**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, January 8, 2024**

**Present:** Kent Weis (President), Ron Busdeker (Vice-President), Toby Farrell (Secretary), Leslie Wyse, Linda Bringman, Kevin Gladden

**Library Staff Present:** Jennifer Fording (Director), Meghan Peiffer-Parker (Branch Manager), Brianne Markley (Fiscal Officer)

**Absent:** Claire Lawrence

**1. CALL TO ORDER**: President Mr. Weis called the meeting to order at 6:03 p.m. at the Elmore facility.

**2. WELCOME -** Mrs. Fording introduced the new Genoa Branch Manager Meghan Peiffer-Parker. Mrs. Peiffer-Parker had previously served the Genoa Branch Library as a Clerk. The Board welcomes her in her new position.

**3. ORGANIZATION OF THE BOARD:**

* **OATH OF OFFICE** – Notary Jennifer Fording administered the Oath of Office to all Harris-Elmore Library Board members present.

*“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 2024. Board Member Claire Lawrence was absent and will receive the Oath of Office at a later date.

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 Ron Busdeker Linda Bringman

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 Toby Farrell Kevin Gladden

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 Kent Weis Leslie Wyse

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

Kent Weis – President

Kevin Gladden – Vice-President

Toby Farrell – Secretary

**Resolution 2024-02. Be it resolved to approve the Officers Slate as nominated and presented.**

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

Motion carried by unanimous voice vote.

* **DESIGNATION OF MEETING TIME AND PLACE** – All Board members and staff agreed unanimously to keep the meeting time at 7:00 p.m. on the second Monday of the month with the location alternating between the Elmore and Genoa facilities.
* **APPOINT STANDING COMMITTEE MEMBERS**

**Resolution 2024-03. Be it resolved to appoint Ron Busdeker to the position of Records Commission Chairman.**

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

Motion carried by unanimous voice vote.

**Resolution 2024-04. Be it resolved to appoint Ron Busdeker to the position of Finance Committee Chairman, along with Linda Bringman and Claire Lawrence as Finance Committee members.**

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

Motion carried by unanimous voice vote.

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

**Resolution 2024-05. Be it resolved to appoint Brianne Markley to the position of Fiscal Officer.**

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

Motion carried by unanimous voice vote.

**Resolution 2024-06. Be it resolved to approve the Surety Bond in regards to the Fiscal Officer.**

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

Motion carried by unanimous voice vote.

* **RECONCILIATION OF THE FISCAL OFFICER’S BOOKS** – Mr. Busdeker agreed to perform the reconciliation of the Fiscal Officer’s record.

**4. SECRETARY’S REPORT**: The December 11, 2023 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**5. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the December financial statements and reports. Mrs. Markley brought to our attention the issue of a stolen check for the amount of $2005.99. The theft, due to forgery after the original was mailed, occurred in July but just now discovered due to late notices from the vendor. Mrs. Markley is working with Premier Bank to see if the stolen funds can be recovered and Mr. Gladden will be filing a police report on our behalf with the Village of Genoa Police Department. Other than this issue, the Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. The Appropriation Status revealed all 2023 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. (See attached documentation included in Secretary’s records.)

**Resolution 2024-07. Be it resolved to accept the Fiscal Officer December 2023 Report as presented.**

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

Motion carried by unanimous voice vote.

* **2021-2022 Audit -** Mrs. Markley informed the Board that the 2021-2022 Audit results showed a clean audit with no issues to correct. The Board thanks Mrs. Markley for her dedication to the position of Fiscal Officer and for the execution of outstanding performance.
* **2024 Permanent Appropriations** – Mrs. Markley is proposing the approval of the 2024 Permanent Budget. (See attached documentation included in Secretary’s records.)

**Resolution 2024-08. Be it resolved to approve the 2024 Permanent Budget.**

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

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 with 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 2024-09. Be it resolved to approve the 2024 Amended Certificate of the County Budget Commission as presented.**

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

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 2024-10. Be it resolved to approve the 2024 Certificate of the Total Amount From All Sources Available For Expenditures, and Balances as presented.**

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

Motion carried by unanimous voice vote.

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

**Resolution 2024-11. Be it resolved to approve the 2024 Wage and Salary Schedule as retroactively effective 12/25/2023 for all staff.**

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

Motion carried by unanimous voice vote.

**6. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2024-12. Be it resolved to accept the following gifts and memorials for the month of December:**

 Litbox Sponsorship $3,000 Graymont Dolime Inc.

