**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday January 13, 2020**

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

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

**Absent:** Leslie Wyse, Linda Bringman

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 6:05 p.m. at the Elmore facility.

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Kent Weis administered the Oath of Office to all Harris-Elmore Library Board members present.

*“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.”*

All current Board members acknowledged their acceptance by a verbal “I do” and are as such reinstated for the year 2020. Mr. Weis, Mr. Wyse, and Mrs. Bringman will take the oath at the next meeting.

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 Ron Busdeker Judy Zimmerman

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 Toby Farrell David Selhorst

* **ELECTION OF OFFICERS**
* The slate of officers is as follows:

David Selhorst – President

Judy Zimmerman – Vice-President

Toby Farrell - Secretary

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

Motion carried by unanimous voice vote.

* **APPOINTMENT OF FISCAL OFFICER** **& APPROVAL OF SURETY BOND**

**Resolution 2020-01. Be it resolved to appoint Brianne Markley to the position of Fiscal Officer.**

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

Motion carried by unanimous voice vote.

**Resolution 2020-02. Be it resolved to approve the Surety Bond in regards to the Fiscal Officer.**

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

Motion carried by unanimous voice vote.

* **DESIGNATION OF MEETING TIME AND PLACE** – All Board members and staff present agreed unanimously to keep the meeting time at 7:00 p.m. on the second Monday of the month at the Elmore facility, except in April, September, and December which will be held at the Genoa Branch.
* **INSPECTION OF THE SAFETY DEPOSIT BOX** – The Board agreed to inspect the Safety Deposit Box at the Huntington Bank branch in Woodville on Wednesday, January 22, 2020, at 4:30 p.m.
* **RECONCILLIATION OF THE FISCAL OFFICER’S BOOKS** – Mr. Busdeker agreed to perform the reconciliation of the Fiscal Officer’s record.

**3. SECRETARY’S REPORT**: The December 17, 2019 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**4. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the December financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. The Appropriation Status revealed all 2019 YTD Expenditures were less than the Appropriations. The Fund Status, Revenue Status, and Wage Earnings all looked to be in good standing with no issues to address. Mrs. Markley noted that she will be closing the Memorial Fund, the Genoa Branch Fund, and the Elmore Building Addition Fund in the near future. It was noted that any additional Building Addition donations in 2020 will be going into the General Fund. (See attached documentation included in Secretary’s records.)

**Resolution 2020-03. Be it resolved to accept the Fiscal Officer December 2019 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2020 Budget changes in regards to Revenue:
* 1000-841-0000 Capital Contributions (General Fund) – Increase revenue by $27,525. New total = $27,525.
* 4002-611-0000 Restricted Contributions - (Elmore Building Addition Fund) – Decrease revenue by $27,525. New total = $0.
* *Note: All donations received for the Building Addition will be put into the General Fund.*
* (See attached documentation included in Secretary’s records.)
* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2020 Budget changes in regards to Expenses:
* 2001-110-450-4000 Supplies (Radar Monies) (Memorial Fund) – Decrease appropriations by $125. New total = $9,016.98. *Note: $125 was spent in December which decreased amount available to spend in 2020.*
* 2001-120-411 Books - (Memorial Fund) – Increase appropriations by $2,089.94. New total = $2,089.94. *Note: Leftover fund balance from 2019 getting set aside for books.*
* 2002-110-410-1111 Lib. Materials (Kids Programs) (Genoa Branch Fund) – Increase appropriations by $577.31. New total = $820.08. *Note: Leftover fund balance from 2019*
* 4001-210-331-0000 Maint./Repair Facilities (Elmore Building Fund) – Decrease appropriations by $1,210.94. New total = $2,175.51*. Note: Used monies at the end of December for repairs. This is the leftover fund balance from 2019.*
* 4002-760-720-0000 Other Purchased Contracts (Elmore Building Addition Fund) – Increase appropriations by $7,908.08. New total = $7,908.08. *Note: Using up leftover money from 2019 for final updates to building addition.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2020-04. Be it resolved to accept the Proposed 2020 Budget Changes in regards to revenue and expenses as presented.**

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

Motion carried by unanimous voice vote.

