**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday February 10, 2020**

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

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

**Absent:** Ron Busdeker

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:04 p.m. at the Elmore facility.

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Kris Holland administered the Oath of Office to Kent Weis, Leslie Wyse, and Linda Bringman.

*“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, Mr. Wyse, and Mrs. Bringman acknowledged their acceptance by a verbal “I do” and are as such reinstated for the year 2020.

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 Kent Weis Leslie Wyse

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 Linda Bringman

**3. SECRETARY’S REPORT**: The January 13, 2020 minutes were unanimously approved as corrected. The January 13, 2020 Record Retention Schedule by the Records Commission was 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 2020-10. Be it resolved to accept the Fiscal Officer January 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

* **2019 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.)
* **Building Addition Summary** – A Building Addition Summary was provided for informational purposes. Mrs. Markley noted the total amount of contributions was $358,481.48. (See attached documentation included in Secretary’s records.)
* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2020 Budget changes in regards to expenses:
* 1000-760-750-0000 – Furniture and Equipment - (General Fund) – Increase appropriations by $5,000. New total = $10,000. *Note: $5,000 coming from Unappropriated monies*. *Needed to buy new copiers at Elmore and Genoa.*
* 4002-760-730-0000 - Buildings - (Elmore Building Addition Fund) – Increase appropriations by $2,628.46. New total = $63,407.46.
* 4002-230-390-0000 – Other Purchased Contracts - (Elmore Building Addition Fund) – Decrease appropriations by $2,628.46. New total = $5,279.62. *Note: Received final pay app of $63,407.46. Need extra money in Buildings line item to finish the contract.*
* 4002-760-720-0000 – Land Improvement - (Elmore Building Addition Fund) – Decrease appropriations by $5,000. New total = $0
* 4002-230-390-0000 - Other Purchased Services - (Elmore Building Addition Fund) – Increase appropriations by $5,000. New total = $12,908.08. *Note: To pay for new doors needed at Elmore Library.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2020-11. Be it resolved to accept the Proposed 2020 Budget Changes in regards to expenses as presented.**

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

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2020-12. Be it resolved to accept the following gifts and**

**memorials for the month of January:**

For Library Building Expansion $15,000 Dick & Judy Kuhlman

For Library Building Expansion $10,000 Doug Pickard

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

For Library Building Expansion $1000 Brian Koenig

For Library Building Expansion $1000 Marge & Gary Whiting

For Library Building Expansion $500 Mary Kruse

In Memory of Lila Wood $500 Kathleen & Franklin Grossman

In Memory of Delores David $300 Thomas David

For Library Building Expansion $100 Margaret Wood

For Library Building Expansion $100 Jane Wick

For Library Building Expansion $75 Kathleen Kroos

For Library Building Expansion $69.34 Trivia Donations

In Memory of Lila Wood $50 Marge & Gary Whiting

For Library Building Expansion $35.04 Buy A Book Campaign

For Genoa Kids Programming $30 David LaPlantz

In Memory of Lila Wood $30 Evelyn Hanneman

In Memory of Lila Wood $25 Onized Club

 In Memory of Lila Wood $20 Sandra Blausey

In Memory of Lila Wood $20 Mary Bockbrader

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

Motion carried by unanimous voice vote.

* The Library has purchased a movie license for both libraries from Swank Movie Licensing USA ($850 for both libraries annually) to begin adding movie-related programs to the schedule. This license also allows any organizations/people using the library to be able to show movies as a part of their programming as long as it occurs inside of the library. Mrs. Fording and Ms. Gresh made the trip to the News Herald Offices in Fremont to retrieve a 6’x5’ whiteboard that was being given away. This whiteboard will be used at Genoa as both a whiteboard and a movie screen for movie nights or other programming.
* The Library has entered into an agreement with CINTAS to provide all of the cleaning supplies/chemicals on a monthly basis. CINTAS will be installing new soap dispensers, towel dispensers, and cleaning chemical dispensers at each library. The price is comparable to the previous annual cost of cleaning supplies and will no longer require ordering supplies on the Library’s part.
* Mrs. Fording and Ms. Gresh are currently in the process of becoming notaries.
* Mrs. Fording will now include the Meeting Space Usage stats in her monthly report.
* In Employee Continuing Education news, Katie Blum completed 3 webinars this month.
* Director’s Report for January 2020 (written) included in Secretary’s records.

