**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, September 13, 2021**

**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)

**Absent:** Linda Bringman, Leslie Wyse, Brianne Markley (Fiscal Officer)

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:04 p.m. at the Genoa facility.

**2. SECRETARY’S REPORT:** The July 12, 2021 minutes were unanimously approved as

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

**3. FISCAL OFFICER’S REPORT:**

* In lieu of Mrs. Markley’s absence, Mrs. Fording 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 2021-44. Be it resolved to accept the Fiscal Officer July 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* In lieu of Mrs. Markley’s absence, Mrs. Fording 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 2021-45. Be it resolved to accept the Fiscal Officer August 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Transfers to Star Ohio Account -** Mrs. Markley would like to propose the transfer of $100,000 from the First Federal Checking account into Star Ohio to keep our balance below the FDIC threshold of $250,000. (See attached documentation included in Secretary’s records.)

**Resolution 2021-46. Be it resolved to transfer of $100,000 from the First Federal Checking account into Star Ohio**.

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

Motion carried by unanimous voice vote.

* **Budget Changes -** Mrs. Markley would like to propose an extensive list of 2021 Budget changes in regards to the General Fund Revenues and Appropriations, and also to the Genoa Branch Fund Revenues and Appropriations. Please see the attached documentation for the account numbers/titles, increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2021-47. Be it resolved to accept the Proposed 2021 Budget Changes as presented effective September 13, 2021.**

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

Motion carried by unanimous voice vote.

* **Resolution Accepting the Amounts and Rates as Determined By the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor –** Must be filed with the County Auditor in accordance to the R.C. Sections 5705.34-5705.35 (See attached documentation included in Secretary’s records.)

**Resolution 2021-48. Be it resolved by the Board of Trustees of Harris Elmore Public Library, Ottawa County, Ohio, to adopt the Resolution Accepting the Amounts and Rates as Determined By the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor**  **in accordance to the R.C. Sections 5705.34-5705.35. (See attached documentation included in Secretary’s records.)**

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

Motion carried by unanimous voice vote.

Roll call vote:

Mr. Selhorst - yes

Mr. Weis – yes

Mrs. Zimmerman – yes

Mr. Busdeker -yes

Ms. Farrell – yes

Motion carried by unanimous roll call vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2021-49. Be it resolved to accept the following gifts and memorials for the months of July/August:**

Genoa Library Operations $50,500 Edith Niehousmyer Trust

Genoa Kids Programming $319.53 David LaPlantz

Harris-Elmore Pub. Lib. Operations $150 Kathleen Lroos

In Memory of Richard Bricker $25 Jane Garling, Barry Morrision,

Jana Scherger

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

Motion carried by unanimous voice vote.

* The Summer Reading Program ended with a total of 242 participants and 2,568 hrs/470 books read. Numbers were higher than last year but still lower than pre-pandemic. Summer Reading shirts and S.T.E.M. Space kits were among items received by participants.
* Summer programming went well with activities such as Grab-n-go Crafts, Archery, Parking Lot Bingo, Nature’s Nursery, Outdoor Movie Night, and Back to School Bash.
* Library Staff attended the Open Houses in both Genoa and Woodmore school districts to promote services for the upcoming school year.
* In-person programs such as trivia and bingo at the Senior Center have returned. A new traveling book discussion group called “Small Town Pride” is being held in collaboration with Birchard Public Library. A True Crime discussion group will be beginning in Genoa in October. Full hours began after Labor Day.
* Tours were given in July and August to the Ottawa County Genealogical Society and the Harris-Elmore Class of 1968. The Library also received a glass art piece from the Harris-Elmore Class of 1971.
* Ancestry will be digitizing historic newspapers (bound and microfilm) for the library free of charge. Patrons will have access to the material via Newspapers.com.
* The Niche Academy platform module has been adopted to create tutorials and house videos for library patron and staff use. The patron side links to the online databases and services the library offers, while the staff side will have access to trainings.
* The Strategic Plan community surveys received a lot of positive and constructive responses. Erin Kelsey will be following up with Focus Group participants.
* The State Library is still experiencing issues with the new courier system STAT. Deliveries have been delayed and items are even getting damaged or lost. DAS lawyers have been called in to rectify the situation.
* Ohler & Holzhauer continue to work on the Elmore humidity issue.
* Director’s Report for July & August 2021 (written) included in Secretary’s records.

**5. BRANCH MANAGER’S REPORT:**

* Summer Reading has concluded with program hits such as Nature’s Nursery, ODNR Archery, and the Back to School Bash.
* The new circulation desk has finally arrived and been installed. Upon delivery and installation it was noted there were some damages to the desk. Ms. Gresh is working with Demco’s customer service to remedy the situation.
* Genoa Branch Library has passed its fire inspection with only a few minor items to correct. Ms. Gresh is handling these corrections.
* Ohler & Holzhauer have received parts for Genoa Library’s new furnace and installation should begin the week of September 20th.
* Branch Manager’s Report for July & August 2021 (written) included in Secretary’s records.

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

**7. UNFINISHED BUSINESS:**

* **Genoa Furniture –** Ms. Gresh presented the FriendsOffice quote of $38,433.95 for new furniture for the Genoa Branch Library, along with pictures of the layout and design of the area updates. The purchases will be used with the money received from the Edith Niehousmyer Trust. (See attached documentation included in Secretary’s records.)

**Resolution 2021-50. Be it resolved to purchase furniture for Genoa Branch Library from FriendsOffice for the sum of $38,433.95, with funds coming from the Niehousmyer Fund.**

Motion moved by Mr. Busdeker, motion seconded by Mr. Selhorst.

Motion carried by unanimous voice vote.

**8. NEW BUSINESS:**

* **Commercial Dehumidifier (Elmore HVAC)–** Ohler & Holzhauer provided quotes for dehumidifiers for the Elmore facility. It was decided to table the project for now as more information and alternative solutions are needed before any decisions can be made. (See attached documentation included in Secretary’s records.)
* **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 11, 2021 in order to be compiled for the November meeting. (See attached documentation included in Secretary’s records.)

**9. ADJOURNMENT:** 8:01p.m.

**10. NEXT MEETING:** October 11, 2021 at Harris-Elmore Public Library Local History Room.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President