**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday May 8, 2023**

**Present:** Kent Weis (President), Ron Busdeker (Vice-President), Toby Farrell (Secretary), Leslie Wyse, Linda Bringman, Kevin Gladden

**Library Staff Present:** Jennifer Fording (Director), Ariel Jacobs (Asst. Director/Branch Manager), Brianne Markley (Fiscal Officer)

**Absent:**  Claire Lawrence

**1. CALL TO ORDER**: President Mr. Weis called the meeting to order at 7:03 p.m. at the Genoa facility.

**2. SECRETARY’S REPORT**: The April 17, 2023 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. 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 2023-28. Be it resolved to accept the Fiscal Officer April 2023 Report as presented.**

Motion made by Mrs. Bringman, motion seconded by Mr. Gladden.

Motion carried by unanimous voice vote.

* **Budget Changes -** Mrs. Markley would like to propose a list of 2023 Budget changes in regards to Appropriations and Revenues effective May 8, 2023. (See attached documentation included in Secretary’s records.)

**Resolution 2023-29. Be it resolved to accept the Proposed 2023 Budget Changes as presented effective May 8, 2023.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2023-30. Be it resolved to accept the following gifts and**

**memorials for the month of April:**

Genoa Library Operations $2,525 Niehousmyer Trust

Elmore Library Operations $1,328.55 Diane Ory Fund

LSTA Grant for Summer Reading Programs $1,024 State Library of Ohio

Elmore Library Operations $432.87 Friends of the Elmore Library

Summer Reading Donation $200 Samsen Home Furnishing

Summer Reading Donation $200 Rouen Chrysler Dodge Jeep Inc.

Elmore Library Operations $100 Alan Anthony

Elmore Library Operations $75 Kathleen Kroos

Elmore Library Operations $25 Ottawa Co. Genealogical Society

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

Motion carried by unanimous voice vote.

* Abigail Sullivan (Programs Librarian) has been working hard for several months on gaining new community partners and donations to support the Summer Reading program. She was successful in securing a Library Services & Technology Act (LSTA) Grant to pay for special programming and marketing for “Drummunity”, which brings generations together to learn music in a storytelling and entertaining setting. Donations were also secured to allow a more varied prize list and appealing programming to entice readership.
* Mrs. Fording, along with local history dept. representatives from the Ida Rupp and Oak Harbor Libraries, spoke to the Ottawa County Genealogical Society at the Ida Rupp Public Library. Topics included the services, collections, and programming provided at each library to assist local history and genealogy interest in the area. Mrs. Fording passed out leaflets stating our many services. (See attached documentation included in Secretary’s records.)
* Mrs. Fording and Mrs. Jacobs attended Legislative Day at the Statehouse in Columbus. The Ohio Library Council coordinated the day for Ohio librarians to listen to various speakers including Minority and Major House/Senate leaders, as well as Governor and Mrs. DeWine. Opportunities were offered to meet with district Senators and Representatives to discuss library funding, as well as HB 33 and HB 1 concerns.
* Staff have completed the following webinars this month:
* Katie Blum: Denied! Why 90% of Grant Applications Don’t Get Funded (NORWELD)
* Director’s Report for May 2023 (written) included in Secretary’s records.

**5. BRANCH MANAGER’S REPORT:**

* Mrs. Jacobs was asked to participate in the Community Leaders’ Focus Group as a part of the Genoa Local Area Schools Strategic Plan. The school’s overall findings and Strategic Plan will be shared in late May/early June.
* Mrs. Jacobs and Mrs. Fording attended Legislative Day. (See Director’s Report.)
* Mrs. Jacobs has submitted her letter of resignation and will serve her last day with Genoa Branch Library on May 31st. She has accepted the position of Director with the Pemberville Public Library. She will be greatly missed and we wish her the best!
* Mrs. Jacobs has requested quotes from our landscaper, Michael Lorenzen, regarding filling, leveling, and seeding the bumpy yard and gaps near the sidewalks at the Genoa Branch Library. Discussion was also held regarding the possibility of river rock around the AC units.
* Staff have completed the following webinars this month:
* Tricia Kline: Adding, Weeding, and Augmenting Your Collections Webinar
* Branch Manager’s Report for May 2023 (written) included in Secretary’s records.

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

**6. UNFINISHED BUSINESS**:

* **Genoa Toilets** – A quote was received for $1,366.98 from Rick Evans Plumbing, Heating, Air Conditioning, LLC to replace the two remaining toilets at the Genoa facility. (See attached documentation included in Secretary’s records.)

**Resolution 2023-31. Be it resolved to hire Rick Evans Plumbing, Heating, Air Conditioning, LLC to** **replace the two remaining toilets at the Genoa Branch Library for the cost of $1,366.98 effective May 8, 2023.**

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

Motion carried by unanimous voice vote.

* **Genoa Sewer Line Quote** – A new quote needs to be requested for just the sewer pipe repair, as well as quote clarification. Discussion is tabled regarding the sewer line repair.
* **HVAC replacement quotes (possibility) -** A quote was received from Rick Evans Plumbing, Heating, Air Conditioning, LLC for a new HVAC package to be installed at the Genoa Branch Library for the price of $11,795.02. Discussion is tabled. (See attached documentation included in Secretary’s records.)

**7. NEW BUSINESS**:

* **Microfilm Reader –** The microfilm reader at the Elmore facility has been broken for quite some time. This microfilm reader, the only one available in the surrounding area, has been a huge asset to our Local History Room and has drawn patron use from all over. A quote to replace it for $5,278.50 was received from Microfilmworld, LLC. (See attached documentation included in Secretary’s records.)

**Resolution 2023-32. Be it resolved to purchase a microfilm reader from Microfilmworld, LLC for the cost of $5,278.50 effective May 8, 2023.**

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

Motion carried by unanimous voice vote.

**8. ADJOURNMENT**: 7:43 p.m.

**10. NEXT MEETING**: June 12, 2023 at 7:00 pm Harris-Elmore Public Library Damschroder Room

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary Kent Weis-President