**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, July 15, 2019**

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

**Library Staff Present:** Jennifer Fording (Director), Brianne Markley (Fiscal Officer)

**Absent:** Marcela Repka

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:04 p.m. at the Elmore facility.

1. **SECRETARY’S REPORT:** The June 10, 2019 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 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 2019-36. Be it resolved to accept the Fiscal Officer June 2019 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2019 Budget changes in regards to Expenses:
* Financing Fees and Expenses – (4002-800-850) (Elmore Building Addition Fund) - Decrease Expenses by $4,250. *Fees were only $750.*
* Buildings – (4002-760-730) (Elmore Building Addition Fund) – Decrease Expenses by $117,000. *Original budget amount was made before final contract was approved. Approved contract is at 635,800. Furniture is not included in this amount.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-37. Be it resolved to accept the Proposed 2019 Budget Changes as presented.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2019-38. Be it resolved to accept the following gifts and memorials for the month of June:**

For Library Building Expansion $1,205 T-Shirt Fundraiser

For Library Building Expansion $210 Antique Appraisal Event

For Library Building Expansion $114.48 Buy a Book Campaign

For Library Building Expansion $100 James Dolph

For Library Expansion $100 Wine Flight

For Library Building Expansion $78 Trivia Night Donation

For Library Building Expansion $75 Kenneth & Kathleen Kroos

For Library Building Expansion $60 Poster Fundraiser

For Library Building Expansion $50 Henry & Roberta Povolny

For Library Building Expansion $33 Sharon Dailey

For the Genoa Kids $25 David LaPlantz

For Library Building Expansion $25 Anita Mazeck (in honor of

Richard Hess 90th Birthday)

For Library Building Expansion $25 Ruth & Merle Haar (in honor

of Richard Hess 90th Birthday)

For Library Building Expansion $20 Joan Gilbert (in honor of

Richard Hess 90th Birthday)

Motion moved by Mrs. Clement, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* The Summer Reading Program is off to a decent start with 69 adults, 82 teens, and 259 kids signed up at both libraries. Elmore attendance for library use and special programs has been low due to the ongoing construction. Space Camp was a favorite at both libraries. Book Buddies, Wine Flight Trivia, and Rock Painting continue to be successful. Outreach opportunities included storytimes at the Luther Home of Mercy, St. John’s Genoa, Schedel’s Science Camp, and booths at the Genoa Homecoming and Portage River Festival. The Friends of the Library put on a fundraiser for Free Antique Appraisals which was very well received by the community.
* The Route 51 Bridge going into Elmore will be closed from February 2020 for possibly up to 9 months. Mrs. Fording attended a meeting for Elmore businesses and organizations along with the Ottawa County Tourist Bureau and Ohio Department of Transportation regarding the ability to keep the community thriving amidst the bridge closure. Many community event ideas and promotions for 2020 were discussed. Mrs. Fording proposed the ideas of the Library’s Ghost Walk and Chocolate Walk, as well as offered the Library’s services in any needed capacity.
* Mrs. Fording was recently elected to the Northwest Regional Library System (NORWELD) Board of Trustees. NORWELD is one of four regional libraries in Ohio dedicated to providing shared resources and educational opportunities for local library staff and administrators.
* The Library lost 3 employees this month due to various reasons. Mimi Fintel resigned June 24, 2019. Kara Boulerisse resigned on June 18, 2019, but has offered to stay until the end of July and will also remain as a Substitute Clerk as needed. Jane Wick retired July 1, 2019. All will be missed.
* Mrs. Fording has posted externally for a new Branch Manager, but is planning on delaying the search for a new clerk for Genoa. There will be ample coverage in September and October at Genoa due to the building addition construction closure in Elmore. All staff will be located at the Genoa Branch Library during those months.
* The House and Senate Leadership were unable to reach a final agreement on the FY20-21 state budget bill, HB 166, prior to the July 1 deadline. With time running out, both chambers passed an interim budget for 17 days to keep state agencies and services open with no interruptions. The interim budget was signed by Gov. DeWine and will allow for additional time needed for negotiations on the larger operating bill for FY 20-21. Unfortunately this means the PLF distribution for the month of July 2019 will revert to the permanent law percentage of 1.66%. OLC has reached out to the Office of Budget and Management for additional clarification on the impact. Information will be shared as soon as it becomes available.

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

* **Expansion & Renovation Project Update -** An update on the building project was given.
  + The project is coming along. Mrs. Fording is currently working with the architects on the purchasing/planning of the furniture for the library. The initial estimate from the architect interior designer is quite over budget at $43,000, which only included chairs. Mrs. Fording is mulling over decisions as to what furniture can be reused and what is additionally needed. She is hopeful that the cost can be decreased through different furniture dealers. Shelving will also need to be re-configured as Mrs. Fording is predicting the need for 13 new book cases.
  + At this time it looks as if the Harris-Elmore Public Library will be closed from August 26 – October 30, 2019, for the completion of the project. All staff will be relocated to Genoa Branch Library during this time.
* **Fundraising Update -** An update on fundraising for the building project was given. Fundraising efforts continue.
  + The current amount pledged for the building/expansion project is approximately $200,611. The amount actually deposited so far is $158,278.
  + The Library T-Shirt Fundraiser sold 75 shirts with a net profit of $1,080 raised.
  + The Antique Appraisal Event raised $210 through food sales.
  + Currently a Wall of Money Fundraiser is going on at both libraries.
  + A grant was received from the Ottawa County Community Foundation for $2,230. The grant is to be used for furnishings for the History Exhibit Room.
* **Levy Committee Update –** Mrs. Zimmerman, Levy Committee Chairperson, gave an update on the levy efforts.
* The Levy Committee met on July 17, 2019, at 6:00 p.m. at JC Financial in Genoa. Marcela Repka has agreed to be the Levy Committee Treasurer, but is having difficulty securing an account. Once the account is opened, approximately $1,500 of donations will be needed to run the campaign. Dan Laity has agreed to do all the Levy Committee printing at cost. The levy signs are currently being stored at the Laity’s and will need to be moved to a new location after their use. Ads have been placed in both the Woodmore and Genoa Football Programs. Vicki Selhorst is working on creating other advertisement materials.
* The next Levy Committee meeting will take place on August 22, 2019, at 6:30 p.m. at JC Financial (615 Main St.) in Genoa.

1. **NEW BUSINESS:**

* **Approval of Library T-Shirt Credit Card Purchase –** In order to place the Library T-Shirt Fundraiser order on time, Mrs. Fording had to use the Library’s credit card. In doing so, she exceeded the $1000 previously set limit on permission-free purchases. Mrs. Fording has requested the Board retroactively grant permission for the use of the Library’s credit card for the purchase of the t-shirt order.

**Resolution 2019-39. Be it resolved to grant Mrs. Fording permission to exceed the $1000 credit card purchase limit in order to place the Library T-Shirt Fundraiser order retroactively effective on June 25, 2019.**

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

Motion carried by unanimous voice vote.

**Resolution 2019-40. Be it resolved to move into Executive Session at 7:41 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

**Resolution 2019-41. Be it resolved to exit Executive Session at 8:20 p.m.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

1. **ADJOURNMENT:** 8:25p.m.
2. **NEXT MEETING:** September 9, 2019 at Genoa Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President