**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, July 9, 2018**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Laura Clement, Marcela Repka, Ron Busdeker,

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

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:10 p.m. at the Elmore facility.

1. **SECRETARY’S REPORT:** The June 11, 2018 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.
2. **FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the June financial statements and reports. The Reconciliation Details show everything to be balanced to the penny with no discrepancies. Mrs. Markley noted that there is an issue with QuickBooks being capable of pulling the Receipts report accurately. Since Mrs. Markley does not have the access to go into the software to make the needed changes, she has decided to no longer print a Receipts report. The Profit & Loss report will accurately show all contributions and distributions encumbered each month.
* It was noted that none of the Williams Architects fees have been billed.
* Mrs. Markley noted that the State of Ohio has an excess of Public Library Funds and we will be receiving an estimated $8000.00 more this year. Disbursements of this excess money will begin in July and will continue throughout the remainder of 2018.
* Mrs. Markley noted on the Profit & Loss report we are in good standing.
* The Profit & Loss Previous Year Comparison report gave the Board an overall comparison of 2018 thus far to 2017. It was noticed by the Board that the cargo postage billing was done in different months for each year. Mrs. Markley noted the Salaries for 2018 was higher because 2018 actually included December of 2017. This was due to the way the holidays and payroll fell at the end of the year in 2017. It was also noticed by the Board that there was a significant increase in the Utilities fees.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-49. Be it resolved to accept the Fiscal Officer June 2018 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Profit & Loss Budget Overview 5 year Forecast** (See attached documentation included in Secretary’s records.) Mrs. Markley prepared and presented a 5 year Budget Overview Forecast as a purely informational tool for the Board to view. In no way is it an official document and should not be viewed as such. Some of the items Mrs. Markley brought to our attention were as follows:
* The General Fund Income Revenue was predicted to stay relatively the same.
* An estimated $300,000 of contributions, donations, gifts, and fundraising was applied to the Elmore Building Addition/Renovation Fund.
* The inter-fund transfer of $300,000 to the Elmore Building Addition/Renovation Fund will only occur in 2018.
* The loan was estimated at 5% for 60 months. Mrs. Markley estimated the loan repayment for the years of 2019-2022 to be $102,000.00 per year. It was also noted that after the completion of the loan repayment, the Library would continue to experience a $40,000.00 net loss for each year thereafter.
* Some of the expense increases the Library should be prepared to experience over the next 5 years include:
* An estimated 2% in Salaries
* Utilities and Insurance fees due to a new building
* UAN fees
* Mrs. Markley noted that of the 1.8 mil levy that we have passed, we are currently collecting .97mil. It was noted that we will be going back to the polls for a Replacement Levy in 2020.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2018-50. Be it resolved to accept the following gifts and memorials for the month of June:**

For Library Building Expansion $15 Marianne Paule

in Memory of Bill Shupe

For Local History Exhibit Room $50 Ottawa Co. Genealogical Society

In Memory of Family & Friends $75 Kenneth & Kathleen Kroos

For Library Building Expansion $100 James Dolph

For Library Building Expansion $500 Dan & Amy Laity

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

Motion carried by unanimous voice vote.

* The Summer Reading Program/Activities for all ages has been quite successful at both libraries. Program attendance (with both libraries included) has been around 1300. Programs included such as activities as Minecraft Challenges and crafts, Music Trivia, S.T.E.M Musical Instruments, and various visitors including musician Tom Seiling, the Armstrong Museum, and the Toledo Zoo. Book Buddies, a new program initiated this year, has also been a hit pairing up adult/teen readers with young children to play word games and read favorite books together.
* The Library has had several outreach opportunities this month. Emily Altstadt and Sierra White went to Schedel’s Summer Science Camp (3 sessions each week from June 13-27) and taught campers the science behind making glow in the dark slime. Katie Blum also went to both Genoa and Elmore Senior Centers to give presentations on Introductory Genealogy and Elmore History through photographs.
* Mrs. Fintel and Mrs. Fording attended the Ohio Library Council Management Conference in Columbus, OH, on June 13, 2018. Sessions included giving staff feedback, dealing with problem employees, managing former peers, scheduling, and time management.
* Members of the Library Staff manned a booth at the Portage River Festival on June 24, 2018. Services were promoted, as well as prizes given to attendees. It was a successful event.

1. **BRANCH MANAGER’S REPORT:**  Included in Secretary’s records.
2. **LOCAL HISTORY REPORT:** Included in Secretary’s records.
3. **OLD BUSINESS:**

* **Naming Rights Policy -** (See attached documentation included in Secretary’s records.) Mrs. Fording prepared and presented a finalized Naming Rights Policy.

**Resolution 2018-51. Be it resolved to accept the Naming Rights Policy effective July 9, 2018.**

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

Motion carried by unanimous voice vote.

