**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, December 13, 2018**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Laura Clement, Ron Busdeker, Kent Weis, Vicki Selhorst (Building Committee member/Fundraising Committee member)

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

**Absent:** Marcela Repka

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:04 p.m. at the Elmore facility.

* Building Committee and Fundraising Committee member Mrs. Vicki Selhorst gave an overview of a tentative Gala Bash fundraiser scheduled for Friday, March 29, 2019, at the Sunrise Banquet Hall. Mrs. Selhorst is planning to model the event after a successful event she coordinated for the Woodmore Schools. Mrs. Selhorst explained what financial obligations were needed up front from the Board in order to facilitate such an event. Mrs. Markley advised that additional research on fundraisers for government entities needed to be conducted before the Board should give any authorization for the use of funds. The Board thanked Mrs. Selhorst for her dedication to the Building Addition/Renovations project and will await further word from Mrs. Markley regarding the regulations of fundraising for a government entity.

1. **SECRETARY’S REPORT:** The November 19, 2018 Regular Meeting minutes were unanimously approved as corrected. Corrections and copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the November financial statements and reports. The Bank Reconciliation report shows all balances reconciled with no issues. A comparison was made between the Appropriation Status (UAN) Jan-Nov. 2018 and the Profit & Loss (Quickbooks) Jan-Nov. 2017. It was noted that everything is currently under budget for 2018, and the Library is proving to be financially conservative. It was also noted that Utilites are running higher in 2018.
* The Revenue Status report shows the Library to be on budget, with the December PLF money yet to be received.
* It was noted that the Fund Summary YTD Expenditures are higher due to transferring money out for the Building Addition/Renovation Project Fund.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-86. Be it resolved to accept the Fiscal Officer November 2018 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2018 Budget changes in regards to expenses:
* 1000-110-225 Worker’s Comp (General Fund) – Increase the budget by $520 to total $820 *to pay for the entire year 2019 premium in December 2018 for 2% discount. Previously paid monthly.*
* 1000-230-372 UAN Fees (General Fund) – Increase budget by $500 to total $1,500 *to pay for first quarter 2019 UAN fees in December 2018.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-87. Be it resolved to accept the Proposed 2018 Budget Changes in regards to expenses as presented.**

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

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 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 2018-88. Be it resolved to approve the new Amended Certificate of Estimated Resources as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed 2019 Summary Budget –** Mrs. Markley would like to propose the approval of the 2019 Summary Budget.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-89. Be it resolved to approve the 2019 Summary Budget.**

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

Motion carried by unanimous voice vote.

* **Credit Card Policy Requirements/Compliance Officer –** Mrs. Markley noted that HB312 has passed and the new policy goes in effect in January 2019. The Board will need to appoint a Compliance Officer to review the Library’s credit card usage every 6 months. The Compliance Officer will need to be appointed every year. Mrs. Markley asked the Board to generate some names of people who might be willing to take on the Compliance Officer role. No action was taken at this time.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2018-90. Be it resolved to accept the following gifts and memorials for the month of November:**

For Library Building Expansion $2,000 Rothert Farms, Inc.

For Library Building Expansion $819 Pancake Breakfast Proceeds

For Library Building Expansion $250 Sharon Arndt

For Library Building Expansion $200 Lighthouse Residential &

Commercial Services

For Library Building Expansion $186 Buy a Book Campaign

For Library Building Expansion $150 Wine Flight (10% of Harry

Potter Trivia proceeds)

For Library Building Expansion $100 John & Connie Drummond

For Library Building Expansion $100 Malinda Heineking

For Library Building Expansion $100 Larry & Phyllis Coats

For Library Building Expansion $75 Christmas Lights Contest

Entry Fees

For Library Building Expansion $75 Kenneth & Kathleen Kroos

Books in Memory of Janis Seaton $50 Lila Wood

For the Genoa Kids $30 David LaPlantz

For Library Building Expansion $25 John Stoler

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

Motion carried by unanimous voice vote.

