**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, December 14, 2020**

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

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

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:02 p.m. via ZOOM due to the coronavirus pandemic. https://us02web.zoom.us/j/89748981037
2. **SECRETARY’S REPORT:** The November 9, 2020 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. Mrs. Markley noted adjustments had been made for a returned item. 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 2020-76. Be it resolved to accept the Fiscal Officer November 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose an extensive list of 2020 Budget changes in regards to Revenues and Appropriations. (See attached documentation included in Secretary’s records.)

**Resolution 2020-77. Be it resolved to accept the Proposed 2020 Budget Changes in regards to Revenues and Appropriations as presented effective December 14, 2020.**

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

Motion carried by unanimous voice vote.

* **Amended Certificate of the County Budget Commission** – (See attached documentation included in Secretary’s records.) This is prepared in accordance to the requirements listed in **ORC section 5705.36** stating that the fiscal officer shall certify to the county auditor the total amount from all sources available for expenditures.

**Resolution 2020-78. Be it resolved to approve the 2020 Amended Certificate of the County Budget Commission as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed 2021 Estimated Resources and 2021 Temporary Appropriations –** Mrs. Markley would like to propose the approval of the 2021 Estimated Resources and 2021 Temporary Appropriations.
* (See attached documentation included in Secretary’s records.)

**Resolution 2020-79. Be it resolved to approve the 2021 Estimated Resources and 2021 Temporary Appropriations.**

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

Motion carried by unanimous voice vote.

* **Amended Certificate of the County Budget Commission** – (See attached documentation included in Secretary’s records.) This is prepared in accordance to the requirements listed in **ORC section 5705.36** stating that the fiscal officer shall certify to the county auditor the total amount from all sources available for expenditures.

**Resolution 2020-80. Be it resolved to approve the 2021 Amended Certificate of the County Budget Commission as presented.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2020-81. Be it resolved to accept the following gifts and memorials for the month of November:**

For Genoa Kids Programming $90 David LaPlantz

For HEPL Library Expansion Pledge $75 Kathleen Kroos

Motion moved by Mrs. Zimmerman, motion seconded by Mrs. Bringman.

Motion carried by unanimous voice vote.

* Programs have been quite successful. Make and Take crafts have been a huge hit. Resume services were offered through a partnership with Ohio Means Jobs. A Pen-Pal program is being implemented with Genoa & Woodmore 3rd graders paired with area Senior Center participants. December will bring a “Storybook Challenge” and the Elmore’s Hometown Holiday which includes a “Christmas Story” themed storefront at the Library.
* Improvements continue to the libraries. The HVAC filters and Bottle Filler Water Fountains were installed and are working out well. The sanitizing wands and electrostatic disinfectant sprayers are now being used. Adohr replaced the panning on the alley side of the Elmore facility and will also be providing a quote for the interior painting of the Genoa facility. The automatic doors at Genoa should be installed at the end of December or beginning of January (invoiced in December per grant agreement). Inquiries with Demco pertaining to a new Genoa circulation desk are also underway for 2021.
* Page Nathan Young has been promoted to Clerk I effective December 14, 2020.
* Elmore trainings include: Jennifer Fording (11/18/20) SEO Director’s Meeting.
* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**

* Community Outreach and Programming opportunities include Make and Take craft kits, Crayola Calligraphy Kits, Genoa Retirement Village Silent Auction and the Holiday Drive Thru (which was cancelled due to a spike in area Covid cases).
* Jude Jenson’s final day at the Genoa Library was November 27, 2020. As a result of Jude’s departure, Bekkir Barbier has been promoted to Clerk III. Patricia Kline has been hired as a new Clerk I.
* Progress continues on the Quiet Study Rooms. It was noted upon a walk-through by Mrs. Fording and Ms. Gresh that window scratches are apparent. Adohr has been informed and a new window will be installed. The donor plaque has also arrived crediting The Friends of the Genoa Branch Library.
* Inquiries are still being made regarding Genoa Custom Interiors and the carpet coloration issue.
* (See attached documentation included in Secretary’s records.)

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

**7. OLD BUSINESS:** No Old Business

**8. NEW BUSINESS:** No New Business

**Resolution 2020-82. Be it resolved to move into Executive Session at 7:54 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Bringman – yes

Mr. Wyse - yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

**Resolution 2020-83. Be it resolved to exit Executive Session at 8:11 p.m.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Bringman – yes

Mr. Wyse - yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

* **Salary & Wage Schedule** – The following changes to salary were made effective December 28, 2020:  Director will be compensated $56,120.20/year.  Genoa Branch Manager will be compensated $42,546.00 per year.  Fiscal Officer will be compensated $12,395.07 per year.  Library employees other than the Director, Branch Manager and Fiscal Officer will receive a 1.3% raise. Mrs. Markley will create a new Wage & Salary Schedule reflecting a 1.3% raise for 2021. (See attached documentation included in Secretary’s records.)

**Resolution 2020-84. Be it resolved to approve the following salary changes for the year 2021 effective December 28, 2020: Director will be compensated $56,120.20/year.  Genoa Branch Manager will be compensated $42,546.00 per year.  Fiscal Officer will be compensated $12,395.07 per year.  Library employees other than the Director, Branch Manager and Fiscal Officer will receive a 1.3% raise.**

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

Motion carried by unanimous voice vote.

**9. ADJOURNMENT:** 8:17p.m.

**10. NEXT MEETING:** January 11, 2021 at 7:00 p.m. TBA

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President