* **Expansion & Renovation Update/Fundraising Update -** An update on the building project was given, as well as an updated budget and renderings of the floor plan. (See attached documentation included in Secretary’s records.) We are still currently in the design phase and moving forward rapidly. Actions include:
* Architect Nan Weir and her associates Andy Dogan and Natalie Clemens met with the Building Committee on June 6, 2018, and with the Elmore Staff on June 7, 2018. Interior designs, finishes, and color schemes were presented and discussed. An overview was presented to the staff to gather opinions regarding functionality in the interior layouts.
* The Fundraising Committee met on June 22, 2018, and has made a tentative aggressive schedule to raise at least 80-90% of the Building Addition fundraising goal of $250,000-300,000 before ground is broken in September. To date there is approximately $116,000 in pledges, with approximately $62,000 deposited. The Fundraising Committee has requested that all Board members and Library Staff participate in donating to the Building Addition Fund in order to show support for the project.
* There will be a donor recognition reception at Schedel’s Gardens on July 10, 2018, for those who have already donated, as well as other potential donors of significant amounts. There will be light snacks, a cash bar, and free admission to the Gardens. Schedel’s has graciously donated the room for use and Mrs. Fording has graciously donated the food for the evening. A preview of the latest Library expansion & renovation renderings, budget, and fundraising plans will be given at this event prior to the public launch.
* The Expansion Project Public Kickoff Event will be on July 21, 2018, at the Elmore Library from 12-2 p.m. with a Family Fun Day. There will be a tent in the front yard with free children’s games, free food, bounce house, and prizes sponsored by Commodore Perry Credit Union. The Library expansion & renovation renderings will be revealed to the public at this time, as well as fundraising events and activities.
* Vicki Selhorst, Graphic Designer and member of both the Building Addition Committee and the Fundraising Committee, created door hangers advertising the Family Fun Day event as well as an Escape Room activity and the Ghost Walk & Dinner. Scouts and volunteers canvassed the town of Elmore passing out the informational flyer.
* The Escape the Zombie Virus Outbreak Room is being held on August 2-3, 2018, in the basement of the Elmore Community Center. The event is free, but clues will be sold to support the Library Expansion project.
* The Friends of the Elmore Library will hold the Elmore Ghost Walk on August 17-19, 2018. Six tours will be led each day from the Library up Rice Street, with Commodore Perry being added this year. The tours will eventually lead to Schedel’s for dinner and a tour of the grounds.
* Other possible fundraising events under development could include a 5K run/walk, wine tasting, and a themed gala.

1. **NEW BUSINESS:**

* **Fines for Fireworks –** Library fines for the month of June were collected with the intention of donation toward the Elmore Labor Day Fireworks. Mrs. Fording was not aware that action was needed by the Board in order to do so. Mrs. Fording has requested the Board retroactively vote to donate the June fines to the Elmore Labor Day Fireworks Committee.

**Resolution 2018-52. Be it resolved to enact Fines for Fireworks for the month of June with the monies collected being donated to the Elmore Labor Day Fireworks Committee retroactively effective on May 31, 2018.**

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

Motion carried by unanimous voice vote.

* **New Board Member Update -** Elmore Attorney Mr. Kenton Weis has agreed to fill the vacancy on the Harris-Elmore Public Library Board of Trustees for the remainder of the term due to the resignation of Tracey Jeremy. Mr. Weis’s name will be forwarded to the Woodmore School Board in order to be placed on the agenda for their July 19, 2018, meeting. We look forward to having Mr. Weis on the Library Board as he should be able to provide insightful opinions regarding library and legal affairs.
* **Public Library Bond Ratings and Notes (ORC 3375.404) -** (See attached documentation included in Secretary’s records.) Two years ago the Ohio Library Council worked with the Ohio General Assembly on a change to state law (ORC 3375.404) to correct an issue affecting libraries related to bond ratings. Under the law, public libraries have the authority to issue anticipatory notes for building projects and borrow a limited amount of funds against their state funding distributions from the Public Library Fund (PLF). Due to the fact that currently about 79% of Ohio’s Public Libraries now have local property tax levies for expenses in addition to the PLF monies, a language interpretation of the statute needed to be addressed. As a result, OLC has added an amendment with two changes to the statute involving an increased percentage of borrowing power from 30% to 40%, and a change in the length of the maximum term from 25 to 40 years. The Senate Ways and Means Committee recently added OLC’s amendment to House Bill (HB) 292 as the vehicle for the changes. The bill was passed by the Senate 32-0 and now goes back to the full House for a concurrence vote. These changes could not have been made possible without the help of Senate President Obhof, Senator Randy Gardner, and Senator Bob Peterson.
* **Authorization for Construction Bidding –** An authorization is needed in order to put the Library Addition/Renovation project out to bid. It is hopeful that this process of bidding can begin at the end of August or possibly closer to Labor Day. There is concern that the bidding climate is overworked at the current time.

**Resolution 2018-53. Be it resolved to authorize the Library Director to put the Library Addition/Renovation project out to bid according to the architect’s timeline recommendation.**

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

Motion carried by unanimous voice vote.

1. **ADJOURNMENT:** 7:57p.m.
2. **NEXT MEETING:** September 10, 2018 at Genoa Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President