**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday February 11, 2019**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Marcela Repka, Kent Weis

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

**Absent:** Laura Clement, Ron Busdeker

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:01 p.m. at the Elmore facility.

* **OATH OF OFFICE** – The Oath of Office was not given to Mrs. Clement due to her absence. It will be administered at the next meeting.

**2. SECRETARY’S REPORT**: The January 14, 2019 minutes were unanimously approved as presented. The January 17, 2019 Safety Deposit Box Inspection minutes were unanimously approved as presented. The February 1, 2019 Record Retention Schedule by the Records Commission was unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the January 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 2019-12. Be it resolved to accept the Fiscal Officer January 2019 Report as presented.**

Motion made by Ms. Farrell, 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:
* Public Service and Programs - Other (Genoa Branch Fund) – Increase the appropriations by $35.00.
* Collection Development and Processing - Other (Genoa Branch Fund) – Decrease appropriations by $35.00.
* *These changes are to the 2019 Budget to increase budget for donation to Genoa Branch for “kids” in January 2019.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-13. Be it resolved to accept the Proposed 2019 Budget Changes in regards to expenses as presented.**

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

Motion carried by unanimous voice vote.

* **Interest Comparison** – Mrs. Markley recommends moving the First Federal Savings Account monies into Star Ohio, and then subsequently closing the First Federal Savings Account. This recommendation is due to higher interest rates in Star Ohio. (See attached documentation included in Secretary’s records.)

**Resolution 2019-14. Be it resolved to move the First Federal Savings Account monies into Star Ohio and then close the First Federal Savings Account.**

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

Motion carried by unanimous voice vote.

* **Procedure Timetable for Operating Levy and Bond Issue Legal Documents** – Mrs. Markley provided the timetable associated with putting a levy on the November ballot for planning purposes. (See attached documentation included in Secretary’s records.)
* **CPIM: Public Fiscal Officer Conference** – Mrs. Markley would like to attend the CPIM: Public Fiscal Officer Conference in Columbus on April 17-18, 2019. The cost would be split between the Oak Harbor Public Library and the Harris-Elmore Public Library since Mrs. Markley is the Fiscal Officer for both entities.

**Resolution 2019-15. Be it resolved to allow Brianne Markley to travel professionally to the CPIM: Public Fiscal Officer Conference in Columbus on April 17-18, 2019.**

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

Motion carried by unanimous voice vote.

* **Year-End Financial Report** – A copy of the year-end financial report was provided by Mrs. Markley for informational purposes. (See attached documentation included in Secretary’s records.)

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2019-16. Be it resolved to accept the following gifts and**

**memorials for the month of January:**

For Library Building Expansion $5,000 Connie & Tom Fishbaugh

 (in memory of Bertha Deitemyer)

For Library Building Expansion $5,000 Dick & Judy Kuhlman

For Library Building Expansion $3,000 Anonymous

For Library Building Expansion $500 Jon Johnson

For Library Building Expansion $375 Joanne Price

For Library Building Expansion $250 Karen Haensch

For Library Building Expansion $150 Sharon & Duane Arndt

For Library Building Expansion $100 Bill Verbryke

For Library Building Expansion $100 Anonymous

For Library Building Expansion $100 Wine Flight (Friends Trivia &

 Donations)

For Library Building Expansion $75 Kenneth & Kathleen Kroos

For Library Building Expansion $50 Henry & Roberta Povolny

For Library Building Expansion $50 Gail Lawson (in memory of Randy

 Oberlin)

For Library Building Expansion $50 Jane & James Garner

For Library Building Expansion $36 Buy A Book Campaign

For the Genoa Kids $35 David LaPlantz

For Library Building Expansion $25 Mary & Jerry Fair (in memory of

 Randy Oberlin)

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

Motion carried by unanimous voice vote.

