**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday February 8, 2021**

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

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

**Absent:** Ron Busdeker, Linda Bringman

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:01 p.m. at the Elmore facility and via ZOOM due to the coronavirus pandemic. https://us02web.zoom.us/j/89748981037

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Jennifer Fording administered the Oath of Office to Kent Weis.

*“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.”*

Mr. Weis acknowledged his acceptance by a verbal “I do” and is as such reinstated for the year 2021.

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 Kent Weis

**3. SECRETARY’S REPORT**: The January 11, 2021 minutes were unanimously approved as corrected. The January 11, 2021 Record Retention Schedule and meeting minutes by the Records Commission were unanimously approved as presented. The January 29, 2021 Safety Deposit Box Inspection minutes were unanimously approved as presented. Corrections and copies for archiving will be prepared by Ms. Farrell.

**4. 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 2021-12. Be it resolved to accept the Fiscal Officer January 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **2020 Annual 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.)
* **Proposed Budget Changes -** Mrs. Markley would like to propose an extensive list of 2021 Budget changes in regards to Revenues and Appropriations. (See attached documentation included in Secretary’s records.)

**Resolution 2021-13. Be it resolved to accept the Proposed 2021 Budget Changes in regards to Revenues and Appropriations as presented effective February 8, 2021.**

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

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2021-14. Be it resolved to accept the following gifts and**

**memorials for the month of January:**

For Genoa Branch Library $25,252.50 Edith Niehousmyer Trust

For Library Building Expansion $2,500 Scott & Shannen Lang

In Memory of Delores David $500 Thomas David

For Library Building Expansion $250 Chad & Linda Bringman

For Library Building Expansion $125 Jim & Beth Getz

In Memory of Jerry Giesler $100 Sharon Arndt

In Memory of Jerry Giesler $100 Ellen & Karl Honsperger

In Memory of Jerry Giesler $75 James & Donna Kroos

In Memory of Jerry Giesler $50 John Wasserman

In Memory of Jerry Giesler $30 Don & Deanna Goldsby

In Memory of Jerry Giesler $25 Jeff & Anita Jacobs

In Memory of Jerry Giesler $25 Christine Vroman

In Memory of Jerry Giesler $25 Gary & Faye Rhiel

In Memory of Jerry Giesler $25 Ruth Jacobs

In Memory of Jerry Giesler $25 Sam & Jan Preston

In Memory of Georgi Huizenga $25 Ernest & Linda Tebeau

In Memory of Gordon Wend $10 Gary & Faye Rhiel

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

Motion carried by unanimous voice vote.

* Programs are steady with interest in grab and go crafts and Kahoot trivia games. The Van Gogh community murals (at both libraries) are extremely popular.
* Virtual Staff Training Modules have been created and made available on the website. These trainings incorporate a number of situations that one may encounter on the job in regards to safety measures. ([www.harriselmorelibrary.org/staff-safety-tips](http://www.harriselmorelibrary.org/staff-safety-tips)) Each month Mrs. Fording goes over a new module with the staff, then has the staff complete a quiz. It is hopeful that hands-on application will begin once the pandemic is contained. Sharps containers and deluxe first aid stations have been added at each library as well.
* Our SEO Consortium has added a few new features to our services to allow patrons access to library items during the pandemic. A new link to e-cards will allow immediate access to the digital collections (Hoopla, Overdrive, databases). A curbside pickup feature has been enabled on our mobile app to alert staff when patrons are coming/arrived and automatically checks out their items on hold.
* The Dewey Lite project has now been completed in the Children’s Nonfiction Section at Elmore.
* A Cyber Security program has been purchased for the library with an annual premium of $208 for $25,000 worth of coverage in the event of cyber-attacks or loss of library data infrastructure for any reason. Mrs. Fording is also currently working on establishing a VPN and setting chrome books up for lending.
* An endowment of $25,252.50 from the Edith Niehousmyer Trust was received at Genoa Branch Library. The money received will be spent on a new circulation desk.
* Staff Trainings include:
* Katie Blum : “Putting your Digital Collections to Use” (Ohio History Connection) 1/13/21; “Small Business Reference Center Review” (OhioNet) 1/14/21; “Free Unique & fun Tools to Help Keep You Sane” (Oplin) 1/29/21
* Jennifer Fording: “2021 Employment Law Update” (Norweld) 1/28/21
* Director’s Report for January 2021 (written) included in Secretary’s records.

