**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday May 6, 2019**

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

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

**Absent:** David Selhorst (President), Marcela Repka, Laura Clement

**1. CALL TO ORDER**: Vice-President Mrs. Zimmerman called the meeting to order at 7:05 p.m. at the Elmore facility.

**2.  SECRETARY’S REPORT**:  The April 8, 2019 minutes were unanimously approved as presented.  Copies for archiving will be prepared by Ms. Farrell.

**3.  FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the April financial statements and reports.  The Bank Reconciliation showed all figures balancing for the month. Mrs. Markley noted that the bank loan closing fee of $750 was listed as an adjustment for the month.  It should post in the following month. 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 of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2019-28.  Be it resolved to accept the Fiscal Officer April 2019 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Loan Closing -** Mrs. Markley and Mr. Selhorst attended the loan closing at First Federal Bank on April 19, 2019.  The $300,000 loan was secured at 4.150% interest rate. Mrs. Markley will inquire as to whether interest payment is for the full loan or only on what is drawn.
* **Ethics Manual** – An Ethics Manual will be given to Trustees.  This manual was acquired by Mrs. Markley when she attended the Fiscal Officers Conference.
* **Levy Resolution** – A new levy resolution was drawn as a result of the Prosecutor’s Office review.  The Renewal will be at 1.1 mills for 5 years. (See attached documentation included in Secretary’s records.)

**Resolution 2019-29.  Be it resolved to request the Woodmore Local School District, Sandusky and Ottawa Counties, Ohio to submit to the electors of the Harris Elmore Public Library District, as defined by the State Library Board pursuant to Section 3375.01 of the Revised Code, the question of a renewal tax for current expenses of the Harris Elmore Public Library. (R.C. Sections 5705.03, 5705.23)  (Renewal Tax Levy.)**

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

Roll call vote:

Mr. Busdeker -yes

Ms. Farrell – yes

Mrs. Zimmerman – yes

Mr. Weis – yes

Motion carried by unanimous roll call vote.

**4.  DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2019-30.  Be it resolved to accept the following gifts and**

**memorials for the month of April:**

For Library Building Expansion   $1,375       Joanne Price

To Support Library Operations   $1,157.36     Toledo Community Foundation

     (Diane Ory Fund)

For Library Building Expansion   $500           St. John’s UCC Honor Workers

For Library Building Expansion   $500     Geraldine Haar

For Library Building Expansion   $500         Elmore Village Council

For Library Building Expansion   $500           Ben & Jen Fording

For Library Building Expansion   $350           Sharon Arndt

For Library Building Expansion   $200           Shared Legacy Farms

For Library Building Expansion   $160           Sharon Dailey

For Library Building Expansion   $150       Toby Farrell

For Library Building Expansion   $125           Beth & James Getz

For Library Building Expansion   $100           Amplex

For Library Building Expansion   $100           Karen & Bob Verbryke (in memory

      of Rita Flick)

For Library Building Expansion   $75       Kenneth & Kathleen Kroos

For Library Building Expansion   $50           Anita Manzeck

In Memory of Diane Bower   $50                         E. Russ Bower (Genoa Books)

In Memory of Lisa Sparks Spera                $50 Harris-Elmore HS Class of 1957

                 (for Large Print Books)

For the Genoa Kids   $35              David LaPlantz

For Library Building Expansion   $53       Buy A Book Campaign

In Memory of Lisa Sparks Spera                $20 Gary & Faye Rhiel

                 (for Large Print Books)

In Memory of Diane Bower                   $20           Eugene & Amy Bihn (mystery

      books or garden items – Genoa)

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

Motion carried by unanimous voice vote.

