**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday January 11, 2021**

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

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

**Absent:** Kent Weis

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 6:05 p.m. at the Elmore facility and via ZOOM due to the coronavirus pandemic.

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

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Ariel Gresh administered the Oath of Office to Harris-Elmore Library Board members David Selhorst, Ron Busdeker, and Linda Bringman at 6:08 p.m. Previously sworn in Harris-Elmore Board members include Toby Farrell (January 5,2021 at 3:35 p.m. at the Elmore Library by Notary Jennifer Fording), Judy Zimmerman (January 7, 2021 at 12:20 p.m. at the Elmore Library by Notary Jennifer Fording), and Leslie Wyse (January 8, 2021 at 11:28 a.m. at the Genoa Branch Library by Notary Ariel Gresh.)

*“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.”*

All current Board members acknowledged their acceptance by a verbal “I do” and are as such reinstated for the year 2021. Board member Kent Weis will take the oath at a future meeting.

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Ron Busdeker Linda Bringman

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Toby Farrell David Selhorst

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Judy Zimmerman Leslie Wyse

* **ELECTION OF OFFICERS**
* The slate of officers is as follows:

David Selhorst – President

Judy Zimmerman – Vice-President

Toby Farrell - Secretary

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

Motion carried by unanimous voice vote.

* **APPOINTMENT OF FISCAL OFFICER** **& APPROVAL OF SURETY BOND**

**Resolution 2021-02. Be it resolved to appoint Brianne Markley to the position of Fiscal Officer.**

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

Motion carried by unanimous voice vote.

**Resolution 2021-03. Be it resolved to approve the Surety Bond in regards to the Fiscal Officer.**

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

Motion carried by unanimous voice vote.

* **DESIGNATION OF MEETING TIME AND PLACE** – All Board members and staff present agreed unanimously to keep the meeting time at 7:00 p.m. on the second Monday of the month at the Elmore facility.
* **INSPECTION OF THE SAFETY DEPOSIT BOX** – The Board agreed to inspect the Safety Deposit Box at the Huntington Bank branch in Woodville on Friday, January 29, 2021, at 4:15 p.m.
* **RECONCILLIATION OF THE FISCAL OFFICER’S BOOKS** – Mr. Busdeker agreed to perform the reconciliation of the Fiscal Officer’s record.

**3. SECRETARY’S REPORT**: The December 14, 2020 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**4. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the December financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. Mrs. Markley noted that an OPERS adjustment was posted but will not clear the bank until 2021. The Appropriation Status revealed all 2020 YTD Expenditures were less than the Appropriations. The Fund Status, Revenue Status, and Wage Earnings all looked to be in good standing with no issues to address. Mrs. Markley noted there were 3 pays in December reflected on the Wage Earnings. (See attached documentation included in Secretary’s records.)

**Resolution 2021-04. Be it resolved to accept the Fiscal Officer December 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

* **2021 Permanent Budget** – Mrs. Markley is proposing the approval of the 2021 Permanent Budget. (See attached documentation included in Secretary’s records.)

**Resolution 2021-05. Be it resolved to approve the 2021 Permanent Budget.**

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

Motion carried by unanimous voice vote.

* **Amended Certificate of the County Budget Commission** – (See attached documentation included in Secretary’s records.) This is prepared in accordance to the requirements listed in **ORC section 5705.36** stating that the fiscal officer shall certify to the county auditor the total amount from all sources available for expenditures.

**Resolution 2021-06. Be it resolved to approve the 2021 Amended Certificate of the County Budget Commission as presented.**

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

Motion carried by unanimous voice vote.

* **Certificate of the Total Amount From All Sources Available For Expenditures, and Balances** – (See attached documentation included in Secretary’s records.) This form shows the total amount from all sources available for expenditures from each fund set up in the tax budget, with the balances that exist. It is filed with the Ottawa County Auditor.

**Resolution 2021-07. Be it resolved to approve the 2021 Certificate of the Total Amount From All Sources Available For Expenditures, and Balances as presented.**

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

Motion carried by unanimous voice vote.

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

**Resolution 2021-08. Be it resolved to approve the 2021 Wage and Salary Schedule as corrected retroactively effective 12/28/2020 for all staff.**

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

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2021-09. Be it resolved to accept the following gifts and memorials for the month of December:**

For Library Building Expansion $1,000 Brian Koenig

For General Fund Operations $75 Kathleen Kroos

In Memory of Cindy Avers $25 Gary, Faye & Jason Rhiel

In Memory of Cindy Avers $20 Jane Garling

In Memory of Gordon Wend $10 Gary & Faye Rhiel

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

Motion carried by unanimous voice vote.

* December was a busy month virtually at the library. The usual holiday activities that were unable to be held were replaced with a number of grab and go crafts, trivia, and videos. These included “History of Christmas in Elmore & Genoa”, Mrs. Claus Story time, and Santa responding to letters sent to the library by area children.
* Mrs. Fording has spent a good portion of time finalizing end of the year items in anticipation of new projects beginning in January. These projects include finishing the Genoa Branch aesthetic changes (carpet, doors, painting, signage, and circulation desk), cementing the cyber security tactics, finalizing a customized library phone app, establishing a VPN network for improved communication between the libraries, finalizing policies for lending new chrome books, and implementing a staff safety training in the upcoming months.
* Director’s Report for December 2020 (written) included in Secretary’s records.

**6. BRANCH MANAGER'S REPORT**:

* The carpet installation by Genoa Custom Interiors is complete.
* The Quiet Study Room is in the final stages of completion. All that remains to do are the painting touch-ups and the mounting of the Friends of the l.ibrary sign.
* Tricia Kline was hired as a new Clerk and began working on December 28, 2020. Already familiar with the SEO Library Consortium, she has done a great job of fitting in and learning the library procedures.
* Branch Manager’s Report for December 2020 (written) included in Secretary’s records.

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

**8. OLD BUSINESS**: None

**9. NEW BUSINESS**:

* **Extension of Covid-19 Related Policy Timelines –** Covid-19 Related Policy timelines need to be extended due to the Coronavirus Pandemic that is still in effect. Policies affected are the Library Code of Conduct (Temporary Provision on Face Coverings for Patrons & Staff Due to Covid-19) and the Unattended Minor Policy (Temporary Guidelines during the Covid-19 Pandemic). A few revisions and corrections were made on both policies, including word choice and typographical errors. It was noted that the Emergency Sick Leave Policy and the FMLA Leave Policy have expired and have not had timelines extended by the federal government, nor will they be offering reimbursements (See attached documentation included in Secretary’s records.)

**Resolution 2021-10. Be it resolved to extend the “Temporary Provision on Face Coverings for Patrons & Staff Due to Covid-19” portion of the Library Code of Conduct Policy to December 31, 2021, as well as to approve revisions and typographical corrections made to the policy, retroactively effective on January 1, 2021.**

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

Motion carried by unanimous voice vote.

**Resolution 2021-11. Be it resolved to extend the “Temporary Guidelines during the Covid-19 Pandemic” portion of the Unattended Minor Policy to December 31, 2021, as well as to approve revisions and typographical corrections made to the policy, retroactively effective on January 1, 2021.**

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

Motion carried by unanimous voice vote.

**10. ADJOURNMENT**: 6:53 p.m.

**11. NEXT MEETING**: February 8, 2021 at 7:00 p.m.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President