**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday April 8, 2019**

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

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

**Absent:** Ron Busdeker, Laura Clement

**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 March 18, 2019 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the March financial statements and reports. The Bank Reconciliation showed all figures balancing for the month. Mrs. Markley noted that an adjustment of $41.45 was reflected in the report due to an Amazon payment. 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 the First Federal Savings Account remains open as she is waiting to transfer the escrow amount. As of now it looks as if the Loan Closing will take place on April 19, 2019, for the amount of $300,000.00 with the timeframe of a 6-month draw. It was noted that this timeframe lines up nicely with the Adohr construction schedule. Under the suggestion of Mr. Weis, Mrs. Markley will double check the date guidelines of the loan closing.
* (See attached documentation of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2019-25. Be it resolved to accept the Fiscal Officer March 2019 Report as presented.**

Motion made by Mrs. Zimmerman, motion seconded by Mrs. Repka.

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2019 Budget changes in regards to expenses:
* Public Service and Programs – Other (2002-110-450-Supplies-New Account) (Genoa Branch Fund) – Increase the appropriations by $326.00.
* Collection Development and Processing - Other (2002-120-411-0000-Books)(Genoa Branch Fund) – Decrease appropriations by $326.00.
* *These changes are to the 2019 Budget to move money into a similar program code, to allow the Fiscal Officer to move money as needed each month to account for the LaPlantz donations.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-26. Be it resolved to accept the Proposed 2019 Budget Changes in regards to expenses as presented.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2019-27. Be it resolved to accept the following gifts and**

**memorials for the month of March:**

For Library Building Expansion $5,000 John & Nancy Scharding

For Library Building Expansion $1500 Gail Griminger

For Library Building Expansion $1000 Materion

For Library Building Expansion $1000 John & Peggy Waters

For Library Building Expansion $250 Sharon Arndt

For Library Building Expansion $200 Jerome & Loraine Ameling

For Library Building Expansion $200 Shirley Hensel

For Library Building Expansion $200 Wine Flight (Seinfeld Trivia &

 Donation)

For Library Building Expansion $153.44 Buy A Book Campaign

For Library Building Expansion $100 Delta Chi Chapter (Sigma Alpha)

For Library Building Expansion $100 Don & Janice Bench

For Library Building Expansion $100 Bench’s Greenhouse

For Library Building Expansion $100 Carol & Robert Baker

For Library Building Expansion $100 Winnie Chasteen

For Library Building Expansion $100 Jeffrey & Barbara Travis

For Library Building Expansion $75 Kenneth & Kathleen Kroos

For Library Building Expansion $90 Evelyn Miller

For Library Building Expansion $50 Ruth & Merle Haar

For Library Building Expansion $50 Henry & Roberta Povolny

For the Genoa Kids $35 David LaPlantz

For Library Building Expansion $35 Diane Lisk

For Library Building Expansion $25 Lila Wood (in memory of

 Margaret Tank Haught)

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

Motion carried by unanimous voice vote.

* The monthly programs at both libraries continue to flourish. Spring Break activities were planned at both Genoa and Woodmore Schools.
* Megan Marik has resigned from her Genoa Page position with her last day being March 30,2019. Mrs. Fintel has interviewed and hired Amelia Rice as her replacement. Amelia’s training begins the week of April 8th.
* Emily Altstadt and Mrs. Fording will set up a “pop-up” library on April 15,2019, in the Woodmore Cafeteria for a few hours. Books and games can be checked out, as well as library cards distributed.
* The Bookmyne app has been replaced by the SEO Libraries app and will phase out in June 2019.
* The stats are showing that circulation in both libraries are up for 2019.
* Mrs. Fording and Mrs. Fintel are planning on attending Legislative Day in Columbus on Tuesday, April 9,2019. Statehouse updates are included in the Secretary’s records..
* The Summer Reading program will run from June 3-July 27. The theme is “The Universe of Stories” and plans are well underway. In addition, the Genoa Library will be taking part in the Genoa Homecoming Parade, which has the theme of “Ahoy!”.
* Director’s Report for March 2019 (written) included in Secretary’s records.

**5. BRANCH MANAGER'S REPORT**: Included in Secretary’s records.

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

**7. OLD BUSINESS**:

* **Expansion & Renovation Project Update** - An update on the building project was given.
* The Expansion & Renovation project is underway! Materials will soon be delivered, as well as a fence constructed as the project begins. Library patrons have begun using the church parking lot next door. The first task will be partitioning off the library so that the new addition can be raised. As the project moves into the interior renovations, the Library will need to be closed from July 25-September 3, 2019. Completion of the building is projected to be September 10, 2019.
* **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 $190,000. An additional $160,000 is needed to reach the fundraising goal of $350,000.
* Several fundraising activities are in the works. A T-shirt sale, an Antique Appraisal/Sale, Escape Room, Read-a-thon, and personal eBay sales/donations are all being planned with the proceeds going to the building project.
* Donations are also being secured from the Elmore Kiwanis Club and the Ottawa County Foundation.
* Board members are being asked to help reach out to community members who may be potential donors.
* **OLC Trustees Dinner –** The Trustee Dinner is being held at the Stone Ridge Golf Club in Bowling Green on May 2,2019. Mrs. Fording and Mrs. Farrell will attend.

**8. NEW BUSINESS**: No new business.

**9. ADJOURNMENT**: 7:40 p.m.

**10. NEXT MEETING**: May 6, 2019 (Date change due to a Woodmore High School Band concert.)

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President