**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday March 19, 2018**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Marcela Repka, Laura Clement, Tracy Jeremy

**Library Staff Present:** Jennifer Fording (Director), Mimi Fintel (Branch Manager/Youth Services Coordinator), Brianne Markley (Fiscal Officer)

**Absent:** Ron Busdeker

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:09 p.m. at the Elmore facility. Upon calling the meeting to order, Mr. Selhorst thanked the Board for moving this month’s meeting to the third Monday of the month to accommodate busy schedules. Mr. Selhorst also extended his congratulations to Mrs. Fording upon her new position as Director.

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Mimi Fintel administered the Oath of Office to Harris-Elmore Library Board Member Mrs. Tracy Jeremy.

*“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.”*

Mrs. Jeremy acknowledged her acceptance by a verbal “I do” and is as such reinstated for the year 2018.

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Tracy Jeremy

**3. SECRETARY’S REPORT**: The February 12, 2018 minutes were unanimously approved as corrected. Corrections and copies for archiving will be prepared by Ms. Farrell.

**4. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the February financial statements and reports. Mrs. Markley noted that there is currently a QuickBooks issue in which the Library’s donations did not show up in the Receipts report. Mrs. Markley will be looking into this matter. Mrs. Markley noted that there were no major expenses or receipts for the month of February. Mrs. Markley also noted that there is a $1.00 discrepancy between the Balance Sheet and the Bank Statement; however the Reconciliation Detail shows that all figures balance for the month of February. (See attached documentation included in Secretary’s records.)

**Resolution 2018-21. Be it resolved to accept the Fiscal Officer February 2018 Report as presented.**

Motion made by Mrs. Clement, motion seconded by Mrs. Repka.

Motion carried by unanimous voice vote.

* **Huntington Checking Account -** Mrs. Markley would like to move $130,488.27 (consisting of the The Damschroder account and the $35,000 received in building addition donations) from First Federal into the Huntington Checking Account. The Huntington Checking Account would then be used specifically for the Building Addition Fund.

**Resolution 2018-22. Be it resolved to move $130,488.27 from First Federal Bank into the Huntington Checking Account to be specifically used for the Building Addition Fund.**

Motion made by Mrs. Zimmerman, motion seconded by Mrs. Repka.

Motion carried by unanimous voice vote.

* **QuickBooks change –** Mrs. Markley would like to move $162,876.78 from the General Fund to the Elmore Building Addition Fund in QuickBooks. This change will allow for correct accounting and tracking purposes in regards to the Library’s building addition project.

**Resolution 2018-23. Be it resolved to move $162,876.78 from the General Fund to the Elmore building Addition Fund in QuickBooks.**

Motion made by Mrs. Zimmerman, motion seconded by Mrs. Clement.

Motion carried by unanimous voice vote.

* **Funds transfer –** Mrs. Markley would like to move $2,418.73 from out of the Memorial Fund and into the General Fund in order to balance the 2017 Annual Report.

**Resolution 2018-24. Be it resolved to move $2418.73 from out of the Memorial Fund and into the General Fund in order to balance the 2017 Annual Report.**

Motion made by Mrs. Repka, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* **Balance Sheet reorganization –** Mrs. Markley is in the process of reorganizing the bank accounts and funds on the Balance Sheet in order to more accurately reflect the Library’s funds and accounts properly. Some of the organizational changes she will be making will reflect the following:
* The savings accounts should only be listed in the General Fund. Savings accounts cannot be used to write checks. The Rader Memorial Fund is an example of these types of savings accounts.
* First Federal Checking is only going to be in the Memorial Fund, Genoa Building Gift Fund, and the Elmore Building Fund.
* The Huntington Checking Account will now solely be used for the Elmore Building Addition Fund.
* **Proposed 2017 Budget Moves –** The Director and Fiscal Officer would like to track how much is spent on supplies for programs and promotions happening at the Library. Currently program supplies and general supplies are all lumped under line item 2110. In order to create a new account line item under supplies titled “Programs/Promotions Supplies”, the Fiscal Officer is requesting the following budget moves:
* 2110 – General Admin. Supplies -$10,000
* 2310 – Programs/Promotions Supplies +$10,000

The Director would like to increase the budget for Audio Visual Materials as demand has increased recently. The Fiscal Officer is requesting the following budget move:

* 4110 – Books -$3,000
* 4310 – Audio Visual Materials +$3,000

(See attached documentation included in Secretary’s records.)

