**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, June 20, 2022**

**Present:** Judy Zimmerman (President), Kent Weis (Vice-President), Toby Farrell (Secretary), Ron Busdeker, Linda Bringman, Leslie Wyse, Kevin Gladden

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

**Absent:** Ariel Gresh (Branch Manager)

1. **CALL TO ORDER:** President Mrs. Zimmerman called the meeting to order at 6:00 p.m. at the Genoa facility.

1. **SECRETARY’S REPORT:** The May 9, 2022 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.
2. **FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the May 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 2022-38. Be it resolved to accept the Fiscal Officer May 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* **PLF Review –** Mrs. Markley included a PLF Review for the Board’s perusal. Mrs. Markley noted that this year’s PLF shows a surplus as compared to previous years. (See attached documentation included in Secretary’s records.)
* **Budget Changes -** Mrs. Markley would like to propose a list of 2022 Budget changes in regards to the Appropriations. Please see the attached documentation for the account numbers/titles, increased/decreased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2022-39. Be it resolved to accept the Proposed 2022 Budget Changes as presented effective June 20, 2022.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2022-40. Be it resolved to accept the following gifts and memorials for the month of May:**

Poetry Contest Prizes $125 Friends of the Elmore Library

Summer Reading Program $223.70 Elmore & Genoa Senior Centers

Harris-Elmore Public Library Operations $75 Kathleen Kroos

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

Motion carried by unanimous voice vote.

* Summer Reading began June 4th and is going extremely well with high attendance and participation. Programs include a kids Hip Hop class, Squirt Gun Painting, Outdoor Movies, and a Military Traveling Display from the Northcoast Veterans Museum. Patrons are also adjusting to using Beanstack very well.
* The new HVAC system from Ohler & Holzhauer seems to be doing well controlling the humidity.
* The 16th annual Georgiana Huizenga Teen Poetry Contest was held in early April with around 30 entries from Woodmore High School. The Friends of the Elmore Library served as judges with 1st, 2nd, and 3rd place prizes given for Humorous and Serious poems in both male and female categories.
* Katie Blum is starting to conduct Oral History interviews from a number of Elmore and Genoa inhabitants. This project was previously done in 2010-11 and provided good collaboration with the community, so Mrs. Fording felt it was time to revive the project again.
* The Library will be partnering with the OLC and COSI to provide 100 (50 each location) learning lunchboxes to the children of our community. The box theme is “dinosaurs” and includes learning activities and fun games. We will be receiving them in July and will find a timely way of distribution.
* Staff have completed the following webinars this month:
* **Beanstack: Creating Accounts for Offline Readers (Paper Logs Only)**: Abigail Sullivan, Emily Young, Katie Blum, Kim Jimison, Nathan Young, Sierra White
* **Beanstack: Creating Patron Accounts:** Abigail Sullivan, Emily Young, Katie Blum, Kim Jimison, Nathan Young, Sierra White
* **Beanstack: Library Patron Essentials:**  Emily Young, Katie Blum, Kim Jimison, Nathan Young, Sierra White
* **Beanstack: Library Staff Essentials:** Emily Young, Katie Blum, Kim Jimison, Nathan Young, Sierra White
* **Beanstack: Logging Reading for a Patron:** Emily Young, Katie Blum, Kim Jimison, Nathan Young, Sierra White
* **Beanstack: Managing Family Accounts**: Emily Young, Katie Blum, Kim Jimison, Nathan Young, Sierra White
* **Beanstack: Using the Mobile App:** Emily Young, Katie Blum, Kim Jimison, Nathan Young, Sierra White
* **Beanstack: View & Redeem Prizes for Patrons:**  Emily Young, Katie Blum, Kim Jimison, Nathan Young, Sierra White
* **Dealing with Public Masturbation:** Abigail Sullivan, Emily Young, Katie Blum, Kim Jimison, Nathan Young, Sierra White
* **Free Online Tools for Creating Visual Content for Your Library’s Marketing:** Nathan Young
* **Deliberately DEAI (Ohio History Connection):** Katie Blum
* **Choosing the Right Media Platform for your Library:** Katie Blum
* Director’s Report for May 2022 (written) included in Secretary’s records.

