**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, November 9. 2020**

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

**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 7:03 p.m. via ZOOM due to the coronavirus pandemic. https://us02web.zoom.us/j/89748981037
2. **SECRETARY’S REPORT:** The October 12, 2020 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 October 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. (See attached documentation included in Secretary’s records.)

**Resolution 2020-68. Be it resolved to accept the Fiscal Officer October 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Fund 4001–** Mrs. Markley is recommending Fund 4001 (Elmore Building Fund) to be closed due to it no longer being needed. All the money for any future repairs to the Elmore Building will come out of the General Fund.

 **Resolution 2020-69. Be it resolved to close Fund 4001 Elmore Building Fund.**

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

Motion carried by unanimous voice vote.

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

**Resolution 2020-70. Be it resolved to accept the Proposed 2020 Budget Changes in regards to Appropriations as presented effective on November 9, 2020.**

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

Motion carried by unanimous voice vote.

 **4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2020-71. Be it resolved to accept the following gifts and memorials for the month of October:**

For HEPL Library Expansion Pledge $250 Linda & Chad Bringman

In Memory of Mary Ann Rounds $100 Roy & Constance Rounds

HEPL Library Expansion Pledge $75 Kathleen Kroos

In Memory of Georgiana Huizenga $50 Marge & Gary Whiting

In Memory of Georgiana Huizenga $50 Sam & Jan Preston

In Memory of Georgiana Huizenga $50 John & Carol Beck

In Memory of Georgiana Huizenga $50 Craig & Barb Smith

In Memory of Mary Ann Rounds $50 Roberta & Michael Rounds

In Memory of Georgiana Huizenga $25 Ronald & Marian May

In Memory of Georgiana Huizenga $20 Shirley Hensel

In Memory of Georgiana Huizenga $20 Erica Dailey

In Memory of Georgiana Huizenga $20 Winnie Chasteen

In Memory of Georgiana Huizenga $20 Pam Hoesman

In Memory of Georgiana Huizenga $20 Arnie Smith

In Memory of Georgiana Huizenga $20 Merlin Lieske

In Memory of Georgiana Huizenga $20 Ben & Jen Fording

In Memory of Georgiana Huizenga $10 Wayne & Linda Semrock

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

Motion carried by unanimous voice vote.

* The annual Ottawa County Voting Forum was very successful again this year, even though it was held via a ZOOM format. All of the local Ottawa County candidates, as well as candidates for the Ohio Tate Senate seats (District 2) were able to attend and discuss their platforms. Over 20 patrons attended the forum with an additional 300+ views occurring online.
* Mrs. Fording spent time at the Genoa Branch this month helping to create signage, furniture reconfigurations, and library enhancements to make the library more accessible and appealing to the patrons.
* Mrs. Fording, Ms. Gresh, and Abigail Sullivan virtually attended Norweld’s Performer’s Showcase on October 29, 2020. They saw many performers who may be a good fit for the Summer Reading program, as well as other library programs.
* Staff Trainings this month included:

 Jennifer Fording (10/9/20) OLC Road Ahead Tour District 2

 (10/21/20) OLC “Advancing your Library After Elections”

 (10/29/20) Norweld Virtual Performer’s Showcase

 Abigail Sullivan (10/29/20) Norweld Virtual Performer’s Showcase

 Katie Blum (10/13/20) State Library of Ohio Digital Network Online Conference

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

**5. BRANCH MANAGER’S REPORT:**

* Library traffic continues to flow as many people are visiting the Genoa Branch.
* Genoa Library Staff were invited to participate in a pumpkin decorating contest through the Genoa Retirement Village and won the “Resident Choice 2020” award.
* Outreach continues for the Genoa & Elmore Senior Centers as “Thinking of You” bags have been created by the Genoa Staff. Bags are distributed when the seniors pick up their lunches and consist of puzzles, coloring sheets, word searches, candy and a program survey.
* The Quiet Study Rooms continue to progress toward completion.
* Staff Trainings this month included:

Ariel Gresh COVID-19 & Stress: Mental Health Strategies for your Patrons & Yourself Webinar

 Norweld Virtual Performer’s Showcase

 Mad about Middle Grade Booklist Webinar

Bekkir Barbier Dismantling Institutional Racism in your Library: From

 Theory to Practice Webinar

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

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

**7. UNFINISHED BUSINESS:**

* **Update on Genoa Study Rooms –** Rooms have been repainted. Window and door handles have been installed. Electrical still needs to be completed, as well as touch-ups, final walkthrough, and an inspection. The Genoa Friends donor sign is in the completion process as well.

**8. NEW BUSINESS:**

* **Approval of Genoa Wall Decals -** Approval of the purchase of wall decals for the Genoa Library is being requested. Upon discussion, it was decided the wall decals may be purchased however will not be installed until a quote for the painting of the Genoa Library is obtained.

**Resolution 2020-72. Be it resolved to approve the purchase of wall decals for the Genoa Library.**

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

Motion carried by unanimous voice vote.

* **Approval of C.A.R.E.S. Act Purchases –** Mrs. Fording presented the Board with two plan options for spending the money received through the C.A.R.E.S. Act. After discussion it was decided to approve Option 1. (See attached documentation included in Secretary’s records.)

**Resolution 2020-73. Be it resolved to approve the purchases listed in Option 1 with the monies received through the C.A.R.E.S. Act.**

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

Motion carried by unanimous voice vote.

* **Revisit Audit Committee Formation -** As a result of the previous audit findings, Mrs. Markley is recommending an Audit Committee to be in place by December 31, 2020. Mrs. Zimmerman, Mr. Selhorst, and Mr. Busdeker have all volunteered to be a part of the Audit Committee.

**Resolution 2020-74. Be it resolved to move into Executive Session at 7:56 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mr. Weis - yes

Ms. Farrell – yes

Mr. Busdeker – yes

Mr. Wyse – yes

Mrs. Bringman - yes

Motion carried by unanimous roll call vote.

**Resolution 2020-75. Be it resolved to exit Executive Session at 8:00 p.m.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Mr. Wyse – yes

Mrs. Bringman - yes

Motion carried by unanimous roll call vote.

**9. ADJOURNMENT:** 8:15p.m.

**10. NEXT MEETING:** Monday, December 14, 2020 at 7:00 p.m. TBA

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President