certificate of the County Budget Commission** – (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 2019-05. Be it resolved to approve the Certificate of the County Budget Commission as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2019 Budget changes in regards to expenses:
* Public Service and Programs - Other (Genoa Branch Fund) – Increase the appropriations by $20.81.
* Collection Development and Processing - Other (Genoa Branch Fund) – Decrease appropriations by $20.81.
* *These changes are to the 2019 Budget to reflect donation monies that were set aside for Kids Programs, Books, and Non-Fiction books that were left over from 2018 and need to be spent in 2019.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-06. Be it resolved to accept the Proposed 2019 Budget Changes in regards to expenses as presented.**

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

Motion carried by unanimous voice vote.

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

**Resolution 2019-07. Be it resolved to approve the 2019 Wage and Salary Schedule as presented retroactively effective 12/31/2018 for all staff, with the exception of the Fiscal Officer retroactively effective 1/1/19.**

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

Motion carried by unanimous voice vote.

* **Credit Card Policy** – (See attached documentation included in Secretary’s records.)

**Resolution 2019-08. Be it resolved to approve the Harris Elmore Public Library Credit Card Policy Revision effective January 14, 2019.**

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

Motion carried by unanimous voice vote.

* **Appointment of Compliance Officer** – (See attached documentation included in Secretary’s records.)

**Resolution 2019-09. Be it resolved to appoint Kim Jimison as Compliance Officer in regards to the Harris Elmore Public Library Credit Card Policy Revision effective January 14, 2019.**

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

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2019-10. Be it resolved to accept the following gifts and memorials for the month of December:**

 For Library Building Expansion $13,000 First Federal Bank

 For Library Building Expansion $1,000 Blair & Anita Miller

 For Library Building Expansion $1,000 Don & Kathy Alter

 For Library Building Expansion $1,000 Brian Koenig

 For Library Building Expansion $300 Jim Beam

 For Library Building Expansion $250 Chipmatic Company

 For Library Building Expansion $250 Jeffery Hovis (in memory of John &

Lois Hovis)

 For Library Building Expansion $155 Christmas Lights Contest entry Fees

 For Library Building Expansion $100 Nancy Almroth

 For Library Building Expansion $100 Janet Kuhlman

 For Library Building Expansion $100 Jeff & Tracy Harrison

 For Library Building Expansion $100 Elaine & James Milbrodt

 For Library Building Expansion $100 Merlin & Lois Lieske

 For Library Building Expansion $100 John & Lynne Fletcher

 For Library Building Expansion $100 Janice Netcher

 For Library Building Expansion $100 HES Class of 1961 (in memory of Bob

Netz & Herbert Katko)

 For Library Building Expansion $100 Genis Dangler (in honor of Goldie

Dangler)

 For Library Building Expansion $100 Janet Gregory

 For Library Building Expansion $100 Ethel Rutherford

 For Library Building Expansion $100 Joyce Kontak

 For Library Building Expansion $75 Kenneth & Kathleen Kroos

 For Library Building Expansion $65 Quilt Raffle Tickets

 For Library Building Expansion $50 Laurie & Mike Netz

 For Library Building Expansion $50 Toby Farrell

 For Library Building Expansion $50 Anita Manzeck

 For the Genoa Kids $30 David LaPlantz

 For Library Building Expansion $25 Margaret Mills

 For Library Building Expansion $21 Buy a Book Program

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

Motion carried by unanimous voice vote.

* “Winter Break” programming has been successful. A Fortnite program, Manga program, and button making brought many into the library over the holiday school break. From March – December 2018, the library had approximately 5,600 attendees to various programs!
* Mrs. Fording has selected a brand of carbon monoxide detectors to purchase, however she is waiting to talk with the Fire Department prior to purchase. Mrs. Fording is seeking advice regarding recommended square footage/size and whether a single (carbon monoxide detector only) or a combo (carbon monoxide/fire detector) unit is preferred.
* Director’s Report for December 2018 (written) included in Secretary’s records.

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

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

**8. OLD BUSINESS**:

* **Expansion & Renovation Project Update** - An update on the building project was given.
* Finishing touches are being put on the scope of work for our rebidding process in January. We have advertised in the Toledo Blade and the Port Clinton News Herald. The pre-bid meeting is set for January 17, 2019, at 11:00 a.m. Nan Weir will be in attendance for the pre-bid meeting. The reading of the bids will be on January 31, 2019, at 12:00 p.m. The Building Committee will also hold a meeting on January 31, 2019, with Nan and Andy is attendance.
* **Fundraising Update** – An update on the fundraising for the building project was given. Fundraising efforts continue.
* Approximately $169,000 in pledges has been acquired.
* The Fundraising Committee has stepped away from the idea of a Spring Gala as there were too many difficulties and time constraints in obtaining seed money for the event and auction items.
* Smaller fundraising events continue. A Soup & Pie Cook-off is in the works for the winter. Mrs. Fording is also considering applying for a grant with the Ottawa County Community Foundation to subsidize portions of the Local History Exhibit Area. A Chipotle Restaurant (Oregon, OH, location) night will be held on January 26, 2019, from 4-8 p.m. with 33% of all proceeds donated to our building expansion project.

**9. NEW BUSINESS**:

* **Revised Sick Leave & Vacation Accrual Policies** – (See attached documentation included in Secretary’s records.)

**Resolution 2019-11. Be it resolved to approve the Sick Leave and Vacation Accrual Policy Revisions as presented to be effective immediately.**

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

Motion carried by unanimous voice vote.

* **Overview of Ohio Laws Passed/Not Passed Affecting Libraries** – (See attached documentation included in Secretary’s records.) Mrs. Fording shared the list of legislation affecting libraries that has/has not passed in the Ohio General Assembly as of December 31, 2018. Of particular interest was HB 736: Property Tax Levies and Taxing Authority, which did not pass.

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

**11. NEXT MEETING**: February 11, 2018 at 7:00 p.m. at Elmore Library.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President