**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Tuesday, December 17, 2019**

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

**Library Staff Present:** Jennifer Fording (Director), Ariel Gresh (Branch Manager), Brianne Markley (Fiscal Officer)

**Guest:**  Leslie Wyse, Linda Bringman

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:03 p.m. at the Elmore facility. A welcome was given to the Prospective New Board Members.
2. **SECRETARY’S REPORT:** The November 14, 2019 Regular Meeting minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the November 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. It was noted that everything is currently under budget for 2019, and the Library is proving to be financially conservative. (See attached documentation included in Secretary’s records.)

**Resolution 2019-61. Be it resolved to accept the Fiscal Officer November 2019 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed 2020 Estimated Resources and 2020 Temporary Appropriations –** Mrs. Markley would like to propose the approval of the 2020 Estimated Resources and 2020 Temporary Appropriations.
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-62. Be it resolved to approve the 2020 Estimated Resources and 2020 Temporary Appropriations.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2019-63. Be it resolved to accept the following gifts and memorials for the month of November:**

For Library Building Expansion $10,000 Dick & Judy Kuhlman

For Library Building Expansion $3,000 Craig & Cindy Butler

(CTLB Properties LLC)

For Library Building Expansion $2,500 Keith & Georgiana Huizenga

For Library Building Expansion $750 Joanne Price

For Library Building Expansion $500 Sam & Jan Preston

For Library Building Expansion $500 Emily Howland - Feller

For Library Building Expansion $200 Janet Ottney

For Library Building Expansion $150 Candelario & Brenda Longoria

For Library Building Expansion $125 Beth & James Getz

For Library Building Expansion $75 Kenneth & Kathleen Kroos

For Library Building Expansion $122.55 Trivia Night Donations

For Library Building Expansion $25 Laura Clement

For Library Building Expansion $2.87 Buy a Book Campaign

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

Motion carried by unanimous voice vote.

* The Grand Re-Opening of the Elmore Library on November 23, 2019, was a huge success. There were approximately 300 people in attendance to take part in a myriad of activities including a Scavenger Hunt, Jazz Band concert, Magic Show, crafts, snacks, giveaways, tours, and a teen Smash Brothers tournament. Since the Library’s re-opening there has been a huge increase of patrons ages 8-18, resulting in Mrs. Fording receiving 3 new Page applications and issuing 10 new Library cards.
* The Elmore staff is settling into their routines in the new building. Staff evaluations have been completed and it appears everyone is on track in regards to expectations.
* The combined Staff Christmas Party for both libraries was held on December 13, 2019, in the new meeting room at Elmore.
* A crack has developed in the new meeting room fireplace. Mrs. Fording is consulting with Williams Architects and the contractors to get this repaired.
* Leslie Wyse and Linda Bringman have been asked to fill the vacant spots on the Harris-Elmore Public Library Board of Trustees created by the resignation of Laura Clement and the end-term of Marcela Repka. Mrs. Fording put forth their names to the Woodmore School Board to be approved at the December 19th Board meeting.
* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**

* Community Outreach and Programming opportunities were held at the Genoa Senior Center this month. Ms. Gresh attended the Veterans Ceremony. Emily Altstadt joined Ms. Gresh for the Home School/Senior Center Thanksgiving Party. Both events provided community networking and outreach and were enjoyed by all.
* Ms. Gresh completed the following webinars this month:
* DOL Overtime Rule
* Coming to our Census: What Libraries Can do to Get Out the Count
* Money Smart Week
* Ms. Gresh attended the Notary Law Changes training on Nov. 14th. Ms. Gresh is in the process of seeking her Notary certification as there is not a Notary on staff.
* (See attached documentation included in Secretary’s records.)

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

**7. OLD BUSINESS:**

* **Breakdown of November Levy Results by Township –** Mrs. Fording included a breakdown of the levy results for our information and perusal. (See attached documentation included in Secretary’s records.)
* **Disbanded Genoa Friends of the Library Monies** – Discussion was held regarding the monies promised by the now-disbanded Genoa Friend group. It was decided that personal communication with the group leadership would be approached before any legal avenues were taken. It is hopeful that the situation will be resolved. (See attached documentation included in Secretary’s records.)
* **House Bill 76 Update –** Mrs. Fording gave an update on OLC’s opposition to House Bill 76 which could make things more difficult for libraries to pass levies. (See attached documentation included in Secretary’s records.)

**8. NEW BUSINESS:**

* **Genoa Library Heat Exchanger (Main Portion of Library Unit) –** Mrs. Fording is predicting the need for a new heat exchanger in the main portion of the Genoa Library. Although a time line has not been given, the current exchanger is showing erosion. The Thrackrey Room heat exchanger was replaced last December.
* **2020 Overtime Rule –** The Minimum Wage will be raised to $8.70 beginning January 1, 2020, as well as new Overtime Rules will be in effect. Mrs. Fording explained that the new rules will not affect the Library as we are already doing what needs to be done. Information on this new regulation was passed out to the Board for perusal. (See attached documentation included in Secretary’s records.)
* **December PLF** – Mrs. Fording informed the Board that the December PLF was up about 2%. In total, 2019 proved to be up almost 1%.
* **Library Trustee Workshop & Dinners** – Mrs. Fording informed the Board of the upcoming OLC Trustee Workshop and the OLC Trustee Dinner. (See attached documentation included in Secretary’s records.)

**Resolution 2019-64. Be it resolved to move into Executive Session at 8:24 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Repka – yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

**Resolution 2019-65. Be it resolved to exit Executive Session at 8:35 p.m.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Repka – yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

* **Additional Compsensation** – The Board would like to propose the additional compensation of $1500 to Mrs. Fording for her contributions in the Elmore Building Project. Mrs. Fording went above and beyond in her leadership throughout the building and renovation project. The Board would also like to thank Building Committee Chairman David Selhorst and the members of the Building Committee for their work and commitment throughout the project as well.

**Resolution 2019-66. Be it resolved to compensate Mrs. Fording an additional $1500 for her contributions during the Building and Renovation Project.**

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

Motion carried by unanimous voice vote.

* **Salary & Wage Schedule** – Mrs. Markley will create a new Wage & Salary Schedule reflecting a 2% raise for 2020.

**Resolution 2019-67. Be it resolved to increase all Harris Elmore Public Library Staff wages & salaries by 2% for the year 2020 effective December 29, 2019.**

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

Motion carried by unanimous voice vote.

**9. ADJOURNMENT:** 8:45p.m.

**10. NEXT MEETING:** January 13, 2020 at 6:00 p.m. at Elmore Library (Please note the meeting time change.)

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President