**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday February 13, 2023**

**Present:** Kent Weis (President), Toby Farrell (Secretary) (abstaining from vote due to delay from Woodmore School Board in appointment), Linda Bringman, Kevin Gladden, Leslie Wyse, Claire Lawrence

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

**Absent:** Ron Busdeker (Vice-President)

**1. CALL TO ORDER**: President Mr. Weis called the meeting to order at 7:01 p.m. at the Elmore facility.

**2. OATH OF OFFICE** – Notary Ariel Jacobs administered the Oath of Office to Claire Lawrence.

*“Do you solemnly swear (or affirm) that you support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of the Harris-Elmore Public Library Board of Trustees to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted during your continuance in said office, until your successor is chosen and qualified? If so, answer “I do.”*

Ms. Lawrence acknowledged her acceptance by a verbal “I do” and is as such reinstated for the year 2023.

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Claire Lawrence

**3. SECRETARY’S REPORT**: The January 9, 2023 minutes were unanimously approved as presented. The January 9, 2023 Record Retention Schedule and meeting minutes by the Records Commission were unanimously approved as presented. The January 20, 2023 Safety Deposit Box Inspection minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**4. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the January 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 2023-13. Be it resolved to accept the Fiscal Officer January 2023 Report as presented.**

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

Motion carried by unanimous voice vote.

* **2022 Annual Report** – A copy of the year-end financial report was provided by Mrs. Markley for informational purposes. (See attached documentation included in Secretary’s records.)
* **Proposed Budget Changes -** Mrs. Markley would like to propose a list of 2023 Budget changes in regards to Appropriations effective February 13, 2023. (See attached documentation included in Secretary’s records.)

**Resolution 2023-14. Be it resolved to accept the Proposed 2023 Budget Changes in regards to Appropriations as presented effective February 13, 2023.**

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

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2023-15. Be it resolved to accept the following gifts and**

**memorials for the month of January:**

Harris-Elmore Public Library Operations $1000 Brian, Pam & Koenig Family Fund

Genoa Kids Programming in Memory of Bernice LaPlantz $400 David La Plantz

In Memory of Delores David (Genoa) $300 Thomas David

Summer Reading Donation $100 Amplex

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Kenneth Kroos $50 Janet & Charles Jetter

In Memory of Kenneth Kroos $50 Joan & Martin Hohenberger

In Memory of Rose Booth Motter (Genoa) $50 George Webb

In Memory of Rose Booth Motter (Genoa) $50 Linda & Lucas Fayerweather

In Memory of Kenneth Kroos $40 Janet & Gladys Kroos

In Memory of Rose Booth Motter (Genoa) $25 Pam Tice

In Memory of Rose Booth Motter (Genoa) $25 Rose Schnitker

In Memory of Rose Booth Motter (Genoa) $25 Barbara & Gene Myers

In Memory of Rose Booth Motter (Genoa) $15 Donna & James Firestone

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

Motion carried by unanimous voice vote.

* The first annual Tiny Art Show for ages 5 to adult was held at both libraries this month to great success. 3x3 canvases were provided to the public to take home, decorate, and then bring back to be displayed. McDonalds gift cards were used for prizes. It was enjoyed by all!
* Winter Reads has had a successful first month with 27 adults, 8 teens, and 35 kids registered at both libraries. A prize drawing included sleds for the kids and blankets for the adults.
* The Elmore library has partnered with the Ottawa County Health Dept. and will be hosting the monthly 60+ Seniors Health Clinic in the meeting room.
* Mrs. Fording and Mrs. Jacobs met with Elmore Coordinator of Circulation (Sierra White) and Genoa Clerk 3 (Bekkir Barbier) to discuss streamlining collection cataloging and materials processing for both libraries. This is an effort to keep both libraries using the same systems.
* The Village of Elmore requires a backflow along with a yearly backflow inspection. Unfortunately this year’s inspection has given us a failing mark due to broken internal parts. The plumber inspector is currently rebuilding the backflow.
* Staff Trainings include:
* Jennifer Fording: “Communicating with Elected Officials about the Library” (NORWELD)
* Abigail Sullivan: “Youth Services Roundtable” (NORWELD)
* Sierra White: “Comic Books, Coding, Cosplay: Making Libraries a Hub for Inclusive Nerd Culture” (NORWELD)
* Director’s Report for January 2023 (written) included in Secretary’s records.

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

* Upon a regularly scheduled maintenance check on the HVAC system, it was discovered that the damper safety feature was enabled causing the heating portion of the system to push warm air back into the furnace room instead of the library. O&H technicians replace the damaged damper.
* The Teen Room renovation is fully underway.
* A flooding incident in the Thackrey Room restroom occurred over a weekend at the end of January. The custodian discovered the issue and was able to shut the water off to alleviate any further damage. Areas affected were the bathroom, Thackeray Room and closet, and the public computer area. Accurate Carpet Cleaning Services was able to show up a few hours after the discovery and followed up with the proper treatment to maintain the carpet free of mold and mildew. The cause of the flooding has been determined to be related to the toilet malfunction.
* Branch Manager’s Report for January 2023 (written) included in Secretary’s records

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

**8. UNFINISHED BUSINESS**:

* **Genoa Branch Library Teen Room Update –** The Teen Room renovation is fully underway.
* **Discussion of Board of Trustee Meeting Times in lieu of new Library hours –** It was decided to continue meeting at 7:00 pm on the second Monday of the month even though the libraries will now be closing at 7:00 pm.

**9. NEW BUSINESS**:

* **Genoa Branch Library Flooding Update - Insurance Policies -** Westfield has denied the claim for insurance coverage of the Genoa Branch Library flooding incident that occurred on January 29, 2023, due to it being a malfunction of the toilet. (See Branch Manager’s Report) Upon scrutinizing the insurance policy, Mrs. Fording has discovered that our current Westfield policy is quite lacking in the incidents they will cover. Mrs. Fording is reaching out to other libraries to inquire about who covers them, as well as researching and receiving quotes from other insurance companies. The Ohio Plan seems to be a popular choice. (See attached documentation included in Secretary’s records.)
* **Closure of Library Safety Deposit Box** – Upon the Safety Deposit Box inspection at Huntington Bank on January 20, 2023, it was determined that it wasn’t necessary to continue renting the box unit. The majority of the documents in the safety deposit box are filed at the Ottawa County Courthouse and could be replaced if needed. It was determined that a small lockbox at the library would be sufficient for the remaining documents. The closing of the safety deposit box is currently being tabled until such a lockbox is purchased. (See attached documentation included in Secretary’s records.)
* **OLC Library Trustee Workshop –** The OLC Board of Trustees workshop will be held both online and in-person this year on March 4, 2023 from 8:45 a.m. – 4:15 p.m. The cost is $95 and the registration deadline is March 2, 2022. Let Mrs. Fording know if you’d like to attend.
* **Village of Genoa Updates –** Mr. Gladden informed the board of several Village of Genoa updates that will be occurring in the future and may possibly be affecting the Genoa Library’s unique property line and parking lot. The updates include the bike trail extension to Millbury as a result of a Department of Natural Resources grant, as well as the development of condos in the area where the Luckey Farmer mills were located. Mr. Gladden didn’t have an exact timeline, but wanted to give the board a heads-up for possible future decisions.

**10. ADJOURNMENT**: 7:53 p.m.

**11. NEXT MEETING**: March 13, 2023 at 7:00 p.m. at the Genoa Branch Library Thackrey Room.

Respectfully submitted:

Brianne Markley, Acting Secretary

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Brianne Markley - Acting Secretary Kent Weis - President