**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, September 10, 2018**

**Present:** David Selhorst (President), Toby Farrell (Secretary), Marcela Repka, Ron Busdeker, Kent Weis

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

**Absent:** Judy Zimmerman (Vice-President), Laura Clement

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:03 p.m. at the Genoa facility. Mr. Selhorst welcomed new Board Member Kent Weis.

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Mimi Fintel administered the Oath of Office to new Harris-Elmore Public Library Board of Trustee Member Kenton Weis.

*“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.”*

Kenton Weis acknowledged his acceptance by a verbal “I do” and is as such instated for the year 2018.

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Kenton Weis

**3. SECRETARY’S REPORT:** The July 9, 2018 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**4. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the July financial statements and reports. The Reconciliation Details show everything to be balanced to the penny with no discrepancies. Mrs. Markley noted that this is the last month using QuickBooks as we have switched over to UAN.
* Mrs. Markley noted on the Profit & Loss report we received $15,462.67 in the Elmore Building Addition/Renovation account.
* Mrs. Markley noted there were no major expenses for the month of July. It was also noted that we have begun to received the increased PLF amount as mentioned in the previous month’s report.
* Mrs. Markley did indicate that there had been a discrepancy with the utilities payment as $2000.00 was sent to the wrong P.O. Box and thus sent immediately to RITA, instead of to the Utilities office. Mrs. Markley is in the process of fixing the issue.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-54. Be it resolved to accept the Fiscal Officer July 2018 Report as presented.**

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

Motion carried by unanimous voice vote.

* Mrs. Markley presented the August financial statements and reports. Mrs. Markley noted that the reports are now in UAN format. The Bank Reconciliation report shows that we are balanced with the pre-conversion difference of $857.41. Mrs. Markley noted there was an issue in QuickBooks that didn’t pull over smoothly to UAN so there is a difference of $612.25. This amount corresponds to outstanding payments made since the beginning of 2017, in which the checks have not been cashed. Mrs. Markley plans on voiding those checks so she no longer has to carry the pre-conversion amount over.
* Mrs. Markley noted that the Fund status report now lists the funds by bank accounts. The Appropriation Status shows our unencumbered balance, the amount of money we have left to use.
* Mrs. Markley noted that the Payroll Summary was higher due to showing a 3 payroll cycle. This was because the whole month of August had to be shown on QuickBooks. The UAN switch will encompass the August 31, 2018, payroll.
* Mrs. Markley indicated that she was very happy with the switch to UAN. She noted that the UAN customer support system is extremely helpful and immediately takes action to guide her. Mrs. Markley’s husband Carl graciously installed a new router and switch to house a VPN in order to allow Mrs. Fording to have an account to UAN as well. This will allow Mrs. Fording access to view the budget and input purchase orders.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-55. Be it resolved to accept the Fiscal Officer August 2018 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2018 Budget changes in regards to income:
* Contributions, Gifts and Donations (General Fund)– Increase budget by $500 to total $2,500 *because donations received in 2018 were larger than expected.*
* Contributions, Gifts and Donations (Memorial Fund) – Decrease the budget by $4,000 to total $1,000 *because most contributions go into the General Fund since there are no stipulations on how to spend the monies.*
* Contributions, Gifts and Donations (Genoa Branch Fund) – Increase budget by $250 to total $1250 *to account for the extra donations we’ve received in 2018.*
* Other Debt Proceeds (Elmore Building Addition Fund) – Increase budget by $450,000 to total $450,000 *to account for loan from First Federal for the building project.*
* (See attached documentation included in Secretary’s records.)
* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2018 Budget changes in regards to expenses:
* 1000-110-225 Workers’ Comp – Increase the budget by $300.00 to $300.00 *to account for BWC premiums.*
* 1000-110-213 Medicare – Increase budget by $1,500.00 to $1,500.00*to account for Employer share Medicare.*
* 1000-210-452 Property Maint./Repair Supp. & Parts – Increase budget by $1,000.00 to $4,700.00 *because we need additional monies for maintenance.*
* 1000-230-373 Tax Collection Fees – Increase budget by $689.00 to $4689.00 *because the budget was too low for County Auditor fees.*
* 1000-230-374 Engineering Services – Decrease the budget by $8,010.00 to $990.00 *because we are now paying for these services out of Building Addition Fund.*
* 1000-910-910 – Increase budget by $187,123.22 to $350,000.00 *to appropriate for second transfer this month.*
* 4002-230-370 Professional Services – Increase budget by $30,000.00 to $40,000.00 *because Engineering Services was budgeted too low.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-56. Be it resolved to accept the Proposed 2018 Budget Changes in regards to both income and expenses as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Transfer -** Mrs. Markley would like to propose the transfer of $187,123.22 from General Fund into the Elmore Building Addition Fund.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-57. Be it resolved to approve the proposed transfer of $187,123.22 from General Fund into the Elmore Building Addition Fund as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Fund Name Change -** Mrs. Markley would like to propose to change the name of the “Genoa Building Fund” to the “Genoa Branch Fund” to better identify what the monies are to be used for in the fund. The monies are to be used on any expenses within the Branch, not just for the building.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-58. Be it resolved to approve the name change of the Genoa Building Fund to the Genoa Branch Fund.**

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

Motion carried by unanimous voice vote.

