**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, September 12, 2022**

**Present:** Judy Zimmerman (President), Kent Weis (Vice-President), Toby Farrell (Secretary), Ron Busdeker, Linda Bringman, Kevin Gladden, Claire Lawrence (Potential Board Member)

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

**Absent:** Leslie Wyse

1. **CALL TO ORDER:** President Mrs. Zimmerman called the meeting to order at 7:00 p.m. at the Genoa facility.

**2. SECRETARY’S REPORT:** The July 18, 2022 minutes were unanimously approved as

 presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the July financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. 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 2022-45. Be it resolved to accept the Fiscal Officer July 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* Mrs. Markley presented the August financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. 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 2022-46. Be it resolved to accept the Fiscal Officer August 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Resolution Accepting the Amounts and Rates as Determined By the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor –** Must be filed with the County Auditor in accordance to the R.C. Sections 5705.34-5705.35 (See attached documentation included in Secretary’s records.)

**Resolution 2022-47. Be it resolved by the Board of Trustees of Harris Elmore Public Library, Ottawa County, Ohio, to adopt the Resolution Accepting the Amounts and Rates as Determined By the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor**  **in accordance to the R.C. Sections 5705.34-5705.35. (See attached documentation included in Secretary’s records.)**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker -yes

Mrs. Bringman - yes

Mr. Gladden - yes

Motion carried by unanimous roll call vote.

* **Budget Changes -** Mrs. Markley would like to propose an extensive list of 2022 Budget changes in regards to the General Fund Revenues and Appropriations, and also to the Genoa Branch Fund Revenues and Appropriations. Please see the attached documentation for the account numbers/titles, increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2022-48. Be it resolved to accept the Proposed 2022 Budget Changes as presented effective September 12, 2022.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2022-49. Be it resolved to accept the following gifts and memorials for the months of July/August:**

Genoa Library Operations $9,260.97 Grace Niehousmyer Trust

Harris-Elmore Pub. Lib. Operations $150 Kathleen Kroos

In Memory of Julia Franks $50 Mary Poirier

In Memory of Fred Hasselkuss $50 Mary Lou Kruse

 In Memory of Fred Hasselkuss $50 Gary & Faye Rhiel

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

Motion carried by unanimous voice vote.

* The Summer Reading Program ended with a total of 383 participants from both libraries. Numbers were back to pre-pandemic status, if not better. Summer Reading shirts and S.T.E.M. Dinosaur kits were among items received by participants.
* Summer programming went extremely well with popular programs being Frogtown Exotics, S.T.E.M. Camp, Nailed It Challenge, Archery, BINGO, Trivia, Outdoor Movie Nights, and the Back to School Bash. Storytimes with Miss Holly have had record attendance this summer as well.
* Library Staff attended the Open Houses in both Genoa and Woodmore school districts to promote services for the upcoming school year, as well as to promote the Fans + Fiction Fest happening in September.
* In June and July the Libraries hosted a traveling historical exhibit from the Northcoast Veterans Museum in Gibsonburg, Ohio. Military uniforms from different eras were on display for the public to enjoy.
* The Staff has been finalizing the Fans + Fiction Fest to be held September 17, 2022.
* Baker & Taylor, the Library’s primary book vendor, is now up and running again after being the victim of a cyber-ransom attack.
* Kim Jimison will be retiring at the end of October. Sierra White, who has been training for the past year, will be taking over the Circulation Coordinator position. As a result of Sierra’s position change, a new Page will be needed at Elmore to pick up evening and weekend shifts. Interviews will begin the last week of September.
* Mrs. Fording has promoted Ariel Jacobs (formerly Gresh) to Assistant Director in addition to her position as Genoa Library Branch Manager. This is basically only a position name change as there is no salary increase involved. Mrs. Jacobs has been performing many of the additional duties of an Assistant Director already and Mrs. Fording feels she is ready to be trained further in the duties of the Director position.
* Director’s Report for July & August 2022 (written) included in Secretary’s records.

**5. BRANCH MANAGER’S REPORT:**

* Summer Reading has concluded with very successful attendance. The favorite summer program was Frogtown Exotics Animal Show with 119 patrons present.
* Genoa Branch Library continued the collaboration with the community as it served as a Summer Lunch site once again. Funded by the Ottawa County Family Advocacy, families were able to pick up a week’s worth of food and the Library supplied crafts to the kids. 180 crafts were handed out throughout the summer.
* The Circulation Desk is now complete after a year of dealing with defective pieces. Demco sent a technician to replace the brackets and plexi-glass for the windows.
* The Main Office Renovation is complete with only a few punch list items remaining.
* Genoa Branch Library passed its fire inspection with no violations.
* Branch Manager’s Report for July & August 2022 (written) included in Secretary’s records.

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

**7. UNFINISHED BUSINESS:**

* **Genoa Office Space –** The Genoa Office Renovation is essentially complete minus a few punch-list items and overhead cabinets which should be installed in the next few weeks. Mrs. Jacobs and the Genoa Staff are extremely pleased with the results.
* **IT Cybersecurity Threat Assessment Results –** Diverse Technology Solutions has completed and provided our Cybersecurity Threat Assessment results. At this point, these results are considered for informational purposes only. Should we decide to act on these results, we would begin by implementing Phase 1. (See attached documentation included in Secretary’s records.)

**8. NEW BUSINESS:**

* **Commercial Roller Shades Repair Quote –** 3 of the 6 roller shades at Elmore Library no longer work. Mrs. Fording received a quote from Folding Equipment Company, LLC for $1065.00. It is the only quote received due to being the only company in our vicinity able to repair the shades . (See attached documentation included in Secretary’s records.)

**Resolution 2022-50. Be it resolved to hire Folding Equipment Company, LLC to repair the roller shades at the Elmore Library for the price of $1065.00.**

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

Motion carried by unanimous voice vote.

* **Director & Fiscal Officer Evaluations** – Director and Fiscal Officer self-evaluation questions/answers are included for the Board Members information. Evaluations are due to President Mrs. Zimmerman by October 10, 2022 in order to be compiled for the November meeting. (See attached documentation included in Secretary’s records.)
* **Resignation -** Mrs. Zimmerman announced she would be resigning from the Board due to the fact that she is moving out of the district. The October meeting will be her last meeting. Vice-President Ken Weis will then take over as President.

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

**10. NEXT MEETING:** October 10, 2022 at Harris-Elmore Public Library Damschroder Meeting Room.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary Judy Zimmerman-President