**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, July 10, 2023**

**Present:**  Ron Busdeker (Vice-President), Toby Farrell (Secretary), Linda Bringman, Leslie Wyse, Kevin Gladden, Claire Lawrence

**Library Staff Present:** Jennifer Fording (Director), Hubertien Smith (Branch Manager), Brianne Markley (Fiscal Officer) (via Zoom)

**Absent:** Kent Weis (President),

1. **CALL TO ORDER:** Vice-President Mr. Busdeker called the meeting to order at 7:04 p.m. at the Genoa facility.

1. **SECRETARY’S REPORT:** The June 12, 2023 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 2023-39. Be it resolved to accept the Fiscal Officer June 2023 Report as presented.**

Motion made by Ms. Lawrence, motion seconded by Mr. Wyse.

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose a list of 2023 Budget changes in regards to the Revenues and Appropriations. Please see the attached documentation for the account numbers/titles, increased/decreased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2023-40. Be it resolved to accept the Proposed 2023 Budget Changes as presented effective July 10, 2023.**

Motion made by Ms. Farrell, motion seconded by Ms. Lawrence.

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2023-41. Be it resolved to accept the following gifts and memorials for the month of June:**

Summer Reading Donation $250 Genoa Homecoming Committee

Elmore Library Operations $75 Kathleen Kroos

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

Motion carried by unanimous voice vote.

* The Summer Reading Program has been going well with a larger number of registrants than 2022. Program attendance has been lighter, which seems to be a trend with area libraries as well. Popular programs include Eli the Magician, Stranger Things teen escape room, friendship bracelet craft, and chalk the walk with kindness program.
* 2nd Quarter staff check-ins were completed by Mrs. Fording and Mrs. Smith with great feedback, open communication, and a lot of good insight from an appreciative staff.
* A motion sensor music player was installed in the Local History Exhibit Room at the request of a patron donation. Upon entering the room, music from Elmore school and local bands (1930s-70s) will play at a low volume and comfortable listening level. Band information will be added at a later date to the kiosk.
* Mrs. Fording has been spending a great deal of time at the Genoa facility training and assisting Mrs. Smith as she is learning the Branch Manager responsibilities. Genoa staff has taken well to her charge and she is being introduced into the community as well.
* Staff have completed the following webinars this month:
* **Katie Blum:** Sharing your Collection Via the Ohio Digital Network (Ohio History Connection)
* Director’s Report for June 2023 (written) included in Secretary’s records.

**BRANCH MANAGER’S REPORT:**

* Abigail Sullivan, Programs Librarian, has reached out to Genoa Schools regarding the library card program as done in the past, as well as other potential programs..
* The toilets have been replaced in both the men’s and women’s bathrooms, although a leak continues in the men’s facility so further plumbing attention will need to be addressed.
* The breakroom kitchen sink has been having issues. The plumber believes there is blockage potentially in the water line and a new supply line may be needed. Quotes will be received.
* The Ottawa County Community Foundation and Luther Home of Mercy Grant display for Disabilities Awareness has been completed and books purchased are on display. A visit from Luther Home of Mercy to see the display and take photos occurred upon completion. The display will remain in place through the end of July.
* Summer Reading has been a great success with patrons enjoying their prizes.
* Dr. Fred Dais, University of Toledo Education Dept., has begun volunteering at the Genoa Library helping to shelf read adult fiction for a few hours several days a week. He also plans to begin helping with the Lego Club. Dr. Dais’ wife, Dr. Lynda Dunn PhD Music, will be assisting Lego Club as well and possibly more. We are excited for the new volunteers!
* Staff have completed the following training this month:
* Hubi Smith**:** Manager Training (Niche); Grant Writing and Grant Management (Niche); Library Facilities Conference (July 19, 2023); New Director/Manager Training (Ongoing course July -September 2023)
* Meghan Peiffer: Tech Soup (Community Connector)
* Branch Manager’s Report for June 2023 (written) included in Secretary’s records.

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

* **Genoa Sewer Line Repair –** Quote received from Rick Evans but discussion was tabled until the Genoa HVAC replacement issue was resolved. Refer to New Business. (See attached documentation included in Secretary’s records.)

1. **NEW BUSINESS:**

* **Genoa HVAC replacements** - One HVAC unit at Genoa definitely needs to be replaced as it no longer works. The other unit is from 1994. Both units are facing the wrong direction with the exhaust blowing toward the library creating a fire hazard. Both units will need to be moved in order for the sewer line to be repaired and the concrete slab replaced. Additionally the fencing will most likely need to be replaced as well. Quotes were received from Rick Evans (HVAC replacement/sewer line repair/concrete slab replacement) and Ohler & Holzhauer (HVAC replacement/concrete slab replacement). Discussion was held regarding the vast differences of quote amounts, the differences between the HVAC models quoted, and the decision of going with one company versus two companies to complete the work. Discussion tabled until further clarification of quote discrepancies received. (See attached documentation included in Secretary’s records.)
* **Health Insurance Options -** Full-time Library employees are currently offered up to $150 in reimbursement for healthcare coverage. Mrs. Fording presented several healthcare packages that would replace this practice offering coverage to employees who worked 20 hrs or more a week. Mrs. Fording believes there would be approximately 5 employees who would choose to go on this coverage. Other area libraries offer healthcare packages and it appears to make a difference in employee retainment as well as initial employment interest. Discussion was held on the amount of coverage as well as the inclusion of vision and dental coverage. (See attached documentation included in Secretary’s records.)

**Resolution 2023-42. Be it resolved to offer 75/25 Anthem SOCA MEWA 5000 (Network: Blue Access PPO), Anthem 5466 Dental, and Anthem 52AQ Vision healthcare coverage to all Harris-Elmore Public Library and Genoa Branch Library employees who work 20 hours or more a week effective July 10, 2023.**

Motion made by Mrs. Bringman, motion seconded by Ms. Lawrence.

Motion carried by unanimous voice vote.

1. **ADJOURNMENT:** 8:35p.m.
2. **NEXT MEETING:** September 11, 2023 7pm Harris-Elmore Public Library Damschroder Room

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell - Secretary Kent Weis - President