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**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday January 10, 2022**

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

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

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

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Ariel Gresh administered the Oath of Office to all Harris-Elmore Library Board members present.

*“Do you solemnly swear (or affirm) that you support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of the Harris-Elmore Public Library Board of Trustees to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted during your continuance in said office, until your successor is chosen and qualified? If so, answer “I do.”*

All current Board members acknowledged their acceptance by a verbal “I do” and are as such reinstated for the year 2022. Board Member David Selhorst has agreed to serve another term on the Harris-Elmore Public Library Board and has been approved renewal by the Woodmore Board of Education. ((See attached documentation included in Secretary’s records.)

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 Ron Busdeker Linda Bringman

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 Toby Farrell David Selhorst

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 Judy Zimmerman Leslie Wyse

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 Kent Weis





* **ELECTION OF OFFICERS**
* The slate of officers is nominated and presented as follows:

Judy Zimmerman – President

Kent Weis – Vice-President

Toby Farrell – Secretary

**Resolution 2022-00. Be it resolved to approve the Officers Slate as nominated and presented.**

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

Motion carried by unanimous voice vote.

* **APPOINTMENT OF FISCAL OFFICER** **& APPROVAL OF SURETY BOND**

**Resolution 2022-01. Be it resolved to appoint Brianne Markley to the position of Fiscal Officer.**

Motion made by Ms. Farrell, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

**Resolution 2022-02. Be it resolved to approve the Surety Bond in regards to the Fiscal Officer.**

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

Motion carried by unanimous voice vote.

* **DESIGNATION OF MEETING TIME AND PLACE** – All Board members and staff agreed unanimously to keep the meeting time at 7:00 p.m. on the second Monday of the month with the location alternating between the Elmore and Genoa facilities.
* **INSPECTION OF THE SAFETY DEPOSIT BOX** – The Board agreed to inspect the Safety Deposit Box at the Huntington Bank branch in Woodville on Friday, January 21, 2022, at 4:30 p.m.
* **RECONCILLIATION OF THE FISCAL OFFICER’S BOOKS** – Mr. Busdeker agreed to perform the reconciliation of the Fiscal Officer’s record.

**3. SECRETARY’S REPORT**: The December 13, 2021 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**4. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the December financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. The Appropriation Status revealed all 2021 YTD Expenditures were less than the Appropriations. The Fund Status, Revenue Status, and Wage Earnings all looked to be in good standing with no issues to address. Mrs. Markley noted that there are now only three funds: General Fund, Memorial Fund, Genoa Branch Fund. (See attached documentation included in Secretary’s records.)





**Resolution 2022-03. Be it resolved to accept the Fiscal Officer December 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **2022 Permanent Budget** – Mrs. Markley is proposing the approval of the 2022 Permanent Budget. (See attached documentation included in Secretary’s records.)

**Resolution 2022-04. Be it resolved to approve the 2022 Permanent Budget.**

Motion made by Ms. Farrell, motion seconded by Mrs. Bringman.

Motion carried by unanimous voice vote.

* **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 2022-05. Be it resolved to approve the 2022 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.

* **Certificate of the Total Amount From All Sources Available For Expenditures, and Balances** – (See attached documentation included in Secretary’s records.) This form shows the total amount from all sources available for expenditures from each fund set up in the tax budget, with the balances that exist. It is filed with the Ottawa County Auditor.

**Resolution 2022-06. Be it resolved to approve the 2022 Certificate of the Total Amount From All Sources Available For Expenditures, and Balances as presented.**

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

Motion carried by unanimous voice vote.

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

**Resolution 2022-07. Be it resolved to approve the 2022 Wage and Salary Schedule as retroactively effective 12/26/2021 for all staff.**

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

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2022-08. Be it resolved to accept the following gifts and memorials for the month of December:**

 Local History Room $500 Ronald Lenz

 In Memory of Jean Haar $100 Julia & John Bergman





 In Memory of Gary Whiting $100 Marvin & Martha Smith

 In Memory of Ellen Bergman $100 Anonymous

 Harris-Elmore Public Library Operations $75 Kathleen Kroos

 In Memory of Rick Claar $50 Jane Garling

 Genoa Kids Programming $28.64 David LaPlantz

Motion moved by Mr. Busdeker, motion seconded by Mr. Weis.

Motion carried by unanimous voice vote.

* The holiday celebrations for both patrons and the staff, including the annual Hometown Holiday, were held in-person this year and proved to great successes and enjoyed by all that attended.

* Monthly programs such as Dungeons & Dragons, Lego Club, Adult Craft, STEM, Trivia, Manga Club, Movies, and Book Discussions are all going very well.
* There has been an extremely high demand for Covid-19 test kits. The Ohio Department of Health will be re-evaluating how the kits are distributed, as their supplies are exhausted. The Library will no longer be able to request kits as needed, but will receive them as the ODH sees fit to distribute them, focusing on providing schools and Health Departments first.
* The State Delivery service is still causing many libraries issues. Delivery is much decreased and inconsistent. Mrs. Fording has written to the State Librarian and the Director of the Ohio Library Council voicing her displeasure. Due to the Government Contract, there is a lot of bureaucratic red tape keeping the libraries in a holding pattern in regards to interlibrary loans. Hopefully the situation will be rectified soon.
* Staff Continuing Education includes:
* Katie Blum: Assisting Patrons with Mental Health Issues (Niche Academy)

 Everything You Wanted to Know About How Statewide Databases Work (OPLIN)

* Kim Jimison: Assisting Patrons with Mental Health Issues (Niche Academy)
* Nathan Young: Assisting Patrons with Mental Health Issues (Niche Academy)
* Sierra White: Assisting Patrons with Mental Health Issues (Niche Academy)
* Director’s Report for December 2021 (written) included in Secretary’s records.

**6. BRANCH MANAGER'S REPORT**:

* The circulation desk replacement part is supposed to be here in January. Great news!
* The patron holiday party was a success with 42 participants. All enjoyed themselves!
* New employment opportunities include a Storytime Specialist and a new Page.





* Staff Continuing Education includes:
* Makenna Flores: Assisting Patrons with Mental Health Issues (Niche Academy)
* Branch Manager’s Report for December 2021 (written) included in Secretary’s records.

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

**8. OLD BUSINESS**:

* **Security Camera Quotes** – Quotes have now been received from Catawba Security, Tekin Systems, and R.J. Beck Protective Systems Inc. A comparison sheet was provided and much discussion was held. It was decided to go with Catawba Security, although Mrs. Fording is going to inquire about the maintenance visits cost. (See attached documentation included in Secretary’s records.)

**Resolution 2021-9. Be it resolved to purchase, install, and maintain the security camera systems for both libraries through Catawba Security.**

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

Motion carried by majority voice vote with Mr. Busdeker abstaining due to personal interest.

* **Security Camera Policy** - Mrs. Fording presented a Security Camera Policy. (See attached documentation included in Secretary’s records.)

**Resolution 2021-10. Be it resolved to approve the Security Camera Policy as presented effective January 10, 2022.**

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

Motion carried by unanimous voice vote.

**9. NEW BUSINESS**:

* **IT Services/Cyber Security Quotes –** Quotes for a cyber security system were received from dotnet technologies and Visual Edge IT (Copeco). Upon discussion the topic was tabled in order to receive more quotes and more information. (See attached documentation included in Secretary’s records.)

**10. ADJOURNMENT**: 8:07 p.m.

**11. NEXT MEETING**: February 14, 2022 at 7:00 p.m. at Genoa Branch Library



Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary Judy Zimmerman-President