**Minutes of the Harris Elmore Public Library**

**Board of Trustees Special Meeting**

**Monday, July 17, 2023**

**Present:**  Kent Weis (President), Ron Busdeker (Vice-President), Toby Farrell (Secretary), Leslie Wyse, Claire Lawrence

**Library Staff Present:** Jennifer Fording (Director), Brianne Markley (Fiscal Officer)

**Absent:** Hubertien Smith (Branch Manager) ,Linda Bringman, Kevin Gladden,

1. **CALL TO ORDER:** President Mr. Weis called the meeting to order at 6:00 p.m. at the Genoa facility.
2. **BUDGET MODIFICATIONS -** Mrs. Markley would like to propose the following 2023 Budget changes in regards to Appropriations effective July 17, 2023:

1000-230-221 Medical $ 13,000.00

1000-230-223 Dental $ 1,200.00

1000-230-224 Vision $ 250.00

**Resolution 2023-43. Be it resolved to accept the Proposed 2023 Budget Changes as presented effective July 17, 2023.**

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

Motion carried by unanimous voice vote.

1. **UNFINISHED BUSINESS:**
* **Quotes - Genoa HVAC replacements -** Quote clarification and more information was received from David Dubbert, President of Ohler & Holzhauer, Inc. regarding the cost and installation of two Genoa HVAC replacements. Questions and concerns were addressed during discussion. (See attached documentation included in Secretary’s records.)

**Resolution 2023-44. Be it resolved to approve the Ohler & Holzhauer, Inc. proposal to replace two Carrier 5 ton HVAC units for the cost of $36, 902.38 effective July 17, 2023.**

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

Motion carried by unanimous voice vote.

* **Quotes - Genoa Sewer Line Repair –** Quote received from Rick Evans (HVAC replacement/sewer line repair/concrete slab replacement). After discussion it was decided to hire Rick Evans to repair sewer line and concrete slab replacement only. (See attached documentation included in Secretary’s records.)

**Resolution 2023-45 Be it resolved to hire Rick Evans to repair the sewer line and lay the concrete slab replacement for the cost of $2103.02 effective July 17, 2023.**

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

Motion carried by unanimous voice vote.

* **Fencing -** Quotes were received from Fremont Fence and Guard Rail Co. for both a chain link and a wooden fence to secure the new HVAC units. Discussion was tabled due to uncertainty of prices and completion timetable. (See attached documentation included in Secretary’s records.)
* **Health Insurance Policy -** Mrs. Fording prepared and presented a Health Insurance Policy in regards to the health insurance coverage available to library employees. (See attached documentation included in Secretary’s records.)

**Resolution 2023-46 Be it resolved to approve the Health Insurance Policy as presented effective July 17, 2023.**

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

Motion carried by unanimous voice vote.

1. **ADJOURNMENT:** 6:35p.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