* Circulation for both libraries has increased.
* Alexis Fintel, University of Michigan Library Science student, will be fulfilling an unpaid internship this summer at the Elmore Library.  She will complete 30 hours per week primarily working with Emily Alstadt on programming and also archiving in the History Room.
* Outreach opportunities continue to flourish in the community.  School programs include successful pop-up libraries in the Woodmore Schools, lunch-time information tables, and Genoa Elementary programs and story times.   The Luther Home of Mercy in Williston has requested monthly programs for their residents as well.
* Stories, games, and puzzles were provided by the Library for the children at Schedel’s Easter Egg Hunt on April 18, 2019.  The Library also donated 15 bags full of Easter and library-related goodies for the Elmore Egg Hunt sponsored by the American Legion.
* The Georgiana Huizenga Teen Poetry Contest received 67 entries from Woodmore High School.  Judging will be performed by the Elmore Friends of the Library on May 14, 2019.
* National Library Week was April 7-13.  Both libraries had a well-received scavenger hunt.  Adult activities were included as well. Prizes were given through a drawing.
* Mrs. Fording attended a free workshop at Ida Rupp Public Library in which she received a certification in Mental Health First Aid.  The class focused on the signs of various mental illnesses (including drug & alcohol addiction) and what steps should be sought to help those in crisis, as well as the resources Ottawa County has to offer.  Mrs. Fording plans to train library staff this summer after the Summer Reading program has completed.
* Mrs. Fording & Mrs. Fintel attended the OLC Legislative Day at the Ohio Statehouse in Columbus on April 9, 2019.  Meetings were held with both Sen. Gavarone and Rep. Arndt. Gov. DeWine gave the OLC keynote address. Overall feelings were positive and supportive of libraries.
* Due to lack of attendance, the Ohio Means Jobs Helpdesk will continue monthly visits to Genoa, but will cease coming to the Elmore facility.
* Summer Reading is set to launch May 28, 2019, with a new online tracking system.  Quite a few prizes have been donated.
* Director’s Report for May 2019 (written) included in Secretary’s records.
* **PLF Resolution –** Harris-Elmore Public Library is in charge of writing the PLF Distribution Resolution this year for the libraries of Ottawa County.  It is recommended by Mrs. Fording to keep the same percentages as in the past.

**Resolution 2019-31.  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. Weis.

Motion carried by unanimous voice vote.

* **Breast Feeding Policy –** Policy for Supporting Breast Feeding Employees (See attached documentation included in Secretary’s records.)

**Resolution 2019-32.  Be it resolved to accept the Breast Feeding Policy as corrected, effective immediately.**

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

Motion carried by unanimous voice vote.

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

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

**7.  OLD BUSINESS**:

* **Expansion & Renovation Project Update** - An update on the building project was given.
* The Building Project is coming along despite all the rain.  The foundation has been laid, concrete poured, and walls and roofing beams are in the works.  Mrs. Fording has contacted Library Design regarding moving the furniture out in August. Library Design will be sending someone out for a space evaluation and quote.  Mrs. Fording has also been looking into storage options as the materials will not fit in the new section and the small space provided by the Elmore Historical Society Quonset Building.  Units at Station 4 Storage in Gibsonburg are reasonably priced and may be an option.
* **Fundraising Update** - An update on fundraising for the building project was given.  Fundraising efforts continue.
* The current amount pledged for the building/expansion project is approximately $194,895.
* The Library Shirt Fundraiser is currently running and will continue to run through June.  It is hoped to be promoted at all the local festivals (Schedel Community Days, Portage River Fest, and Genoa Homecoming.  (See attached documentation included in Secretary’s records.)
* Vicki Selhorst is looking into the possibility of making a reproduction poster of the 4th of July Elmore Fest of 1871 to sell during the Memorial Day festivities.
* A Donor list and phone script has been created so it is hopeful the Board can help contact people.

**8.  NEW BUSINESS**:  No new business.

**9.  ADJOURNMENT**:  7:50 p.m.

**10.  NEXT MEETING**:  June 10, 2019

Respectfully submitted:

Ms. Toby Farrell, Secretary