**Resolution 2018-25. Be it resolved to accept the Proposed 2017 Budget Moves creating a new account line item under supplies titled “Programs/Promotions Supplies” and increasing the budget for Audio Visual Materials.**

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

Motion carried by unanimous voice vote.

* **Construction Financial Procedures –** Mrs. Markley has provided the Board with the Construction Financial Procedures as listed in the Ohio Public Library Accounting Handbook in accordance with the Ohio Library Council. Mrs. Markley wanted the Board to be aware of the laws and procedures when undergoing a construction project to the Library.
* **2017 Annual Report –** Mrs. Markley has submitted the 2017 Annual Report to AOS. This is the first time Harris-Elmore Public Library has filed with OCBOA. Although this report is complicated and lengthy, it will help avoid adverse audit opinions in the future. The Board thanked Mrs. Markley for her time and expertise in the matter.
* **OLC Fiscal Officer Training –** Mrs. Markley will be attending the OLC Fiscal Officer Training in Columbus on March 28-29.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2018-26. Be it resolved to accept the following gifts and memorials:**

In memory of family & friends $75 from Kenneth & Kathleen Kroos

In memory of Byron Gilbert $20 from Roger & Kim Jimison

In memory of James R. Watt $35 from Rebecca Booth

For children’s materials @ Genoa $30 from David LaPlantz

In memory of members who died in 2017 Books from Coterie Club of Genoa

Motion moved by Ms. Farrell, motion seconded by Mrs. Clement.

Motion carried by unanimous voice vote.

* Claudia VanSickle has turned in her letter of resignation due to retirement to be effective July 1, 2018. Mrs. VanSickle has served the community of the Harris-Elmore Library System at the Genoa Branch for over 35 years. The Board thanks her for her diligent service and wishes her well upon retirement. Mrs. Fording stated that Kara Boulerisse will be stepping up into Claudia’s position upon her retirement. Mrs. Fording stated that an additional clerk will eventually need to be hired to take the vacancy created by Kara moving into Claudia’s position.
* Mrs. Fording stated that the Library has received a steady stream of applicants in regards to the posted Young Adults Services Librarian position. Mrs. Fording stated that 5 applicants will soon be pulled to begin the interviews.
* Megan Marik has been hired on as the new Page.
* Director’s Report for February 2018 (written) included in Secretary’s records.

**6. BRANCH MANAGER'S REPORT**: Included in Secretary’s records.

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

**8. OLD BUSINESS**:

* An update on the building project was given. We are still in search of donors for large donations. Mrs. Fording has reached out to Commodore Perry in hopes of funding the donor wall, but she has yet to hear any definite plans from the financial institution. Steve Holland, Zoning Commissioner, has zoned the project as R3. A formal parking agreement will need to be drawn with Trinity Methodist Church as we will need more parking spaces due to the expansion. Mr. Selhorst has a consultant lined up to do a contract assessment on the overall building and the new addition HVAC issues. We will then need to hire a separate HVAC contractor. Due to multiple units involved, we will be looking at thermostat zones.

**9. NEW BUSINESS**:

* Mrs. Fording asked the Board to review the Ohio Library Council Public Library Trustee Information for 2018. Please let her know if any corrections regarding personal information need to be made.
* Mrs. Fording has proposed the following changes/additions to the Personnel Manual. (See attached documentation included in Secretary’s records.) The changes/additions have to do with the following categories:
* P 1.2 Chain of Command
* P 3.1Types of Positions
* P 3.2 Job Descriptions and Classifications

**Resolution 2018-27. Be it resolved to accept the suggested Personnel Manual changes and additions regarding the Chain of Command, Types of Positions, and Job Descriptions and Classifications.**

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

Motion carried by unanimous voice vote.

* Mrs. Fording stated that supporting the continuing education of the Library staff is very important to her as the director. Mrs. Fording would like the Board to consider closing the Harris-Elmore Public Library, as well as the Genoa Branch, on May 23, 2018, to allow the staff of both buildings to attend the OLC Adult Reference Conference at BGSU. Mrs. Fording stated that this profession conference will include 24 breakout sessions of interest to all staff.

**Resolution 2018-28. Be it resolved to close the Harris-Elmore Library and Genoa Branch on May 23, 2018, in order for the entire staff of both buildings to attend the OLC Adult Reference Conference held at Bowling Green State University.**

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

Motion carried by unanimous voice vote.

**10. ADJOURNMENT**: 7:55 p.m.

**11. NEXT MEETING**: April 9, 2018

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President