**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, June 10, 2019**

**Present:** David Selhorst (President), Toby Farrell (Secretary), Laura Clement, Marcela Repka, Ron Busdeker, Kent Weis

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

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

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 May 6, 2019 minutes were unanimously approved as corrected. Corrections and copies for archiving will be prepared by Ms. Farrell.
2. **FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the May 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.Mrs. Markley noted that we have begun the pay out for the construction involved with the Building Addition/Renovation project. (See attached documentation included in Secretary’s records.)

**Resolution 2019-33. Be it resolved to accept the Fiscal Officer May 2019 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 the following 2019 Budget changes in regards to Revenue:
* Other Debt Proceeds – (Elmore Building Addition Fund) - Decrease Revenues by $150,000. *Original estimated amount of loan was $450,000. The loan is now for $300,000.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-34. Be it resolved to accept the Proposed 2019 Budget Changes as presented.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2019-35. Be it resolved to accept the following gifts and memorials for the month of May:**

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

For Library Building Expansion $850 Elmore Historical Society

For Library Building Expansion $625 T-Shirt Fundraiser

For Library Building Expansion $500 Kevin & Janet Anderson

For Library Building Expansion $500 William & Sandra Brockmeyer

For Library Building Expansion $150 Kathy & Daniel Barbee

For Library Building Expansion $136 Buy a Book Campaign

For Library Building Expansion $125 American Legion Riders #279

For Library Building Expansion $125 American Legion Community

Post #279

For Library Building Expansion $125 American Legion Auxiliary

#279

For Library Building Expansion $125 Sons of the American Legion

Post #279

For Library Expansion $100 Wine Flight

For Library Building Expansion $90 Toby Farrell

For Library Building Expansion $75 Kenneth & Kathleen Kroos

For Library Building Expansion $75 Joan Eckermann

For Library Building Expansion $50 Janet Kuhlman (In Memory of

Karen Happeny)

For Library Building Expansion $50 Poster Fundraiser

For the Genoa Kids $35 David LaPlantz

Diane Bowser Memorial (Books) $25 Mr. & Mrs. Frederic Jensen

Diane Bowser Memorial (Books) $25 Mr. & Mrs. Paul Truman

Diane Bowser Memorial (Books) $25 Mr. & Mrs. John Lewis

Diane Bowser Memorial (Books) $25 Margaret Sattler

For Library Expansion $20 Mitzi Paule

For Library Expansion $20 Judy Zimmerman

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

Motion carried by unanimous voice vote.

* The Summer Reading program is off to a great start. It will run from May 28- July 20, 2019.
* Mrs. Fording & Mrs. Fintel attended the NORWELD conference at Maumee Bay on May 16-17, 2019. The conference, entitled “Developing Executive Presence”, dealt with managing people of various behavioral styles as well as developing public speaking and persuasive skills.
* Mrs. Fording attended the SEO Directors Meeting on May 20, 2019, in Columbus, OH. Mrs. Fintel and Mrs. Jimison joined her on May 21, 2019, for the SEO Users Group Conference. At this conference Mrs. Fording learned that the Library will no longer be allowed to count our items loaned to other libraries as part of our circulation statistics, only those loaned within our system from Genoa to Elmore and vice versa will be accountable.
* The Woodmore School Board approved out Levy Resolution on May 30, 2019. (See attached documentation included in Secretary’s records.)
* Mrs. Fording noted that Michelle Francis will be taking over the OLC Executive Director position upon the retirement of Doug Evans at the end of June.
* Director’s Report for May 2019 (written) included in Secretary’s records.

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

* **Expansion & Renovation Project Update** - An update on the building project was given.
* The Building Project is about 2 weeks behind schedule due to all the rain.
* There was also an issue with aligning the new roof with the existing roof, but a solution has been found.
* A few change orders need to be resolved as well, including: an incorrect color combination for the History Room renovation (Williams Architect will credit the cost to change this in our next bill), removing the office window, and removing exterior signage due to an error in the plan drawings.
* It has also been decided in order to save the Library money; we will move furniture ourselves and store it within the building whilst interior renovations are proceeding.
* Adohr will complete the interior renovations in 3 phases, taking approximately 4 weeks per phase. Due to this phase plan, the Library will need to remain closed at least an additional month with a tentative opening date in early October.
* **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 $197,161. The amount actually deposited so far is $156,636.
* The Library Shirt Fundraiser is currently running and doing relatively well with 40 shirts sold so far and online ordering available. The purchase window will close on June 24, 2019. Shirts will be available for pick-up July 8, 2019.
* Vicki Selhorst has created order forms/flyers to sell replicas of the 1871 Elmore 4th of July Event Poster. (See attached documentation included in Secretary’s records.)
* Other possible future fundraisers include a Chocolate Walk, Ghost Walk, Used Shoes collection, Wall-0-Money envelope collection system, Duct Tape event, and a Read-a-thon with the schools.
* Mrs. Fording has been notified of receiving an Ottawa County Community Foundation award, but it is uncertain of the amount at this time.

1. **NEW BUSINESS:**

* **Change of Meeting Date for July –** The meeting date for July will be changed from July 8, 2019, to July 15, 2109, due to the fact that Mrs. Fording will be on vacation. It was reminded to the Board that there is not an August meeting.
* **Form Levy Committee –** A Levy Committee needs to be formed soon in order to have the appropriate time to prepare our levy campaign. Brainstorming was done to remind the Board of the many responsibilities and activities the committee accomplished in the past levy passages. Mrs. Repka has the Treasurer’s binder and will meet with Mrs. Fording this week regarding the steps necessary to open a levy bank account. Ms. Farrell has the volunteer organizational binder and will also meet with Mrs. Fording regarding those responsibilities. A levy chairman will also need to be appointed.

1. **ADJOURNMENT:** 7:57p.m.
2. **NEXT MEETING:** July 15, 2019

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President