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**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, December 13, 2021**

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

**Absent:** Judy Zimmerman (Vice-President)

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

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:04 p.m. at the Elmore facility.
2. **SECRETARY’S REPORT:** The November 15, 2021 Regular Meeting minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the November 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 included in Secretary’s records.)

**Resolution 2021-59. Be it resolved to accept the Fiscal Officer November 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose an extensive list of 2021 Budget changes in regards to Revenues effective December 13, 2021. (See attached documentation included in Secretary’s records.)

**Resolution 2021-60. Be it resolved to accept the Proposed 2021 Budget Changes in regards to Revenues as presented effective December 13, 2021.**

Motion made by Mr. Weis, motion seconded by Mr. Selhorst.

Motion carried by unanimous voice vote.

* **Salary Projections** – For the Board’s information, Mrs. Markley provided 2022 Salary Projections based on the SSA COLA raise. Noted on the page were several 2022 Staffing assignment assumptions. (See attached documentation included in Secretary’s records.)





* **Acceptance of the 2022 Budget (Proposed 2022 Estimated Resources and 2022 Temporary Appropriations) –** Mrs. Markley would like to propose the approval of the 2022 Estimated Resources and 2022 Temporary Appropriations (2022 Temporary Budget). Included for the Board’s Information is a 5 Year Forecast of the General Fund.
* (See attached documentation included in Secretary’s records.)

**Resolution 2021-61. Be it resolved to approve the 2022 Estimated Resources and 2022 Temporary Appropriations (2022 Temporary Budget).**

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

Motion carried by unanimous voice vote.

* **Final Amended Certificate of the County Budget Commission** – (See attached documentation included in Secretary’s records.) This is prepared in accordance to the requirements listed in **ORC section 5705.36** stating that the fiscal officer shall certify to the county auditor the total amount from all sources available for expenditures.

**Resolution 2021-62. Be it resolved to approve the 2021 Amended Certificate of the County Budget Commission as presented.**

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

Motion carried by unanimous voice vote.

* **Official Amended Certificate of the County Budget Commission** – (See attached documentation included in Secretary’s records.) This is prepared in accordance to the requirements listed in **ORC section 5705.36** stating that the fiscal officer shall certify to the county auditor the total amount from all sources available for expenditures.

**Resolution 2021-63. Be it resolved to approve the 2022 Amended Certificate of the County Budget Commission as presented.**

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

Motion carried by unanimous voice vote.

* **Preliminary Audit Findings –** Mrs. Markley reviewed the preliminary Audit Findings with the Board. A “Verbal Reprimand” was given for the lack of an Audit Committee. We have rectified this issue as an Audit Committee has now been formed with the members John Fletcher, Kent Weis, and Ron Busdeker. Mrs. Markley has also noted it was found that the $300,000 loan taken for the Elmore Library Addition Project (but never used) was not technically allowable. In the future Mrs. Markley will contact the Ottawa County Prosecutor prior to action if needed.





**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2021-64. Be it resolved to accept the following gifts and memorials for the month of November:**

Harris-Elmore Public Library Operations $75 Kathleen Kroos

Local History Room $50 Miland Lowry

Genoa Kids Programming $28.64 David LaPlantz

In Memory of George Rodawalt $25 Jane Garling

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

Motion carried by unanimous voice vote.

* The Estate Planning presentation given by attorney Kristina Wildman was a success with a large turnout of patrons. More relevant and timely programs such as retirement, medicare, bullying, and scams are being planned for the future. Teen usage and participation at the library has grown lately, as well as the involvement in the Manga Club and Wii Bowling Tournament. Outreach continues at the Senior Centers, with the possibility of the book delivery system beginning early next year again.
* Community Outreach continues with a partnership of the Salvation Army for the Angel Tree (Elmore) and Toys for Tots (Genoa); the Ottawa County Juvenile Court for the Teen Christmas Shoebox Program; and the Woodmore NHS for a shoe drive. The Elmore Historical Society and The Elmore Fire Dept. will also be pairing with the Library for the special Hometown Holiday Activities in December.
* Staff Evaluations are complete and Mrs. Fording is pleased with the great customer service being offered despite the continuing stress of the Pandemic and the ongoing changes at the Library. Continued Staff professional growth and learning opportunities will be on-going.
* Elmore trainings include: Sierra White – How to Handle Angry Customers (Niche Academy)
* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**