* **Proposed Payroll Change -** Mrs. Markley would like to propose that payroll is to be paid by EFT for all employees. Paystubs are to be emailed to employees. If the employee does not have an email address, paystubs will be mailed to the address on file.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-59. Be it resolved to approve the proposed payroll change as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Amended Certificate of Estimated Resources-** Mrs. Markley would like to propose the approval of the new Amended Certificate of Estimated Resources as of September 10, 2018, reflecting the new revenue figures. The Amended Certificate of Estimated Resources will then need to be filed with the County Auditor.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-60. Be it resolved to approve the new Amended Certificate of Estimated Resources as presented.**

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

Motion carried by unanimous voice vote.

* **Budget Format Consideration** – Mrs. Markley presented a copy of Ida Rupp Library’s budget as approved by their Board of Trustees. If the Board wishes, they can approve the budget in a more summarized version, instead of by account code. This would give the Fiscal Officer authority to move monies needed between accounts without having to come to the Board for approval every time an account needs changed. It does NOT give the Fiscal Officer authority to increase the budget beyond what is already approved. It also does NOT allow the Fiscal Officer to move monies from one program to another without Board approval. If the Board wishes to approve this change, the Budget will be presented in the new format in 2019. If the Board does not approve this change, the budget will be presented in the format as presented for 2018. This is an item of consideration, no action being taken at this time.
* (See attached documentation included in Secretary’s records.)
* **First Federal Loan Information** – It was noted that the information regarding the First Federal Loan for the Elmore Building/Renovation project was included for the Board’s perusal.
* (See attached documentation included in Secretary’s records.)

**5. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2018-61. Be it resolved to accept the following gifts and memorials for the month of July:**

For Library Building Expansion $13,000 David Hille

For Library Building Expansion $1,000 Marge & Gary Whiting

For Library Building Expansion $375 Joanne Price

 For Library Building Expansion $200 Lakeside Association

For Library Building Expansion $100 Brianne & Carl Markley

For Library Building Expansion $100 Mimi & Eric Fintel

In Memory of Family & Friends $75 Kenneth & Kathleen Kroos

For Library Building Expansion $50 Toby Farrell

For Library Building Expansion $32 Genoa Library Staff

Memorial for Josephine Wohn $75 David & Judith Norwine

For the Genoa Kids $30 David LaPlantz

Memorial for Josephine Wohn $20 Eleanor Richards

Memorial for Josephine Wohn $20 Leslie & Linda Wyse

Memorial for Josephine Wohn $20 Marian Cherkin

Memorial for Josephine Wohn $100 Janet Camper Esser

Cookies for Book Buddies $50 Friends of the Genoa Library

Motion moved by Mr. Busdeker, motion seconded by Mr. Weis.

Motion carried by unanimous voice vote.

* Acceptance of Gifts and Memorials

**Resolution 2018-62. Be it resolved to accept the following gifts and memorials for the month of August:**

For Library Building Expansion $500 Evelyn Hanneman

For Library Building Expansion $320 Karen Haensch

For Library Building Expansion $250 Ronald Helmeci

 For Library Building Expansion $220 Buy a Book Campaign

For Library Building Expansion $100 Chasity & Kyle O’Neill

In Memory of Family & Friends $75 Kenneth & Kathleen Kroos

For Library Building Expansion $50 Barbara Moellman

For Library Building Expansion $50 Toby Farrell

For Library Building Expansion $50 Kathy Alter

For Library Building Expansion $40 Ghost Walk (Check made out

to Library instead of Friends)

For Library Building Expansion $20 Elmore Library Staff

For Library Building Expansion $15 Marianne Paule

Non-fiction books/Genoa Library $500 Helen McMaster

In memory of Josephine Wohn

For the Genoa Kids $30 David LaPlantz

For Kids at Genoa Branch Library $100 Peter & Martha Fellman

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

Motion carried by unanimous voice vote.

* The Summer Reading Program/Activities for all ages finished strong. The summer reading t-shirts were sponsored by USI and were much appreciated. Trivia Night at Wine Flight was a huge success and will be repeated monthly, as well as at Rayz Café in Genoa. The Ghost Walk was a raving success with 199 in attendance.
* Fall Schedules/activities will now begin to take hold. Tech Drop-ins with Job Assistance will be offered bi-weekly at each library. Homeschool activities will commence in September. Afterschool snacks are now being served at Genoa Branch Library.
* School Outreach has taken place at both Genoa and Elmore school districts. Open House and In-service Day visits were made by Mrs. Fording and Emily Altstadt to promote upcoming programs and eCards.
* The Governor has signed HB 312 regarding Credit Card Legislation, which will affect Public Libraries. The Bill will be effective on November 1, 2018, but libraries will have an additional 3 months to establish and implement new credit card policies and procedures. Currently Harris-Elmore Public Library had 3 cards open, but Mrs. Fording and Mrs. Markley are working at closing down the card associated with former director Mrs. Laity.
* (See attached documentation 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:**

