**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, July 12, 2021**

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

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

**Absent:** Toby Farrell (Secretary)

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:00 p.m. at the Elmore facility.

1. **SECRETARY’S REPORT:** The June 14, 2021 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.
2. **FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the June 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 2021-39. Be it resolved to accept the Fiscal Officer June 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2021 Budget changes in regards to Appropriations effective July 12, 2021:
* Program Supplies – (1000-110-450-0000) Increase by $200 (new total = 8,600.00) *Memorial donations received to be used for program supplies.*
* Kids Programs – (2002-110-410-1111) Increase by $290.70 (new total = 470.70) *Donations received to be used for kids programs.*
* Furniture and Equipment – (2002-760-750-0000) Increase by $9,000.00 (new total = 27,000.00) *New furniture for Genoa Branch.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2021-40. Be it resolved to accept the Proposed 2021 Budget Changes as presented effective July 12, 2021.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2021-41. Be it resolved to accept the following gifts and memorials for the month of June:**

Genoa Kids Programming $290.70 David LaPlantz

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Betty Jo Sherman $30 Jane Garling, Barry Morrison,

Jana Scherger

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

Motion carried by unanimous voice vote.

* The Summer Reading Program has been going well with 133 kids, 44 adults, and 29 teens signed up from both libraries. Programs have included outdoor movie nights, outdoor Storytime, S.T.E.M. Day camps, as well as the Schedel Gardens Science Camps. Mrs. Fording is seeking a replacement for the Storytime position currently being filled by Ms. Gresh, as numbers have increased and patrons are actively attending programs once again. Library staff has been present at the Portage River Festival and Genoa Homecoming via booths and “Name That Tune”.
* The Conference Committee retained Senate language, which maintains the Public Library Fund (PLF) by temporarily setting the PLF at 1.70% of the state’s General Revenue Fund (GRF) for fiscal years (FY) 2022 and 2023. This is a huge win for Ohio public libraries as state revenues continue to exceed expectations with expected growth over the next biennium. Based on estimates by the Legislative Service Commission, the PLF is expected to produce $439 million in FY22 and $454 million in FY23.
* 3 small turquoise benches (2 in Elmore Meeting Room and 1 in Genoa’s Children’s section) were given to us by the Defiance Public Library. They are in great condition and serve their new areas well.
* The SEO Consortium has changed interlibrary loan delivery couriers from Priority Dispatch to STAT. Issues are still being worked out and normal delivery should resume in a few weeks.
* Staff have completed the following webinars this month:
* Katie Blum: LSTA Grant Special Collections Conservation Class
* Kim Jimison: Weeding Collections
* Sierra White: Weeding Collections
* Jennifer Fording: Norweld Membership Meeting

Digital Resource Finder Webinar

* Director’s Report for June 2021 (written) included in Secretary’s records.

1. **BRANCH MANAGER’S REPORT:**

* The Outdoor Storytimes, currently being held at Genoa Veterans Park and the Elmore Community Center, have been a success with a large turnout of participants.
* The stumps left in the outdoor learning space at Genoa have now been removed.
* Amplex has provided equipment updates to ensure faster internet within the Library.
* Staff have completed the following webinars this month:
* Ariel Gresh: Norweld Membership Meeting
* Branch Manager’s Report for June 2021 (written) included in Secretary’s records.

1. **LOCAL HISTORY REPORT:** Included in Secretary’s records.
2. **UNFINISHED BUSINESS:**

* **HVAC Updates –** A 50% down payment, as well as the Maintenance Contracts for the year, have been placed. Mrs. Fording reports the company is communicating excellently regarding status updates.

1. **NEW BUSINESS:**

* **Juneteenth as Federal Holiday**

**Resolution 2021-42. Be it resolved to adopt the closing of the Harris-Elmore Public Library and Genoa Branch Library on June 19th in observation of the Federal Holiday Junteenth.**

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

Motion carried by unanimous voice vote.

* **Genoa Furniture** – A furniture consultant came to look at Genoa’s space to offer suggestions for updates and functionality.

**Resolution 2021-43. Be it resolved to authorize Mrs. Fording to purchase furniture for the Genoa Library Branch up to the price of $10,000.**

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

Motion carried by unanimous voice vote.

* **Weeds –** Mr. Busdeker would like the issue of weeds outside the Library to be addressed. Mrs. Fording will look into hiring someone to take care of the issue.

1. **ADJOURNMENT:** 7:39p.m.
2. **NEXT MEETING:** September 13, 2021 7pm Genoa Branch Library

Notes taken by Brianne Markley

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President