* Programs are going well at both libraries this month including DIY Spa Night, STEM Volcanoes, and a Friends TV Trivia Night held at Wine Flight. Genoa staff is doing an excellent job of keeping kids occupied with “Word of the Week” Hunts and Code Breaking activities.
* Mrs. Fording has online-surveyed the teachers at Woodmore & Genoa Schools regarding Library services and desired instruction. Approximately 30 responses have been received and Emily Altstadt is currently developing outreach programs.
* The Elmore Fire Department has installed 6 smoke detectors free of charge in the Elmore Library as a result of Mrs. Fording reaching out for advice. 2 carbon monoxide detectors have also been purchased and installed.
* Due to the popularity of the wifi hotspots at both Library locations, Mrs. Fording has purchased 2 additional hotspots from Sprint for each location (4 total). Deep Freeze Enterprise has also been purchased and installed onto all 10 of the Genoa and Elmore public computers to protect them from the possibility of patrons changing configurations or storing personal information on the terminals.
* The Friends of the Elmore Library (officers) met on January 17th to discuss new memberships, the Georgiana Huizenga Teen Poetry Contest, and an “Antique Roadshow” fundraiser for the building project.
* The Genoa Friends group has decided to dissolve due to lack of interest. Their funds will be donated to the Genoa Library with the intent of purchasing new computers for both the patron and office areas, as well as installing a Quiet Room in the library.
* Randy Gardner has resigned his seat in the Ohio Senate (District 2 – ours) to become Chancellor for Higher Education under Governor Dewine’s administration. Theresa Gavarone, formerly of the 3rd District (Wood County) of the Ohio House of Representatives will replace him in the Senate and she will be our new district Senator. Steven Arndt will remain our district representative.
* Director’s Report for January 2019 (written) included in Secretary’s records.

**6. BRANCH MANAGER'S REPORT**: Included in Secretary’s records.

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

**8. OLD BUSINESS**:

* **Expansion & Renovation Project Update** - An update on the building project was given.
* Mrs. Markley opened construction bids on January 31, 2019. Nine contractors bid on the project and all were within 10% of our projected estimate. (See attached documentation for complete list of contractors/bids included in Secretary’s records.) After reviewing the bids with the Building Committee on January 31, 2019, Nan Weir and her team vetted the low bidders for more information regarding the contract the Harris-Elmore Public Library would like to award. After interviewing the contractors, it is the recommendation of Williams Architects that the Harris-Elmore Public Library award the Building Expansion & Renovation Project contract to ADOHR Corporation of Monclova, Ohio, for the total of the Base Bid ($536,500) plus the Proposed Accepted Alternates (#1, #2, #4, #5, #6, #7, #8) for a grand total of $635,800. (See attached documentation included in Secretary’s records.)

**Resolution 2019-17. Be it resolved to award the Harris-Elmore Public Library Building Expansion & Renovation Project contract to ADOHR Corporation of Monclova, Ohio, for the total price of $635,800.**

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

Motion carried by unanimous voice vote.

* **Fundraising Update** - An update on fundraising for the building project was given. Fundraising efforts continue.
* The Chipotle fundraiser held on January 26, 2019, netted $130.40 from 33% of the proceeds for a 4-hour period.
* Mrs. Fording met with Fundraising Director Kevin Mullan of Cardinal Stritch High School and Academy on January 28, 2019. Mr. Mullan gave Mrs. Fording some tips and suggestions on how to approach possible donors of larger funds.

**8. NEW BUSINESS**:

* OLC’s annual Library Trustee workshop will be held in Columbus, Ohio, on March 9, 2019. This workshop will cover information and resources to help trustees effectively execute their roles and responsibilities. The workshop is designed primarily for new library trustees, but will also provide a refresher course for those with experience. If anyone is interested in attending, please let Mrs. Fording know.

* The March meeting date is being changed to Monday, March 18, 2019, due to Mrs. Fording being on vacation.

**10. ADJOURNMENT**: 8:14 p.m.

**11. NEXT MEETING**: March 18, 2018

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President