**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, July 18, 2022**

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

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

**Absent:** Leslie Wyse, Kevin Gladden

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

1. **SECRETARY’S REPORT:** The June 20, 2022 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 2022-42. Be it resolved to accept the Fiscal Officer June 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** There are no budget changes this month.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2022-43. Be it resolved to accept the following gifts and memorials for the month of June:**

Genoa Branch Library Operations $226.38 Name That Tune Donations

In Memory of Gary Whiting $125 Karen & Dave Verbryke

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Ernest Toth $50 Elmore Kiwanis Club

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

Motion carried by unanimous voice vote.

* The Summer Reading Program has been going extremely well with much larger numbers in attendance than the past three years. Especially popular programs include Nailed It, Trivia, Squirt Gun Painting, and Sensory Playtimes.
* Library Staff manned the Library Outreach booth at the Portage River Festival on June 26, 2022. Festival goers could spin the prize wheel and staff promoted the Library’s services, programs, and new collection items.
* Ms. Gresh and Mrs. Fording attended the NORWELD membership meeting in late May. They networked with other Northwest District library personnel and gained information regarding utilization of services from the State Library . Mrs. Fording also attended the NORWELD Board of Directors meeting as she is on their Board.
* Director’s Report for June 2022 (written) included in Secretary’s records.

1. **BRANCH MANAGER’S REPORT:**

* Summer Reading is going well with a lot of competition for the prizes.
* The new circulation desk saga continues as yet there was another defect upon delivery of the replacement. Another replacement is scheduled for July 13, 2022.
* Genoa Library has now completed more than half of the Dewey Lite Project transitioning the Children’s Non-Fiction to subject headings.
* The Genoa Library will close for Office renovations on July 23, 2022, and will reopen on July 30,2022. Curbside services will still be available and programming in the Thackrey Room will continue as scheduled.
* A sinkhole is forming around the sewer drain closest to the Handicapped parking spot, as well as the other sewer drain is sinking into the concrete as a whole. Upon speaking with the Village of Genoa, it has been brought to our attention that the Library will be responsible for repairs. The Village has offered to temporarily repair the holes to last through the winter, with the Library making permanent repairs in the Spring. Ms. Gresh will be researching quotes in order to budget for the repairs.
* Branch Manager’s Report for June 2022 (written) included in Secretary’s records.

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

* **Ottawa County Parks Service Grant –** 15 posts need to be purchased for the Genoa Story Walk. The price is $5082.30.

**Resolution 2022-44. Be it resolved to approve the purchase of 15 posts for the Genoa Story Walk at the price of $5082.30.**

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

Motion carried by unanimous voice vote.

1. **UNFINISHED BUSINESS:**

* **Fans + Fiction Fest Update** - The Fans + Fiction Fest is all set for September 17, 2022, from 11:00 am - 4:00 pm at the Elmore facility. An incredible amount of time, effort, and planning from Mrs. Fording and her Library staff have gone into this programming event. Food trucks, vendors, raffles, cosplay, crafts, panelists, and localauthors are among the many features offered during this special event. Parking will be available throughout the community. Postcards and fliers have been made available to advertise the event, as well as a very detailed schedule of events is listed on the Library’s website.

1. **ADJOURNMENT:** 7:28p.m.
2. **NEXT MEETING:** September 12, 2022 7pm Genoa Branch Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary Judy Zimmerman-President