* The Winter Read program will begin in January.
* The Circulation Desk replacement piece is expected to arrive sometime in the Spring.
* Ms. Gresh is now taking Storytime into the Genoa schools by appointment. It seems to be a hit. Meg Pieffer is conducting regular Storytime through March unless replacement is found.





* Genoa Trainings include:
* Ariel Gresh - How to Handle Angry Customers (Niche Academy)
* Bekkir Barbier - How to Handle Angry Customers (Niche Academy)
* Makenna Flores - How to Handle Angry Customers (Niche Academy)
* Meghan Peiffer- How to Handle Angry Customers (Niche Academy)
* Tricia Kline - How to Handle Angry Customers (Niche Academy)
* (See attached documentation included in Secretary’s records.)

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

**7. UNFINISHED BUSINESS:**

* **Security Cameras/Policy Revised Quotes**
* The modified quotes have been received and Ms. Gresh is recommending going with R.J. Beck Protective Systems Inc. It was noted that the current cameras (3 outside/1 inside) will be replaced and 3 additional ones will be added at the Circulation Desk, Thackery Room, and outside. After discussion it was decided once again to table the issue as now the Board would like quotes to encompass the Elmore Library as well. (See attached documentation included in Secretary’s records.)
* It was noted that Northwood Door inspected the Quiet Study Room doors and deemed the style of door not compatible for the installation of locks.

**8. NEW BUSINESS:**

* **Computer Reservation Software Quotes –** Quotes were received from Envisionware, Cybrarian, and Librarica. Mrs. Fording is recommending a year trial with Cybrarian.

**Resolution 2021-65. Be it resolved to purchase and try the Cybrarian Reservation Software for one year providing there is no required contract involved.**

Motion made by Mr. Weis, motion seconded by Mr. Selhorst.

Motion carried by unanimous voice vote.

* **Approve Audit Committee** – an Audit Committee has been established with members John Fletcher, Ron Busdeker, and Kent Weis. The committee met prior to this evening’s meeting.

**Resolution 2021-66. Be it resolved to approve the Audit Committee consisting of John Fletcher, Ron Busdeker, and Kent Weis.**

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

Motion carried by unanimous voice vote.

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**Resolution 2021-67. Be it resolved to move into Executive Session at 8:13 p.m. to consider the promotion or compensation of a public employee.**

Motion made by Mr. Weis, motion seconded by Mr. Selhorst.

Roll call vote:

Mr. Selhorst – yes

Mrs. Bringman – yes

Mr. Wyse - yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

**Resolution 2021-68. Be it resolved to exit Executive Session at 8:25 p.m.**

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

Roll call vote:

Mr. Selhorst – yes

Mrs. Bringman – yes

Mr. Wyse - yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

* **Salary & Wage Schedule** – The following changes to salary were made effective December 26, 2021:  All Library employees including the Director, Branch Manager and Fiscal Officer will receive a 3% raise. Salary amounts are listed on the previously mentioned 2022 Salary Projections sheet. (See attached documentation included in Secretary’s records.)

**Resolution 2021-69. Be it resolved to approve the following salary change for the year 2022 effective December 26, 2021: All Library employees including the Director, Branch Manager and Fiscal Officer will receive a 3% raise.**

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

Motion carried by unanimous voice vote.

**9. ADJOURNMENT:** 8:29p.m.

**10. NEXT MEETING:** January 10, 2022 at 7:00 p.m. TBA





Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President

