**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday April 18, 2022**

**Present:** Judy Zimmerman (President), Kent Weis (Vice-President), Toby Farrell (Secretary), Linda Bringman

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

**Absent:** Leslie Wyse, Ron Busdeker, Kevin Gladden

**1. CALL TO ORDER**: President Mrs. Zimmerman called the meeting to order at 7:00 p.m. at the Elmore facility.

**2. SECRETARY’S REPORT**: The March 14, 2022 Regular Meeting minutes were unanimously approved as presented, as well as the March 21, 2022 Special Facilities Meeting minutes. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the March financial statements and reports. The Bank Reconciliation showed all figures balancing for the month. 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 of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2022-25. Be it resolved to accept the Fiscal Officer March 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Premier Bank Transfer -** Mrs. Markley recommended transferring $125,000 from the Premier Bank Checking account to Star Ohio in order to keep the Premier Checking balance below the FDIC threshold of $250,000. (See attached documentation included in Secretary’s records.)

**Resolution 2022-26. Be it resolved to transfer $125,000 from Premier Bank Checking to Star Ohio effective April 18, 2022.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2022-27. Be it resolved to accept the following gifts and**

**memorials for the month of March:**

Summer Reading T-Shirt Donation $2000 Materion

Harris-Elmore Public Library Operations $75 Kathleen Kroos

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

Motion carried by unanimous voice vote.

* A new program for toddler/baby sensory play was implemented this month and turned out to be quite successful. It was requested to repeat the session often.
* Woodmore High School’s Drama Club preview of “Seussical the Musical” was very well received and this will likely become an annual event featuring the Drama Club’s productions.
* The Harry Potter Escape Room drew teens in for a fun program. Teens have also been enjoying the gaming system and study rooms.
* Mrs. Fording and Ms. Gresh attended the OLC State Legislative Day on April 6, 2022, at the Ohio Capitol in Columbus. They spoke with Theresa Gavarone and the Aide for Representative Swearingen. They were also able to have a chat and photo opportunity with First Lady Fran DeWine, who spoke about the Dolly Parton Imagination Library.
* Headway has been made with the Story Walk. Mrs. Fording was able to speak with the new Director of the Ottawa County Park District, who was in support of the project and felt that a grant opportunity would likely exist to help fund it. Both Genoa and Elmore village administration and park committees are on board and possible locations and additional support resources are in discussion.
* The following employee have completed the following training this month:
* Katie Blum “Intellectual Freedom - An Introduction” (OLC)
* Director’s Report for March 2022 (written) included in Secretary’s records.

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

* Ms. Gresh and Abigail Sullivan attended the Genoa High School GAC Career Day and spoke about the job of a Librarian. It was a good experience for both the Library staff and the students.
* Bean Stack will be replacing Wandoo Reader, the platform that was currently used by the Library for Summer Reading and other reading challenges. An On-Boarding Meeting/Webinar was provided by Bean Stack in order to make the transition easier for both staff and patrons.
* The gutter project has been completed by Straight-Line Gutters LLC.
* The following employees have completed the following training this month:
* Bekkir Barbier “Addressing Homeless Issues”, “Incident Reporting for

Libraries”, “Weather Emergencies”

* Makenna Flores “Incident Reporting for Libraries”, “Weather

Emergencies”

* Tricia Kline “Addressing Homeless Issues”, “Weather

Emergencies”

* Branch Manager’s Report for March 2022 (written) included in Secretary’s records.

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

**7. NEW BUSINESS**:

* **Genoa Meeting Room Furniture** – The Genoa Meeting Room Furniture, along with additional library furniture, had been ordered from Friendsoffice. 5 tables and 40 chairs, worth approximately $7,000 and intended for the Meeting Room, never arrived in the first shipment. Upon investigation, it was discovered that the Meeting Room furniture was completely left off the original quote. After discussion between the company and Mrs. Fording, the company agreed to comp the tables and chairs for the order. Upon the arrival of the comped items, it was discovered that the tables were not of the correct lengths and only 10 chairs were sent. Mrs. Fording will be requesting 10-15 additional chairs in the future, as the funds allow. Friendsoffice will not be a vendor of choice for any future orders.
* **Genoa Teen Space & Office Space Renovation Quotes**  - Adohr General Contractors has provided quotes for the Genoa Teen Space & Office Space Renovations. It is being advised to separate the projects into two timeframes. Ms. Gresh is recommending doing the Main Office renovations first to avoid summer reading conflicts. The Teen Space will be tabled until a more conducive timeframe in the fall. (See attached documentation included in Secretary’s records.)

**Resolution 2022-28. Be it resolved to hire Adohr General Contractors to complete the Genoa Main Office Renovations effective April 18, 2022.**

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

Motion carried by unanimous voice vote.

* **Ottawa County PLF Allocation Letter** - Mrs. Markley and Mrs. Fording are recommending to keep the current Ottawa County PLF Allocations with Oak Harbor receiving 20%, Harris-Elmore receiving 30%, and Ida Rupp receiving 50%. (See attached documentation included in Secretary’s records.)

**Resolution 2022-29. Be it resolved to keep the current Ottawa County PLF Allocations with Oak Harbor receiving 20%, Harris-Elmore receiving 30%, and Ida Rupp receiving 50% effective April 18, 2022.**

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

Motion carried by unanimous voice vote.

* **OLC Trustee Dinner** - The OLC Trustee Dinner for our region will be held May 5, 2022, at the Stone Ridge Golf Club in Bowling Green from 6-8 p.m. Please let Mrs. Fording know if any Trustee Members are planning to attend.

**8. OLD BUSINESS**:

* **IT/Cyber Security** – A quote was provided from Diverse Technology Solutions, LLC, as well as a spreadsheet detailing the Intercept X, XDR, and MTR overview. A spreadsheet comparing Dotnet Technologies, Visual Edge IT (Copeco), and Diverse Technology Solutions, LLC, was also included by Mrs. Fording.. Mrs. Fording is recommending purchasing the Sophos Intercept Advanced with EDR & MTR. After much discussion, the Board decided to table the purchase until more information could be provided with a presentation by Chad Mockenstrum from Diverse Technology Solutions, LLC.. (See attached documentation included in Secretary’s records.)
* **Strategic Plan** - Mrs. Fording and Ms. Gresh, along with help from our State consultant Eric, have created a Strategic Plan Draft. The approval is being tabled until May so that the Board may have a chance to peruse it for possible input or comments. (See attached documentation included in Secretary’s records.)

**9. ADJOURNMENT**: 8:12 p.m.

**10. NEXT MEETING**: May 9, 2022 Harris-Elmore Public Library Damschroder Room

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary Judy Zimmerman-President