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**Minutes of the Harris-Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, October 11, 2021**

**Present:** Toby Farrell (Secretary), Kent Weis, Ron Busdeker, Leslie Wyse

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

**Absent:** David Selhorst (President), Judy Zimmerman (Vice-President), Linda Bringman

1. **CALL TO ORDER:** Board Member Mr. Busdeker called the meeting to order at 7:10 p.m. at the Elmore facility.
2. **SECRETARY’S REPORT:** The September 13, 2021 minutes were unanimously

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

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the September 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 2021-51. Be it resolved to accept the Fiscal Officer September 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2021 Budget changes in regards to Appropriations in Fund 1001 (General Fund):
* 1001-120-411-0000 Books – Increase by $2,000 (new total = $55,068.25).
* 1000-120-413-0000 Audio/Visual – Decrease by $2000 (new total = $9,000.00)Note*: Moving money from A/V to Books.*
* (See attached documentation included in Secretary’s records.

**Resolution 2021-52. Be it resolved to accept the Proposed 2021 Budget Changes in regards to Appropriations in Fund 1001 (General Fund) effective October 11, 2021 as presented.**

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

Motion carried by unanimous voice vote.

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**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2021-53. Be it resolved to accept the following gifts and memorials for the month of September:**

Genoa Kids Programming $28.64 David LaPlantz

Harris-Elmore Public Library Operations $75 Kathleen Kroos

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

Motion carried by unanimous voice vote.

* Pre-pandemic hours and in-person activities are now all back to full swing. Masks are not required but still recommended, and all snacks are individually wrapped for safety. Programs this month included Super Smash Bros. Tournament, Lego Club, Indoor Movie Nights, Rock Painting, Kids Litbox, and “Pizza with the Police”.
* Banned Books Week was celebrated at both libraries the week of September 26th. Displays and Bingo sheets for prizes were included in the celebration.
* A mini Comic-Con is in the planning stage for September 17, 2022. Pop culture vendors, authors, actors, and food trucks are all in the works for what looks to be a very creative event.
* The staff has been given their self-evaluation questions to complete for October. Through Niche Academy they have viewed tutorials and learned about evaluation and setting goals.
* Elmore Staff Continuing Education included:
* Katie Blum – Understanding Controlled Vocabularies (Ohio History Connection); Self Evaluation Writing for Staff (Niche Academy); Setting Effective Goals (Niche Academy)
* Kim Jimison – Reader’s Advisory 101 (Norweld); Self Evaluation Writing for Staff (Niche Academy); Setting Effective Goals (Niche Academy)
* Nathan Young - Self Evaluation Writing for Staff (Niche Academy); Setting Effective Goals (Niche Academy)
* Jennifer Fording – Crisis Communications (Ohio Library Council)
* OLC is currently conducting an infrastructure survey including the age and conditions of the buildings. State funding is a hopeful result of this survey.
* (See attached documentation included in Secretary’s records.)





**5. BRANCH MANAGER’S REPORT:**

* The new HVAC unit has been installed.
* Demco will be replacing the Patron Ledge Deck piece and the kick plate that were noted to be damaged upon installation. There is currently a 3-month delay in shipping however.
* Disruptive teen behavior and vandalism have been on the rise lately. In order to prevent and deter any future damage, Ms. Gresh would like to install security cameras in the library.
* Lego Club has returned to in-person programming and it’s been a big hit.
* Genoa Staff Trainings include:
* Meghan Peiffer - Meeting the Unique Needs of Teens
* Bekkir Barbier – Board Games in the Classroom & Beyond (GenCon); Make Your Escape!: Making an Escape Room in Power Point (GenCon)
* (See attached documentation included in Secretary’s records.)

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

**7. OLD BUSINESS:**

* **Update on Elmore & Genoa HVACs –** The Genoa unit is installed and completed. Elmore is still in the process of getting more quotes on additional units. Ohler & Holzhauer continue to research the issues and are currently looking into the ductwork.
* **Director & Fiscal Officer Evaluations Update** – Evaluations are due to Mr. Selhorst today. He will compile the results and present to the Board at the November meeting. As an FYI to the board, Mrs. Fording provided a wage salary schedule comparison sheet of peer Ohio Libraries based off 2019 wages. This salary comparison sheet was created and modified by Mrs. Fording and includes wages for all current library positions. (See attached documentation included in Secretary’s records.)

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**8. NEW BUSINESS:**

* **Genoa Security Cameras –** Due to disruptive teen behavior and vandalism, Ms. Gresh is requesting security cameras to be installed at the Genoa facility in order to deter any future damage. Quotes have been collected from R.J. Beck Protective Systems Inc. and Guardian Alarm Company. Due to the big difference in price range, more detailed information on the units/service/capabilities has been requested by the Board before a decision can be made.

 (See attached documentation included in Secretary’s records.)

**9. ADJOURNMENT:** 7:45p.m.

**10. NEXT MEETING:** November 8, 2021 at the Genoa Branch Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President