* **Expansion & Renovation Update/Fundraising Update -** An update on the building project was given.
* It is hopeful that the project will go out to bid on September 13 or 14, 2018. A new Opinion of Probable Construction Cost was presented. (See attached documentation in Secretary’s records.) The estimated construction cost has gone down to $534,938 with an Owner’s Construction Contingency Allowance of $30,000 for a total construction cost of $564,938. This is due to a lot of our construction/renovation items being listed as alternates. The only items not going to the alternate list are the History Room renovations, the Teen Room, and the Quiet Room. There is not much we can do at this point but wait and see where bids come in pricewise. Bids will be read on October 4, 2018, at 12:00 p.m. Mr. Selhorst has a list of local contractors he will notify regarding the bidding window.
* Fundraising efforts continue. So far we have raised $147,000. First Federal has agreed to fund the Donor Wall at $13,000. Mrs. Fording and Mrs. Zimmerman set up a booth at Elmore’s Fireworks on September 2, 2018. She felt she had a good response for publicity and will be following up with letters to potential donors. Mrs. Fording will also follow up with the Village Council after attending one of their meetings.

**9. NEW BUSINESS:**

* **Prevailing Wage Coordinator –** A Prevailing Wage Coordinator must be determined for the Elmore Library Building Addition/Renovation project. It was recommended that Mrs. Markley be appointed.

**Resolution 2018-63. Be it resolved to appoint Mrs. Markley as Prevailing Wage Coordinator for the Elmore Library Building Addition/Renovation project.**

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

Motion carried by unanimous voice vote.

* **Authorize Director to Negotiate Contract with Successful Bidder –** Mrs. Fording will be authorized to negotiate the contract with the successful bidder for the Elmore Library Building Addition/Renovation project.

**Resolution 2018-64. Be it resolved to authorize the Library Director to negotiate the contract with the successful bidder for the Elmore Library Building Addition/Renovation project.**

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

Motion carried by unanimous voice vote.

* **Authorize Director to Approve Change Orders –** It was discussed as to who should have the authorization to approve any change orders related to the Elmore Library Building Addition/Renovation project. It was decided that Building Committee Chairman Mr. Selhorst, rather than the Library Director, will be authorized to approve change orders for the Elmore Library Addition/Renovation project.

**Resolution 2018-65. Be it resolved to authorize Mr. Selhorst, acting as Building Committee Chairman, to approve change orders for the Elmore Library Building Addition/Renovation project.**

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

Motion carried by unanimous voice vote.

* **Authorization for Fiscal Officer to Open & Read Bids –** An authorization is needed in order to allow Mrs. Markley to open and read the bids for the Elmore Building/Renovation project.

**Resolution 2018-66. Be it resolved to authorize the Fiscal Officer to open and read bids for the Elmore Library Addition/Renovation project.**

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

Motion carried by unanimous voice vote.

* **Authorization for Signatory** – It was decided that both Library Director Mrs. Fording and Building Committee Chairman Mr. Selhorst should be authorized as Signatories for the Elmore Library Addition/Renovation project.

**Resolution 2018-67. Be it resolved to authorize the Library Director and the Building Committee Chairman to act as Signatories for the Elmore Library Addition/Renovation project.**

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

Motion carried by unanimous voice vote.

* **Authorization for Fiscal Officer as Master Administrator in QuickBooks** – Fiscal Officer Mrs. Markley needs authorization to act as Master Administrator in QuickBooks in order to attend to account issues.

**Resolution 2018-68. Be it resolved to authorize Fiscal Officer Mrs. Brianne Markley as Master Administrator in QuickBooks.**

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

Motion carried by unanimous voice vote.

* **Board Member Terms (Renewals)** – It was noted that the Woodmore Board of Education has approved the renewal of Harris-Elmore Public Library Board of Trustee member Mrs. Judy Zimmerman for 7 more years, as well as approving Mr. Kenton Weis to fill the spot vacated by the resignation of Mrs. Tracy Jeremy. Mr. Weis’s term will be up in 2020.
* **Director & Fiscal Officer Performance Evaluation Forms** – Board members are reminded to submit their evaluation forms for the Library Director and Fiscal Officer to the Elmore Library by October 1, 2018. Mr. Selhorst will collect them at that time.
* **Genoa Library Fire Inspection Results** – It was noted that the Genoa Library failed several components of the Allen-Clay Joint Fire District Fire Inspection on August 21, 2018. Mrs. Fording is working with Inspector Tim Davies to correct the issues. Areas that weren’t compliant include:
* 1006 - Means of Egress Illumination
* 1008.1.3 – Door Opening Force
* 1011 – Exit Signs
* 305.1 – Clearance from ignition sources
* 605.4.2 – Power supply for power tap/surge protectors

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

**10. ADJOURNMENT:** 8:09p.m.

**11. NEXT MEETING:** October 8, 2018 at Elmore Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President