**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday April 9, 2018**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Laura Clement, Tracy Jeremy

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

**Absent:** Ron Busdeker, Marcela Repka

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:02 p.m. at the Elmore facility.

**2. SECRETARY’S REPORT**: The March 19, 2018 minutes were unanimously approved as corrected. Corrections and copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the March financial statements and reports. Everything is shown to balance on the Balance Sheet. Mrs. Markley noted that all the bank accounts have been organized as previously planned and discussed. Mrs. Markley also noted that the Liabilities category on the Balance Sheet is now only listing the actual liabilities, which is Payroll. It was noted that the payroll is a little larger this month because it includes 3 pays since everyone is now on bi-weekly payroll schedule.
* The Profit and Loss report reflects the receiving of Property Taxes. It also reflects the funds transferred out of the General Fund into the Building Addition Fund.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-29. Be it resolved to accept the Fiscal Officer March 2018 Report as presented.**

Motion made by Mrs. Clement, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2018 Budget changes:
* 1014110 – Increase the Interest on CD’s budget to $5,500
* 1014120 – Increase the Interest Checking Account budget to $1,000
* 1014130 – Increase the Interest Star Ohio budget to $2,500
* 1016510 Increase the Donations budget to $2,000
* 2026510 – Increase the Genoa Building Fund Donations budget to $1,000
* 4054120 – Increase the Elmore Addition Fund-Interest budget to $100
* 9910 – Increase the Interfund Transfers Out budget to $162,876.78
* (See attached documentation included in Secretary’s records.)
* If donations are not specified by the giver, they will be added to the General Fund.

**Resolution 2018-30. Be it resolved to accept the Proposed 2018 Budget Changes as presented.**

Motion made by Mrs. Zimmerman, motion seconded by Mrs. Clement.

Motion carried by unanimous voice vote.

* **Amended Certificate of Estimated Resources –** (See attached documentation included in Secretary’s records.) Mrs. Markley prepared and presented a new **Amended Certificate of Estimated Resources** reflecting all the recent changes made in the budget and/or transfers. This new **Amended Certificate of Estimated Resources** will be sent to the County Auditor to approve and return. 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 2018-31. Be it resolved to accept the Amended Certificate of Estimated Resources as presented.**

Motion made by Mrs. Clement, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* **Uniform Accounting Network** – (See attached documentation included in Secretary’s records.)After attending the OLC Fiscal Officer Training, Mrs. Markley is excited with the possibility of switching to the Uniform Accounting Network (UAN) computerized financial management and accounting system.

Benefits included:

* Ease with the end of year reports
* Ease with requisitions
* Computer and printer provided
* Free training in Columbus

Primary Con:

* The cost (At least $215 or more per month verses the $50 currently spent on Quickbooks per month)

Mrs. Markley recommends switching to UAN effective July 1, 2018. Upon

Board approval, Mrs. Markley would then send in a form with the signatures

of the Board members in order to get the process underway.

**Resolution 2018-32. Be it resolved to enter into agreement with the State**

**Auditor for the use of the Uniform Accounting Network** computerized financial management and accounting system.

Motion made by Mrs. Zimmerman, motion seconded by Mrs. Clement.

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2018-33. Be it resolved to accept the following gifts and memorials:**

For Children’s Items @ Genoa $30 from David LaPlantz

In memory of Dr. Calvin Grantham $100 from Martha Reising

To support Library Operations $1,133.18 from Diane Ory Fund

In memory of Friends & Family $75 from Kenneth & Kathleen Kroos

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

Motion carried by unanimous voice vote.

* Emily Altstadt has been hired in the new position of Young Adult Services Librarian. She holds a History degree, and has shown to have excellent programming, teaching, marketing and customer service experience. She will begin the week of April 16th, splitting her hours between the two libraries. Her hourly pay rate is $17.34.
* In preparation of Claudia VanSickle’s retirement in June and Ana Rofkar leaving for college in August, a new clerk will most likely be hired. The position will be considered a Substitute Clerk and will work weekly hours, as well as being on call to fill in vacancies.
* Nathan Young will be hired as a Page later this month. He holds an IT certificate as well and will be useful in helping out in that area of the Library’s needs.
* A Smart Board was acquired free of charge from Ida Rupp Public Library. The only condition was that it had to be picked up, which Mrs. Fording gladly did.
* Mrs. Fording is reorganizing the circulation figures to accommodate the audio visual materials, hot spots, and cake pans.
* Director’s Report for March 2018 (written) included in Secretary’s records.

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

* Branch Manager Mrs. Fintel announced that a Puzzle Exchange has been started at the Genoa Branch. Patrons may take the puzzles from the library as they wish and then return them when finished. A suggestion of a “Sign Out Sheet” was given in order to keep a better record of who might be borrowing them, as well as ensuring the puzzles are returned in complete condition. Any donations of puzzles will be accepted.

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

**8. OLD BUSINESS**:

* An update on the building project was given. The Library had originally been zoned as R4, which was found to be incorrect. It is now zoned as R2, which is for commercial buildings. In order to make the zoning change, a petition needed to be written since the Library wasn’t listed as a commercial building. Mr. Selhorst, acting as Building Addition Committee Chairman, along with Mrs. Fording completed this petition and presented it before the city council. Mr. Selhorst and Mrs. Fording also found out that the Library doesn’t have to comply with either of the variances and therefore will be receiving money back.
* A formal parking agreement has been drawn with Trinity Methodist Church to secure more parking spaces for the Library due to the expansion.
* Fundraising is going slowly at the present time. We are still in search of donors for large donations. We have been approved for a 5 yr. loan of the amount of $450,000.00 from First Federal Bank. Interest rates will be given closer to ground breaking. Our loan officer we will be dealing with is Justin Burris.

**9. NEW BUSINESS**:

* The OLC Library Board of Trustees Dinner for Northwest Ohio will be held at Bowling Green State University on Thursday, May 3, 2018. Mrs. Fording and Ms. Farrell will attend as representatives from the Harris-Elmore Public Library.

**10. ADJOURNMENT**: 7:50 p.m.

**11. NEXT MEETING**: May 14, 2018

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President