* Many various programs are being successfully implemented in the library. The crafting classes at both libraries still continue to be the biggest hit. The Teen Writers Club is growing and a Teen Book Club will be starting at Ignite in January. Trivia outreach continues to be popular for both young and old. The Library will now work with Ohio Means Jobs Ottawa County from December-February to provide patrons with free services such as interviewing tips, resume writing, and job search.
* Elmore’s Hometown Holidays were held on December 1st, with Santa arriving via Firetruck. The Library hosted story time with Santa and Mrs. Claus (Mrs. Fording), as well as games and crafts. The turnout was fantastic with almost 90 in attendance.
* A heat exchanger has been ordered for the Genoa Thackery Room furnace, as it has rusted holes which pose the risk for carbon monoxide poisoning. The cost of the heat exchanger is approximately $5,350 and should be arriving in a couple of weeks. In the meantime, the furnace to the Thackery Room has been shut off. In addition to the new furnace part, Mrs. Fording will be purchasing carbon monoxide detectors for both libraries.
* A revamp of the Summer Reading Program, involving the purchase of Demco’s Wandoo Reader software, will allow the staff a more streamlined approach to keeping patron’s records and awarding prizes. The software allows staff to promote the library through event reads, gain quick access to reports, and correlate other programs such as 1000 Books Before Kindergarten. Patrons will have access to register and track their own progress online, play games and challenges created by the Library, and have mobile-friendly services. There will be staff training on the software in February.
* **2019 Goals –** Included in the Director’s Report are the 2019 Director Goals for the Library.
* **Guide to Materials Purchases & Weeding –** Included in the Director’s Report are the Book Selection Policy, as well as the proposed Collection Development Policy which outlines the weeding criteria for the Library’s collections.

**Resolution 2018-91. Be it resolved to approve the Collection Development Policy as presented effective immediately.**

Motion made by Mrs. Zimmerman, motion seconded by Mrs. Clement.

Motion carried by unanimous voice vote.

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

**5. BRANCH MANAGER’S REPORT:**  Included in Secretary’s records.

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

**7. OLD BUSINESS:**

* **Expansion & Renovation Project Update -** An update on the building project was given.
* The Building Committee met on December 11, 2018, for a conference call with Williams Architects. An Opinion of Construction Cost – Revised Project Scope had been presented reflecting the changes to scale down the cost of the project. Roofline adjustments, fewer windows, ceiling material adjustments, masonry/brick alternative materials, and carpet and mechanical simplifications have given the Library a savings of about $100,000. It was noted that a Contractor Fee/General Conditions line item was added though because it had previously been overlooked by the architects. Williams architects still need to clarify a few items so there will be another budget coming shortly. A tentative schedule for bidding was given with dates for advertising the week of January 6, 2019. The pre-bid meeting will be on January 15, 2019, at 11:00 a.m., and the reading of the bids will be on January 29, 2019, at 12:00 p.m.
* The tree planted in honor of former Library Director Georgia Huizenga has been successfully moved and replanted to the front of the Library.
* (See attached documentation included in Secretary’s records.)
* **Fundraising Update** – An update on the fundraising for the building project was given. Fundraising efforts continue.
* First Federal Bank has donated $13,000 for the purchase of the donor wall display.
* The pancake breakfast held at Grace Lutheran Church in Elmore on November 17th had approximately 65 attendees and generated $800 for the building project. The help from the Board members and families was greatly appreciated.
* The Andrew Tucker Family sponsored a Christmas Home Decorating Contest on December 15th. The $25 entry fee per home went to the building project. The event raised $75.
* Recent donations have been given by Rothert Farms ($2000) and Lighthouse ($200).
* Library fundraising material has been included in every mailer in Elmore.

**8. NEW BUSINESS:**

* **Determine 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 2018-92. Be it resolved to appoint Mrs. Markley as Prevailing Wage Coordinator 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 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 2018-93. 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 Mrs. Zimmerman, 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 up to and including the amount of $5,000 for the Elmore Library Addition/Renovation project.

**Resolution 2018-94. Be it resolved to authorize Mr. Selhorst, acting as Building Committee Chairman, to approve change orders for up to and including the amount of $5,000 for the Elmore Library Building Addition/Renovation project.**

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

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 2018-95. Be it resolved to authorize the Fiscal Officer to open and read bids for the Elmore Library Addition/Renovation project.**

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

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 2018-96. 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. Busdeker, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* **Updated Evaluations for Director & Fiscal Officer** – Updated evaluation forms for both the Director and the Fiscal Officer were presented. A few of the changes made were using a 5-point rating scale instead of a 4-point rating scale, including both Board evaluation as well as self-evaluation, and a section for Goals.
* **Authorize Expenditure for Spring Gala/Auction Fundraiser** – Upon previously hearing input regarding the Spring Gala fundraiser from Mrs. Vicki Selhorst, it was recommended by Mrs. Markley to hold off on any authorization of expenditures until additional research on fundraising for government entities could be conducted.

**Resolution 2018-97. Be it resolved to move into Executive Session at 8:36 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

**Resolution 2018-98. Be it resolved to exit Executive Session at 8:55 p.m.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

* **Salary & Wage Schedule** – Mrs. Markley will create a new Wage & Salary Schedule reflecting a 2% raise for 2019.

**Resolution 2018-99. Be it resolved to increase all Harris Elmore Public Library Staff wages & salaries by 2% for the year 2019.**

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

Motion carried by unanimous voice vote.

**9. ADJOURNMENT:** 9:00p.m.

**10. NEXT MEETING:** January 14, 2019 at 7:00 p.m. at Elmore Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President