**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday March 8, 2021**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Leslie Wyse, Kent Weis, Linda Bringman

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

**Absent:** Ron Busdeker

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:00 p.m. at the Elmore facility and via ZOOM due to the coronavirus pandemic. https://us02web.zoom.us/j/89748981037

**2. SECRETARY’S REPORT**: The February 8, 2021 minutes were unanimously approved. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the February 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 2021-22. Be it resolved to accept the Fiscal Officer February 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes** - Mrs. Markley would like to propose a list of 2021 Budget Changes in regards to Revenues and Appropriations effective March 8, 2021. (See attached documentation included in Secretary’s records.)

**Resolution 2021-23. Be it resolved to approve the Proposed 2021 Budget Changes in regards to Revenues and Appropriations as presented effective March 8, 2021.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2021-24. Be it resolved to accept the following gifts and**

**memorials for the month of February:**

Jim Crozier Memorial (for Hist. Rm) $100 Sue Crozier Howe

Harris-Elmore Public Library $75 Kathleen Kroos

Jerry Giesler Memorial $50 Portage Valley Flying Club

Steve Soenichsen Memorial $20 Gary & Faye Rhiel

Dennis Flick Memorial $10 Gary & Faye Rhiel

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

Motion carried by unanimous voice vote.

* Parking Lot Bingo is making a big hit as a new socially distanced in-person program. A radio transmitter was purchased which allows the patrons to tune in while sitting in the parking lot and play bingo.
* The Winter Read Program ended with 41 participants and a total of 1,457 books read and logged in. Fun prizes were won by adults, teens, and children.
* The following employees have completed webinars/workshops this month:
* Kim Jimison & Sierra White

“Preparing for the Next Wave of Pandemic Fatigued Customers”

* Abigail Sullivan & Sierra White

“Beyond Virtual Storytime: 30+ No Contact Program Ideas for Children & Teens”

* Jennifer Fording & Abigail Sullivan

“Virtual Summer Reading Conference”

* Katie Blum “Join the Food Fight: Battling Childhood Hunger”
* Jennifer Fording

“OLC Free At-Home COVID Tests for Public Libraries”

“2021 Employment Law Update Part 2”

* Director’s Report for February 2021 (written) included in Secretary’s records.

**5. BRANCH MANAGER'S REPORT**:

* It’s been another busy month at Genoa with programs and renovations.
* Movie Kits (Binge Bags) are now being offered for patrons to checkout. The themed bags consist of 3 books, 1 movie, 4 packets of hot chocolate, and a bag of popcorn.
* Ms. Gresh completed the following training this month:
* “Unattended Children: How to Talk to Parents About Their Children’s Behavior”
* “OLC Free at-Home COVID Tests for Public Libraries”
* “Preparing for the Next Wave of Pandemic Fatigued Customers”
* “2021 Employment Law Update Part 2”
* Branch Manager’s Report for February 2021 (written) included in Secretary’s records.

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

**7. OLD BUSINESS**:

* **VPN Set-Up –** Diverse-Tech (Tiffin) was contacted to put a VPN in place for both libraries. After a successful installation, Ms. Gresh is now able to access UAN and the Genoa WIFI is more stable. Amplex provided a free upgrade on internet speed at Genoa, but a possible package upgrade may still be needed. Monitoring of the situation will occur for a few weeks to determine the need.
* **Genoa Interior Painting & Door Update** -The Genoa interior painting project and new door installations are now complete. Signage and the new Circulation Desk are still awaiting delivery.

**8. NEW BUSINESS**:

* **Chromebook Lending Policy** – Mrs. Fording presented the Chromebook Lending Policy. After board discussion a few minor adjustments were made. Corrections will be implemented by Mrs. Fording. (See attached documentation included in Secretary’s records.)

**Resolution 2021-25. Be it resolved to approve the Chromebook Lending Policy as corrected effective March 15, 2021.**

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

Motion carried by unanimous voice vote.

* **Providing COVID-19 Test Kits** – Ohio has partnered with Abbott and eMed to bring rapid, reliable COVID test kits into homes. Patrons may now call the library and request a test kit to be picked up curbside. The Library is pleased to be able to offer this service to patrons. (See attached documentation included in Secretary’s records.)
* **Custom Library App** – A custom library app is in the process of being finalized through SEO. It will offer patrons customized services for the Harris-Elmore and Genoa Branch Libraries including such features as calendar/event schedules, alert/announcement notifications, library searches, checkouts, hoopla, and access to other databases.
* **Story Walk Update** – Mrs. Fording presented the idea of a Story Walk on the bike trail between Elmore and Genoa. Initial funding would be provided by monies donated in memory of Georgiana Huizenga. Mrs. Fording is working with both Elmore and Genoa Park Services to implement this project.

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

**11. NEXT MEETING**: April 12, 2021

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President