**Minutes of the Harris-Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, October 12, 2020**

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

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

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:04 p.m. via ZOOM due to the coronavirus pandemic. **https://us02web.zoom.us/j/89748981037**
2. **SECRETARY’S REPORT:** The September 14, 2020 minutes were unanimously

approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the September financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. Mrs. Markley noted that we received $50,000 from the C.A.R.E.S. Act. 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 2020-60. Be it resolved to accept the Fiscal Officer September 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2020 Budget changes in regards to Revenues in Fund 2802 (CARES Act Grant):
* 2802-212-0000 Restricted Federal Grants in Aid– Increase revenue by $25,000 to a new total of $50,000. *Note: New Fund. Money received for the CARES Act Grant was $25,000 per building and $50,000 total.*
* (See attached documentation included in Secretary’s records.)
* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2020 Budget changes in regards to Appropriations in Fund 2802 (CARES Act Grant):
* 2802-110-450-0000 Supplies (For Programs) – Increase by $2,000 to a new total of $2000.
* 2802-210-331-0000 Maintenance and Repair on Facilities – Increase by $17,759.76 to a new total of $38,759.76
* 2802-210-452-0000 Property Maintenance Supplies – Increase by $4,000 to a new total of $4,181.86
* 2802-230-451-0000 General Admin Supplies – Increase by $2,000 to a new total of $3,058.38
* *Note: New touchless doors for Genoa, UV lights for HVAC systems. Increased money for supplies.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2020-61. Be it resolved to accept the Proposed 2020 Budget Changes in regards to revenues and appropriations in Fund 2802 (CARES Act Grant) effective October 12, 2020 as presented.**

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

Motion carried by unanimous voice vote.

* **Transfer Funds to Star Ohio Account –** Mrs. Markley is recommending the Board transfer $25,000 into Star Ohio in order to bring the First Federal Checking Balance under the amount insured by the FDIC of $250,000. (See attached documentation included in Secretary’s records.)

**Resolution 2020-62. Be it resolved to transfer $25,000 from the First Federal Checking account into Star Ohio.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2020-63. Be it resolved to accept the following gifts and memorials for the month of September:**

Coronavirus Relief Act Fund $50,000 U.S. Dept. of Treasury

In Memory of Georgiana Huizenga $100 John & Julie Bergman

In Memory of Georgiana Huizenga $100 Sharon Arndt

In Memory of Donald Wayne Franks $50 Keith & Mary Poirier

In Memory of Georgiana Huizenga $50 Kent & Ruth Weis

In Memory of Georgiana Huizenga $50 Ron & Becky Busdeker

In Memory of Georgiana Huizenga $25 Toby Farrell

In Memory of Georgiana Huizenga $25 Jane Garling

In Memory of Georgiana Huizenga $20 Judy & Bill Zimmerman

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

Motion carried by unanimous voice vote.

* There have been several successful programs this month at the library: Architectural Scavenger Hunt in Elmore and Genoa, Outdoor Movie Night, Live Lego Building Challenge, and the 1918 Pandemic Mini-Documentary.
* Elmore borrowed a 3-D Printer from the Regional Education district (NORWELD) for the month of September. It was a hit with both patrons and staff. Genoa will be borrowing one in January 2021. Mrs. Fording would like to purchase one should prices decrease.
* The Adult Nonfiction section is complete in the Dewey Light method at Elmore. Children’s Nonfiction is next.
* Mrs. Fording and Ms. Gresh attended the virtual Trustee’s Dinner, hosted by Ohio Library Council, on September 10, 2020. Ohio State Rep. Haraz Ghanbari spoke about several library-related bills going through the House & Senate, specifically HB13. HB13 will establish a residential broadband expansion program, making reliable internet available to those who lack it. HB 606 was also of concern. HB 606 grants civil immunity to a person who provides services for essential businesses and operations for injury, death, or loss that was caused by the transmission of COVID-19 during the period of emergency declared by Executive Order. HB606 has already been signed by Governor DeWine.
* Brave Ohio Spook Seekers (Ghost Hunters) investigated the Elmore library and found it to be very active.
* Elmore Staff webinars included: Katie Blum (9/17/20) Managing your Digitization Project by: Ohio History Connection and (9/20/20) Online Database Overviews: Naxos Music Library by: Ohionet.
* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**