 Litbox Sponsorship $250 Amplex

 Harris-Elmore Public Library Operations $75 Kathleen Kroos

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

Motion carried by unanimous voice vote.

* Hubertien Smith’s last day as Genoa Branch Manager was December 30, 2023. Meghan Peiffer-Parker has been promoted to fill the leadership position.

* Word was received from the State Library of Ohio that the Harris-Elmore Public Library is the recipient of the LSTA State Grant for which was applied. This grant of $3,862 will be matched with $1,287 of our own funds and will be used towards expansion of our “Library of Things” collection. Abigail Sullivan, Meghan Peiffer-Parker, and Mrs. Fording will be completing this project as funds are received.
* Litboxes, begun in 2019 with Sierra White, have been taken over by Meghan Peiffer-Parker and Tricia Kline. Distribution of the Litboxes, along with contents, have been revamped to better serve our patrons. Donations from Graymont and Amplex have made this possible as better books, snacks, and swag items have been tailored to themes and patron preferences.
* Christmas Movie Boxes were once again well received by patrons for the second year in a row. Boxes contain snacks and activities relating to a Christmas movie, which is checked out and returned. The idea of Halloween Boxes is being contemplated for 2024.
* Staff Continuing Education includes:
* Katie Blum: Let’s Get Organized! Files and Folders for Ohio Memory Submissions (Ohio Memory Training)
* Jennifer Fording: Ohio Memory Training
* Director’s Report for December 2023 (written) included in Secretary’s records.

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

* Employee Evaluations are completed and went well.
* Outreach Programs with Abigail Sullivan included two programs at the Sr. Center with 53 participants. Abigail is now partnering with the Genoa Retirement Village to start homebound services again, a service which has not been done since Pre-Covid. Abigail has also joined the activity committee for the Ottawa County Senior Resources.
* Genoa’s Community Holiday Party, themed Christmas through the Ages, was a success with 82 in attendance.
* The Allen Clay Joint Fire District presented about fire safety during the Homeschool Hour.
* Makenna Flores has been promoted to Clerk to fill Meghan Peiffer-Parker’s previous position.
* (See attached documentation included in Secretary’s records.)

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

**9. OLD BUSINESS**:

* **Collection Development Policy (Revision)** - Mrs. Fording presented the revised Collection Development Policy. Discussion occurred and appropriate changes were made. (See attached documentation included in Secretary’s records.)

**Resolution 2024-13. Be it resolved to approve the Collection Development Policy (Revision) with corrections effective January 8, 2024.**

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

Motion carried by unanimous voice vote.

* **Public Participation Policy -** Mrs. Fording prepared and presented the Public Participation Policy. (See attached documentation included in Secretary’s records.)

**Resolution 2024-14. Be it resolved to approve the Public Participation Policy effective January 8, 2024.**

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

Motion carried by unanimous voice vote.

**10. NEW BUSINESS**:

* **Lennox Mini Split Quotes for Elmore** – Mice have nested in and ruined the Mini Split Outdoor Unit at Elmore. Mrs. Fording presented quotes from Ohler & Holzhauer, Inc., Wojos, and Mauder Heating and Air Conditioning. Upon discussion it was decided to hire Ohler & Holzhauer, Inc. for the cost of $4415.15. (See attached documentation included in Secretary’s records.)

**Resolution 2024-15. Be it resolved to hire Ohler & Holzhauer, Inc. to replace the Lennox Mini Split Outdoor Unit that was ruined by mice for the cost of $4415.15.**

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

Motion carried by unanimous voice vote.

* **Carpet Cleaning Quotes for Elmore -** The carpet at the Elmore Library needs to be cleaned as it is light in color and is showing a lot of filth. Mrs. Fording presented quotes from Jakes Carpet

Cleaning and Coit Cleaning and Restoration. Upon discussion it was decided to hire Jakes Carpet Cleaning for the cost of $1,425.00. (See attached documentation included in Secretary’s records.)

**Resolution 2024-16. Be it resolved to hire Jakes Carpet Cleaning to clean the carpets at Elmore Library for the cost of $1,425.00.**

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

Motion carried by unanimous voice vote.

**10. ADJOURNMENT**: 7:11 p.m.

**11. NEXT MEETING**: February 13, 2024 at 7:00 p.m. at Genoa Branch Thackrey Room.

Respectfully submitted:

Toby Farrell, Secretary

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 Toby Farrell - Secretary Kent Weis - President