1. **BRANCH MANAGER’S REPORT:**

* Ms. Gresh and Abigail Sullivan attended the Genoa Homecoming and hosted “Name That Tune” with the theme being “Broadway”. It was a fun time for all.
* Summer Reading “Ocean of Possibilities” is going well with a lot of programs and engagement for all ages.
* The Book Sale on May 7th was a great success with a profit of $289. Community feedback was great and will be taken into consideration for next year’s sale.
* Staff have completed the following webinars this month:
* **Beanstack: Creating Accounts for Offline Readers (Paper Logs Only)**: Abby Lesniewicz, Ariel Gresh, Bekkir Barbier, Makenna Flores, Meghan Peiffer, Tricia Kline
* **Beanstack: Creating Patron Accounts:** Abby Lesniewicz, Ariel Gresh, Bekkir Barbier, Makenna Flores, Meghan Peiffer, Tricia Kline
* **Beanstack: Library Patron Essentials:**  Abby Lesniewicz, Ariel Gresh, Bekkir Barbier, Makenna Flores, Tricia Kline
* **Beanstack: Library Staff Essentials:** Abby Lesniewicz, Ariel Gresh, Makenna Flores, Tricia Kline
* **Beanstack: Logging Reading for a Patron:** Abby Lesniewicz, Ariel Gresh, Makenna Flores, Meghan Peiffer, Tricia Kline
* **Beanstack: Managing Family Accounts**: Abby Lesniewicz, Ariel Gresh, Makenna Flores, Meghan Peiffer, Tricia Kline
* **Beanstack: Using the Mobile App:** Abby Lesniewicz, Ariel Gresh, Bekkir Barbier, Makenna Flores, Tricia Kline
* **Beanstack: View & Redeem Prizes for Patrons:**  Abby Lesniewicz, Ariel Gresh, Makenna Flores, Meghan Peiffer, Tricia Kline
* **Dealing with Public Masturbation:** Abby Lesniewicz, Ariel Gresh, Makenna Flores, Meghan Peiffer, Tricia Kline
* **Active Shooters:** Abby Lesniewicz
* **Assisting Patrons with Mental Health Issues:** Abby Lesniewicz
* **How to Handle Angry Customers:**  Abby Lesniewicz
* **Incident Reporting for Libraries:** Abby Lesniewicz
* **Self-Evaluation Writing for Staff:** Abby Lesniewicz
* **Setting Effective Goals:**  Abby Lesniewicz
* **Weather Emergencies:** Abby Lesniewicz
* Branch Manager’s Report for May 2022 (written) included in Secretary’s records.

1. **LOCAL HISTORY REPORT:** Included in Secretary’s records.
2. **NEW BUSINESS:**

* **Genoa Temporary Closure for Office Renovation** – Ms. Gresh is proposing a 3-7 day closure for Genoa Library tentatively scheduled for the week of July 18, 2022, in order to complete the Office renovations. Staff would continue to work on site and curbside services would be available to the patrons.

**Resolution 2022-41. Be it resolved to allow the closure of the Genoa Library for up to and including one week in order to accomplish the Office renovations.**

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

Motion carried by unanimous voice vote.

* **House Bills** - Mrs. Fording informed the Board that House Bill 327 was successfully kept from moving forward to legislation. Mrs. Fording also informed the Board that House Bill 140 is proposing ballot language changes, which will affect the way Property Tax is communicated to the voter in that Appraised Tax versus Tax Value could be confusing and problematic for the future of the Library.

1. **UNFINISHED BUSINESS:**

* **IT/Cyber Security–** Discussion continues regarding the IT/Cyber Security systems with a question/answer sheet provided. (See attached documentation included in Secretary’s records.) The vulnerability assessment has been performed but findings are not complete yet. It was decided to once again table the topic until findings are complete.

1. **ADJOURNMENT:** 7:48p.m.

**NEXT MEETING:** July 18, 2022 at 7:00 pm Harris-Elmore Public Library

Damschroder Room

(\*\*Note the date change due to conflicts.)

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary Judy Zimmerman-President