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

* Anne Heninger will be completing an Internship with Genoa Library for the next few months
* The Genoa Library now has the new resources Break Out Edu and Crazy 8’s.
* Genoa Library has been demoing two copiers as a means to make a decision regarding purchasing a new one.
* Ms. Gresh attended a Supervisors Roundtable, a networking opportunity for Northwest Ohio Library Supervisors. As a result, a visit from the Swanton Public Library supervisors is scheduled for a day in February.
* Ms. Gresh completed the “From Skeptic to Champion How to Guide Staff through Change” webinar.
* An especially successful program this month at the Genoa Library was the Girl Scouts Internet Safety Program.
* Branch Manager’s Report for January 2020 (written) included in Secretary’s records.

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

**8. OLD BUSINESS**:

* **Update on Genoa Friends of the Library Monies**- A meeting is scheduled with Rebecca Booth regarding this issue. Mrs. Fording, Mr. Wyse, Mr. Weis, and Ms. Gresh will be in attendance. A proposal for a Quiet Study Room constructed by Adohr will be presented as a possible solution to encumber the monies.

**9. NEW BUSINESS**:

* **Display/Exhibit Space Policy (including waiver & reservation application)** – Mrs. Fording presented the Display Case & Exhibits Policy (including waiver & reservation application) which sets the guidelines to allow the community to display historical artifacts in the newly updated display cases. After board discussion a few minor adjustments were made. Corrections will be implemented by Mrs. Fording. (See attached documentation included in Secretary’s records.)

**Resolution 2020-13. Be it resolved to approve the Display Case & Exhibits Policy (including waiver & reservation application) as corrected effective immediately.**

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

Motion carried by unanimous voice vote.

* **Revised Meeting Room Policy (including application/waiver)** – Mrs. Fording presented the revised Meeting Room(s) Policy (including application/waiver forms). Mrs. Fording noted reservations are now able to be made online on the Library website. (See attached documentation included in Secretary’s records.)

**Resolution 2020-14. Be it resolved to approve the Library Meeting Room(s) Policy (including application & waiver) as presented effective immediately.**

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

Motion carried by unanimous voice vote.

* **Filming/Photography in the Library Policy** – Mrs. Fording presented the Photography, Recording, & Filming Policy. After board discussion a few minor adjustments were made. Corrections will be implemented by Mrs. Fording. (See attached documentation included in Secretary’s records.)

**Resolution 2020-15. Be it resolved to approve the Photography, Recording, & Filming Policy as corrected effective immediately.**

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

Motion carried by unanimous voice vote.

* **Animals in the Library Policy** – Ms. Gresh presented the Animals in the Library Policy. After discussion, the Board decided to table this policy until further corrections can be made.
* **Fine Free Policy** – Mrs. Fording presented the Fines & Fees Policy. After board discussion a few minor adjustments were made. Corrections will be implemented by Mrs. Fording. (See attached documentation included in Secretary’s records.)

**Resolution 2020-16. Be it resolved to approve the Fines & Fees Policy as corrected effective March 30, 2020.**

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

Motion carried by unanimous voice vote.

* **Approval for New Copiers** – Mrs. Fording proposed the purchase of 2 new Copeco (Sharp) copiers for use at the Elmore and Genoa Libraries. The current copiers will be used as backups until no longer functioning.

**Resolution 2020-17. Be it resolved to approve the purchase of 2 new copiers not to exceed the total cost of $8000.**

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

Motion carried by unanimous voice vote.

* **Elmore Door Proposal** – Mrs. Fording proposed the purchase of 2 sets of doors for the Elmore Library to be installed at both entrances.

**Resolution 2020-18. Be it resolved to approve the purchase of 2 sets of entrance doors for the Elmore Library not to exceed the total cost of $8000.**

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

Motion carried by unanimous voice vote.

* **Strategic Plan Expiration in December 2020** – With the expiration of our current Strategic Plan occurring in December 2020, Mrs. Fording has reached out to Evan Struble, a consultant from the State Library of Ohio. Mr. Struble worked with us to construct our current Strategic Plan, and will again work with us for our future one. We are currently #9 on the waitlist and it is projected that we will meet with a representative in the fall to begin the Strategic Plan process.
* **March Meeting** - The March meeting date is being changed to Thursday, March 19, 2020, due to conflicts.

**10. ADJOURNMENT**: 8:29 p.m.

**11. NEXT MEETING**: March 19, 2020 at 7:00 p.m. at the Elmore Library.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President