* **Certificate of the Total Amount From All Sources Available For Expenditures, and Balances** – (See attached documentation included in Secretary’s records.) This form shows the total amount from all sources available for expenditures from each fund set up in the tax budget, with the balances that exist. It is filed with the Ottawa County Auditor.

**Resolution 2020-05. Be it resolved to approve the 2020 Certificate of the Total Amount From All Sources Available For Expenditures, and Balances as presented.**

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

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 2020-06. Be it resolved to approve the 2020 Amended Certificate of the County Budget Commission as presented.**

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

Motion carried by unanimous voice vote.

* **2020 Permanent Appropriations** – (See attached documentation included in Secretary’s records.)

**Resolution 2020-07. Be it resolved to approve the 2020 Permanent Appropriations.**

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

Motion carried by unanimous voice vote.

* **Salary Schedule** – (See attached documentation included in Secretary’s records.)

**Resolution 2020-08. Be it resolved to approve the 2020 Wage and Salary Schedule as presented retroactively effective 12/29/2019 for all staff.**

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

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2020-09. Be it resolved to accept the following gifts and memorials for the month of December:**

 For Library Building Expansion $500 Michael & Bonnie Cipriani

 For Library Building Expansion $364 Wreath Making Workshop

 For Library Building Expansion $250 Steven & Debra Dibert

 Genoa Children’s Programming $120 David LaPlantz

 In Memory of Eleanor Richards $100 Lucy Ann Zimmerman

 For Library Building Expansion $129 Trivia Donations

 For Library Building Expansion $75 Kathleen Kroos

 For Library Building Expansion $60 Toby Farrell

 In Memory of Eleanor Richards $50 Susan & Donald Langsdale

 For Library Building Expansion $50 Martha Reising (In Memory of
 Ethel Rutherford)

 For Programming $40 Alcohol Ink Craft Donations

 In Memory of Eleanor Richards $20 Margaret & Gerald Prosch

Motion moved by Mr. Busdeker, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* The newly renovated library continues to be a big hit! Computer usage has doubled, the Teen Room and Study Rooms are in constant use, both established and new programs are being well-attended, and teen volunteer opportunities are being provided.
* Emily Altstadt (Programs Librarian) and Meghan Peiffer (Genoa Clerk/Storytime) will both be taking upcoming maternity leaves. Emily is due late May and has indicated there is a possibility that she may not return. She will help with to set up programming through Summer Reading and though her departure is only tentative at this point, Mrs. Fording will be prepared to conduct interviews for her position in April/May unless circumstances change. Meghan is due in August and has indicated she plans on approximately 6 weeks for leave. Kara Boulerisse will fill in for Storytime at Genoa and the Programs Librarian will cover Elmore during Meghan’s absence.
* Mrs. Fording will be focusing on Staff Training and reviewing policies in the next few months. She hopes to move toward being fine free for patrons and moving away from the Dewey Decimal System in nonfiction (moving toward subject matter for locations).
* Director’s Report for December 2019 (written) included in Secretary’s records.

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

* The Charlie Brown Holiday Extravaganza Party was a big holiday program hit at Genoa. Snacks, games, crafts, and a photo booth provided fun for all.
* Genoa Library has joined the free recycling program from Ottawa, Sandusky, Seneca County Joint Solid Waste Management District (OSS).
* Future community outreach/programming is being planned for Hearth Stones Gathering next month.
* (See attached documentation included in Secretary’s records.)

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

**8. OLD BUSINESS**:

* **Disbanded Genoa Friends of the Library Monies** – A meeting is being scheduled with Rebecca Booth concerning the issue. Mrs. Fording, Mr. Weis, Mr. Wyse, and Ms. Gresh will be in attendance.

**9. NEW BUSINESS**: None

**10. ADJOURNMENT**: 6:38 p.m.

**11. NEXT MEETING**: February 10, 2020 at 7:00 p.m. at Elmore Library.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President