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

* Northwood Door has installed the new interior door as well as the back door at the Genoa Branch Library. The next step is for the electrician to connect power to both doors in order for them to open automatically at the wave of a hand. The front door can’t be installed until the frame arrives.
* The Quiet Study Rooms are now complete, including donor signage.
* A 3D printer was on loan from Norweld for the month of January. The staff has enjoyed using it to make crafts for the patrons.
* Staff Trainings include:
* Ariel Gresh: Mock Caldecott Webinar; 2021 Employment Law Update
* Branch Manager’s Report for January 2021 (written) included in Secretary’s records

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

**8. OLD BUSINESS**: None

**9. NEW BUSINESS**:

* **Public Laminator Services Policy**– Mrs. Fording presented the Public Laminator Services Policy which now allows both libraries to offer laminating services to the public. After board discussion a few minor adjustments to pricing were made. Corrections will be implemented by Mrs. Fording. (See attached documentation included in Secretary’s records.)

**Resolution 2021-15. Be it resolved to approve the Public Laminator Services Policy as corrected effective immediately.**

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

Motion carried by unanimous voice vote.

* **Staff Safety Page** – Mrs. Fording created and presented the new Staff Safety page on the library’s website. This page contains topics, videos, and trainings relevant to the safety of the Library’s employees. It also contains the Fire Exit/Escape route maps for both libraries. This page will be a valuable resource of information for the staff.
* **Hazard Communications Plan** – Mrs. Fording presented the Hazard Communications Plan, which complies with Public Employment Risk Reduction Program (PERRP) requirements, in order to help protect staff in safely performing daily duties. (See attached documentation included in Secretary’s records.)

**Resolution 2021-16. Be it resolved to approve the Hazard Communications Plan as presented effective immediately.**

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

Motion carried by unanimous voice vote.

* **Blood Borne Pathogens Policy/Exposure Plan & Hepatitis B Vaccinations** – Mrs. Fording presented the Blood Borne Pathogens Policy, the Blood Borne Pathogens Exposure Control Plan, and the Hepatitis B Vaccinations Plan. (See attached documentation included in Secretary’s records.)

**Resolution 2021-17. Be it resolved to approve the Blood Borne Pathogens Policy, the Blood Borne Pathogens Exposure Control Plan, and the Hepatitis B Vaccinations Plan as presented effective immediately.**

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

Motion carried by unanimous voice vote.

* **Hearing Conservation Plan** – Mrs. Fording presented the Hearing Conservation Program following Public Employment Risk Reduction Program (PERRP) guidelines. (See attached documentation included in Secretary’s records.)

**Resolution 2021-18. Be it resolved to approve the Hearing Conservation Program as presented effective immediately.**

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

Motion carried by unanimous voice vote.

* **Genoa Library Interior Painting Quote Approval** – Mrs. Fording and Ms. Gresh presented the Genoa Branch Library Interior Painting Quote provided by Adohr. It was noted that the price will actually be $100 less than the quote provided. It is planned for the painting to start the week of February 15, 2021. (See attached documentation included in Secretary’s records.)

**Resolution 2021-19. Be it resolved to approve the Genoa Library Interior Painting Quote provided by Adohr.**

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

Motion carried by unanimous voice vote.

* **Genoa Library Closing (only curbside available) 2/16-2/23 Approval** – Mrs. Fording and Ms. Gresh are proposing the closure of Genoa Branch Library from February 16–23, 2021, in order to allow Adohr to complete the interior painting. Curbside services for patrons will remain available.

**Resolution 2021-20. Be it resolved to approve the closure of the Genoa Branch Library from February 16-23, 2021, with curbside service remaining available to patrons.**

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

Motion carried by unanimous voice vote.

* **Genoa Library Circulation Desk Quote Approval** – Mrs. Fording and Ms. Gresh presented the Genoa Branch Library Circulation Desk Quote provided by Demco (See attached documentation included in Secretary’s records.)

**Resolution 2021-21. Be it resolved to approve the Genoa Library Circulation Desk Quote provided by Demco.**

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

Motion carried by unanimous voice vote.

* **OLC Board of Trustees Workshop (online) –** The OLC Board of Trustees workshop will be held online this year on March 6, 2021 from 8:45 a.m. – 4:30 p.m. The cost is $40 and the registration deadline is February 28, 2021. Let Mrs. Fording know if you’d like to attend.

**10. ADJOURNMENT**: 8:00 p.m.

**11. NEXT MEETING**: March 8, 2020 at 7:00 p.m. at the Elmore Library and via ZOOM.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President