**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday January 9, 2023**

**Present:** Kent Weis (President), Ron Busdeker (Vice-President), Toby Farrell (Secretary) (abstaining from vote due to delay in Woodmore School Board in appointment), Leslie Wyse, Linda Bringman, Kevin Gladden

**Library Staff Present:** Jennifer Fording (Director), Ariel Jacobs (Asst. Director/Branch Manager), Brianne Markley (Fiscal Officer)

**Absent:** Claire Lawrence

**1. CALL TO ORDER**: President Mr. Weis called the meeting to order at 7:02 p.m. at the Elmore facility.

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Ariel Jacobs 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 2023. 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

Ron Busdeker – Vice-President

Toby Farrell – Secretary (Contingent on Woodmore School Board appointment)

**Resolution 2023-02. Be it resolved to approve the Officers Slate as nominated and presented.**

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

Motion carried by unanimous voice vote.

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

**Resolution 2023-03. 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 2023-04. Be it resolved to approve the Surety Bond in regards to the Fiscal Officer.**

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

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.
* **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 20, 2023, at 4:30 p.m.
* **RECONCILIATION 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 12, 2022 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. The Appropriation Status revealed all 2022 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 2023-05. Be it resolved to accept the Fiscal Officer December 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* **2023 Permanent Budget** – Mrs. Markley is proposing the approval of the 2023 Permanent Budget. (See attached documentation included in Secretary’s records.)

**Resolution 2023-06. Be it resolved to approve the 2023 Permanent Budget.**

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

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 2023-07. Be it resolved to approve the 2023 Amended Certificate of the County Budget Commission as presented.**

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

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 2023-08. Be it resolved to approve the 2023 Certificate of the Total Amount From All Sources Available For Expenditures, and Balances as presented.**

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

Motion carried by unanimous voice vote.

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

**Resolution 2023-09. Be it resolved to approve the 2023 Wage and Salary Schedule as retroactively effective 12/26/2022 for all staff.**

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

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2023-10. Be it resolved to accept the following gifts and memorials for the month of December:**

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Kenneth Kroos $75 Jim & Donna Kroos

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

Motion carried by unanimous voice vote.

* December included new programs such as a paper Gingerbread decorating contest, Christmas Movie boxes, and a sticker maker featured at the Teen Hangout hours.

* Lorenzen Lawn & Landscape performed a winter clean-up at both libraries and will begin regular landscape maintenance in the Spring.
* The Genoa Teen Room will begin construction near the end of January. A possible closure may be needed to complete this renovation. The wooden bookshelves, replacing the old metal ones, will be installed during this time as well. Locks have been installed on the doors to the Genoa Staff Lounge and Programming Librarian Office in order to prohibit patrons from entering these staff-only areas.
* Dawn Schaffer (STEM Coordinator) will be leaving her Library position after her December STEM session. She has offered to volunteer her services during the summer if needed. Abigail Sullivan (Programs Librarian) will incorporate her STEM programs into the regular schedule when warranted.
* The Winter Reads program has now begun.
* Staff Continuing Education includes:
* Katie Blum: Collections Spotlight Webinar (Ohio History Connection)
* Director’s Report for December 2022 (written) included in Secretary’s records.

**6. BRANCH MANAGER'S REPORT**: Combined with Director’s Report due to Mrs. Jacobs being on

Maternity Leave.

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

**8. OLD BUSINESS**: None

**9. NEW BUSINESS**:

* **Library Open Hours** –Mrs. Fording presented 2022 Library Usage Hours Data. Based on the data, Mrs. Fording is proposing changing the library hours of operation to Monday-Thursday 9:30 am-7:00 pm, Friday 9:30 am-5:00 pm, Saturday 9:30 am-3:00 pm effective March 1, 2023. (See attached documentation included in Secretary’s records.)

**Resolution 2023-11. Be it resolved to approve the Library Hours of Operation to Monday-Thursday 9:30 am-7:00 pm, Friday 9:30 am-5:00 pm, Saturday 9:30 am-3:00 pm effective March 1, 2023.**

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

Motion carried by unanimous voice vote.

* **Genoa Branch Closure for Renovations -** The Genoa Branch may need to close a short period in order to complete the Teen Room renovation and bookshelves replacement safely. Curbside services and Meeting Room programs will still be available.

**Resolution 2023-12. Be it resolved to approve the closure of Genoa Branch Library up to a week if needed in order to accomplish the Teen Room renovation and bookshelves replacement.**

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

Motion carried by unanimous voice vote.

**10. ADJOURNMENT**: 7:38 p.m.

**11. NEXT MEETING**: February 13, 2023 at 7:00 p.m. at Harris-Elmore Public Library Damschroder

Room.

Respectfully submitted:

Brianne Markley, Acting Secretary

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Brianne Markley - Acting Secretary Kent Weis - President