**Minutes of the Harris-Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, October 9, 2023**

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

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

**Absent:** Kevin Gladden, Claire Lawrence

1. **CALL TO ORDER:** President Mr. Weis called the meeting to order at 7:00 p.m. at the Genoa facility.
2. **SECRETARY’S REPORT:** The September 11, 2023 minutes were approved as corrected. Corrections and copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the September financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. 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 included in Secretary’s records.)

**Resolution 2023-60. Be it resolved to accept the Fiscal Officer September 2023 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose a list of 2023 Budget changes in regards to the LSTA Grant, retroactively effective April 18, 2023. Please see the attached documentation for the account numbers/titles, increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2023-61. Be it resolved to accept the Proposed 2023 Budget Changes in regards to the LSTA Grant as presented retroactively effective April 18, 2023.**

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

Motion carried by unanimous voice vote.

* Mrs. Markley would like to propose a 2023 Budget change in regards to Appropriations, concerning the Memorial donations for books, effective October 9, 2023. Please see the attached documentation for the account number/title, increased amount, new total, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2023-62. Be it resolved to accept the Proposed 2023 Budget Changes as presented effective October 9, 2023.**

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

Motion carried by unanimous voice vote.

* Mrs. Markley would like to propose a list of 2023 Budget changes in regards to Appropriations, retroactively effective July 17, 2023. Please see the attached documentation for the account numbers/titles, increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2023-63. Be it resolved to accept the Proposed 2023 Budget Changes as presented retroactively effective July 17, 2023.**

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

Motion carried by unanimous voice vote.

* **Approval of Transfer -** Mrs. Markley would like to propose the transfer of $341.00 from the General Fund to the LSTA Grant Fund retroactively effective April 18, 2023. Please see the attached documentation for the account numbers/titles, increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2023-64. Be it resolved to approve the transfer of $341.00 from the General Fund to the LSTA Grant Fund retroactively effective April 18, 2023.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2023-65. Be it resolved to accept the following gifts and memorials for the month of September:**

In Memory of Susan David Hanely $300 Thomas David (Genoa)

Elmore Library Operations $95 Harris-Elmore HS Class of 1960

Elmore Library Operations $75 Kathleen Kroos

In Memory of Barb Pasty $30 Marge Whiting

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

Motion carried by unanimous voice vote.

* September was Library Card sign up month. A total of 75 physical cards and 302 digital resource cards were issued between both libraries. The Library partnered with Christy’s Corner, Elmore General Store, Flourish Flats, and Maker’s on Main for customer discounts upon presenting a library card.

* The Elmore Library is collaborating with the Elmore Historical Society and BOSS Paranormal for Ghost Investigations at the Elmore Historical Barn, Train Depot, and the Library on Oct. 14th, 20th, and 21st. For a fee of $25 each, 30 people will visit each location each evening. Profit will be split between the Historical Society and the Library.
* Homeschool Hour, Lego Club, and Masterpiece Mosaic are popular programs currently being offered at our libraries.
* SEO has been offering access to Patron Point for newsletters, program reminders, and email announcements as a part of membership. We’ve been taking advantage of this service by sending out e-newsletters and birthday announcements to patrons.
* Mrs. Fording completed final quarterly check-ins with staff before their annual evaluations which will occur in December. The check-ins serve as a communication tool, as well as an access to brain-storming sessions.
* Elmore Staff Continuing Education included:
* Abigail Sullivan – Promoting Ourselves in the Community
* Katie Blum – Your Collection’s Face - Banners, Landing Pages, and More

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

**5. BRANCH MANAGER’S REPORT:**

* Updates on the current facility projects were given.
* A pumpkin craft booth at the Genoa Harvest Festival on September 23, 2023 was manned by Library staff Abigail Sullivan, Makenna Flores, and Hubi Smith.
* Lego Club has been extremely popular with 37 participants in September and 48 in October.
* The Library will participate in the Genoa Retirement Village Trunk or Treat on October 11th from 5-7 pm. Hubi Smith, Tricia Kline, and Abby Lesniewicz will be manning the station.
* The September staff check-ins were completed by Mrs. Smith. Take-aways included the need for more Branch Manager involvement with outreach and visibility. Mrs. Smith has a plan to address these needs.
* Genoa Staff Professional Development included:
* Bekkir Barbier – Freegal Music Service
* Tricia Kline – Substance Abuse: An Overview of the Effects and Risks of Common Drugs
* Hubi Smith – Notary Training
* (See attached documentation included in Secretary’s records.)

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

**7. UNFINISHED BUSINESS:**

* **Updates on Genoa HVACS, sewer line, fencing & roofing -** Work on the sewer line and replacing the HVAC units began on September 28, 2023. Ohler & Holzhauer are predicting to have the HVAC units up and running by October 4, 2023. Fencing will be installed once the HVAC units are completed. ACE Roofing is estimating the roof project to begin mid-October.

**8. NEW BUSINESS:**

* **Computer Quotes –** Genoa computers, purchased in 2016-17, are now running slow with glitches occurring. Mrs. Fording is proposing to purchase 7 computers and 2 all-in-ones. Quotes were provided from Dell, Amazon, and Mrs. Fording is awaiting a quote from Dot.net.

**Resolution 2023-66. Be it resolved to approve the purchase of 7 computers and 2 all-in-ones with the cost not to exceed $7200.00 effective October 9, 2023.**

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

Motion carried by unanimous voice vote.

* **Director & Fiscal Officer Evaluations**  – Evaluations are due to Mr. Weis by November 1, 2023. Mrs. Fording and Mrs. Markley have included their self-evaluations in the Board packets.
* **Adjustment of November Meeting Date -** Due to conflicts and the inability to have a quorum present, the November meeting date has been changed to November 20, 2023.

**9. ADJOURNMENT:** 7:53p.m.

**10. NEXT MEETING:** November 20, 2023 7 pm Harris-Elmore Public Library Damschroder Room

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary Kent Weis -President