**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday May 10, 2021**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Kent Weis,

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

**Absent:** Leslie Wyse, Ron Busdeker, Linda Bringman

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:03 p.m. at the Elmore facility and via ZOOM due to the coronavirus pandemic.

<https://us02web.zoom.us/j/89748981037>

**2. SECRETARY’S REPORT**: The April 12, 2021 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the April financial statements and reports. The Bank Reconciliation showed all figures balancing for the month. Mrs. Markley noted there was a bank error regarding check #2655 with the correction to be shown in the May statement. 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 of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2021-28. Be it resolved to accept the Fiscal Officer April 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Transfers to Star Ohio Account -** Mrs. Markley would like to propose the transfer of $125,000 from the First Federal Checking account into Star Ohio to keep our balance below the FDIC threshold of $250,000. (See attached documentation included in Secretary’s records.)

**Resolution 2021-29. Be it resolved to transfer of $125,000 from the First Federal Checking account into Star Ohio**.

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

Motion carried by unanimous voice vote.

* **Budget Changes -** Mrs. Markley would like to propose an extensive list of 2021 Budget changes in regards to the General Fund Revenues and Appropriations, and also to the Genoa 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 2021-30. Be it resolved to accept the Proposed 2021 Budget Changes as presented effective May 10, 2021.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2021-31. Be it resolved to accept the following gifts and**

**memorials for the month of April:**

Genoa Branch Library Operations $50,500 Grace Niehousmyer Trust

Harris-Elmore Public Library Operations $1,206.23 Diane Ory Fund

Library Programming $200 Sharon & Duane Arndt

In Memory of Vera Hille $100 Bill & Judy Zimmerman

Harris-Elmore Public Library Operations $75 Kathleen Kruse

In Memory of Vera Hille $75 Evelyn Hanneman

In Memory of Vera Hille $50 Candace & Arlyn Bensch

In Memory of James Dolph $25 Jane Garling

In Memory of Vera Hille $20 Shirley Hensel

In Memory of Vera Hille $20 Dennis & Casey Marquardt

Motion made by Mrs. Zimmerman, motion seconded by Ms. Farrell.

Motion carried by unanimous voice vote.

* The library programs continue to go well and are now beginning to be slowly phased into more in-person activities. Parking Lot Bingo, Volunteer Street-Clean Ups, Local History-related videos, and a Genealogy seminar were all well-received. Summer Reading and Story Time will offer more outdoor programming options.

The Summer Reading Program is set to run June 5th – August 7th.

* OLC’s “Legislative Day” was held entirely online and extended for a week. Mrs. Fording and Ms. Gresh attended and had the opportunity to meet via Zoom with House Representative D.J. Swearington and Senator Theresa Gavarone. PLF reduction was a major concern for discussion. Mrs. Fording has written a testimony to the Senate Committee imploring them to keep the PLF at the current rate of 1.7%. (See attached documentation included in Secretary’s records.)
* Mrs. Fording has contacted the Elmore Village Council Tree Committee to remove the large fir tree in the library alley parking lot. The tree poses a variety of safety risks. A decision will be made at the May 20th meeting.
* Mrs. Fording has met virtually with Directors from across the state to discuss the Covid-related mandates/restrictions and the possibility of reducing/releasing them. Quarantining materials appears to be one of the mandates most likely to be lifted.
* Staff have completed the following webinars this month:
* Jennifer Fording: State Director Meeting; State Budget & Health Orders Update
* Director’s Report for May 2021 (written) included in Secretary’s records.

**5. BRANCH MANAGER’S REPORT:**

* Story Time will be moved outside for the summer.
* The new phone system is up and running. Staff is handling the transition well and patrons can be directed to both locations via the Auto Attendant.
* The new signage is complete and patrons have given good feedback regarding it.
* Staff have completed the following webinars this month:
* Ariel Gresh: OLC State Budget & Health Update 2021; Booklist Webinar: Homeschooling Help
* Branch Manager’s Report for May 2021 (written) included in Secretary’s records.

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

**7. UNFINSHED BUSINESS**:

* **Genoa HVAC Quotes & Elmore HVAC Issues** – Additional quotes and information were received from The Wichman Company, SB Mechanical, and Hoffman & Harpst. Ohler & Holzhauer will be visiting the library soon to also give a quote. After discussion it was determined that the most important factors the board must consider are 2-stage and efficiency, as well as the service agreement/warranty plan. Once again the Board decided to gather more information before making a decision. (See attached documentation included in Secretary’s records.)
* **Strategic Plan** – Board members participated in a virtual focus group meeting prior to the board meeting. The library staff had participated in one the previous week. A Community Survey link will be posted on the website beginning May 17th and will be available for 8 weeks. A paper version will be available at the library as well. Mrs. Fording is considering using an incentive to encourage community members to participate in the survey.

**8. NEW BUSINESS**:

* **Library Trustee Town Hall Meeting (online) –** The Library Trustee Town Hall Meeting will be held virtually this year on May 24th. Senator Theresa Gavarone will be present. Please let Mrs. Fording know if you’d like to attend.
* **PLF** - As mentioned in the Director’s Report, the PLF is being threatened for reduction from 1.7% to 1.67% with an additional 2% cut to personal income tax. Library Directors across the state, including Mrs. Fording, are currently imploring the Senate Committee to keep the PLF at its current rate.

**9. ADJOURNMENT**: 8:06 p.m.

**10. NEXT MEETING**: June 14, 2021 via ZOOM

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President