* Foot traffic has seen an increase.
* Grant funds are being spent to make the library more COVID safe for the patrons.
* Brainstorming has been happening regarding community service and programs. Communication with the Genoa Senior Center has been ongoing regarding possible passive programming for the older population.
* The Quiet Study Rooms continue construction progress.
* Staff Trainings include:
* Bekkir Barbier “Whose Turn Is It Anyway? Online Board Gaming and Libraries”
* Ariel Gresh “What’s Cooking: Fall 2020)
* (See attached documentation included in Secretary’s records.)

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

**7. OLD BUSINESS:**

* **Update on Genoa Study Rooms & Branch Furnishings**
* The paint color chosen for the Genoa Study Room resulted in a much brighter look than expected.
* Ms. Gresh is still interested in getting a 2nd opinion regarding the carpet color issue at Genoa. The carpet color issue is a problem due to moving the collection shelving around. When new carpet was previously installed by Genoa Custom Interiors, the book shelves were not moved. Genoa Custom Interiors has given a quote of $3115.41 to replace affected carpet. (See attached documentation included in Secretary’s records.)
* **Approval of Study Room Change Order** - Adohr has given a Change Order quote of $1320.00 to repaint the Genoa Study Room. (See attached documentation included in Secretary’s records.)

**Resolution 2020-64. Be it resolved to approve the Adohr Change Order for $1320.00 to repaint the Genoa Study Room.**

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

Motion carried by unanimous voice vote.

**Resolution 2020-65. Be it resolved to approve up to $3115.41 to purchase carpet from a vendor of choice.**

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

Motion carried by unanimous voice vote.

* **Director & Fiscal Officer Evaluations**– Please return your completed evaluations to Mr. Selhorst.

**8. NEW BUSINESS:**

* **Approval of C.A.R.E.S. Act Purchases**
* **Touchless Doors at Genoa** – Northwood Door LLC has given a quote to install a brand new door for the Genoa exterior side entry ($8315.00) and also to replace parts ($4175.00) for the front entry door. (See attached documentation included in Secretary’s records.)
* **Curbside Lockers** – bibliotheca has provided a quote ($20.960.00) for 19 curbside lockers with a touch screen integrated with our circulation system. This would allow 24/7 access for people to pick up library materials. The system would be located in the Genoa Library corridor. After discussion, it was decided to table this purchase, along with the touchless doors, until further research could be done on the Service Agreement and maintenance issues, as well as pricing the Ethernet Port and a lock for the interior door. (See attached documentation included in Secretary’s records.)
* **HVAC Ionization Module** – This is a filtration system noted for pathogen control, odor removal, particulate elimination, and energy efficiency. Alpha Energy Solutions has provided quotes for installation at both Elmore ($4,767.00) and Genoa ($3,777.00) libraries. (See attached documentation included in Secretary’s records.)

**Resolution 2020-66. Be it resolved to approve the purchase of the HVAC Ionization Modules with funds from the C.A.R.E.S. Act Grant.**

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

Motion carried by unanimous voice vote.

* **SenSource Door Counters** - Sen Source provided a quote ($6,179.80) for monitors, plus installation, for both libraries. Sen Source also provided a quote ($720.00) for the Vea SafeSpace Occupancy Monitoring Service & Support Real-Time Occupancy Monitoring for One Space – Per Year for both libraries. This system monitors occupancy counts and provides data to assist in making library usage reports. (See attached documentation included in Secretary’s records.)

**Resolution 2020-67. Be it resolved to approve the purchase of the SenSource Door Counters monitors, software and support system with funds from the C.A.R.E.S. Act Grant.**

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

Motion carried by unanimous voice vote.

**9. ADJOURNMENT:** 8:15p.m.

**10. NEXT MEETING:** November 9, 2020 TBA

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President