**Minutes of the Harris-Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, October 10, 2022**

**Present:** Judy Zimmerman (President), Kent Weis (Vice-President), Toby Farrell (Secretary), Ron Busdeker, Linda Bringman, Kevin Gladden, Claire Lawrence

**Library Staff Present:** Jennifer Fording (Director), Ariel Jacobs (Asst. Director/Branch Manager), Brianne Markley (Fiscal Officer)

**Absent:** Leslie Wyse

1. **CALL TO ORDER:** President Mrs. Zimmerman called the meeting to order at 7:00 p.m. at the Elmore facility. President Mrs. Zimmerman thanked the Board for serving with her as this will be her last meeting as a member of the HEPL Board of Trustees.
2. **SECRETARY’S REPORT:** The September 12, 2022 minutes were approved as corrected. Corrections and copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the September 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 2022-51. Be it resolved to accept the Fiscal Officer September 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** There are no Budget changes proposed.
* **Three Year Budget Forecast -** Mrs. Markley provided a 3 Yr. General Fund Budget Forecast for informational purposes only.
* **Wage Raises for Inflation -** Mrs. Markley brought to attention the COLA raises going into effect for next year due to inflation and asked the Board to consider that information when determining next year’s wages.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2022-52. Be it resolved to accept the following gifts and memorials for the month of September:**

Harris-Elmore Public Library Operations $75 Kathleen Kroos

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

Motion carried by unanimous voice vote.

* The Fans + Fiction event went very well, drawing over 150 people to the Library. It was a wonderful outreach event with the only downfalls being the planning and expenses needed to pull it off. Staff input will be taken for any similar future events.

* Banned Books Week was celebrated at both libraries the week of September 18-24, 2022. Displays and passive activities were included in the celebration.
* Mrs. Fording provided a tour of the library to Elmore St. John’s UCC Honor Workers Women’s Group on September 15, 2022. promoting the public services offered.
* Logan Walker created and erected “Little Free Pantry” boxes for each library as his Eagle Scout Project. The pantries will serve as a food donation/recipient location.
* Alan Carter has been hired as a new Page at the Elmore facility.
* The Library Staff self-evaluations were completed and reviewed. Valuable feedback was received regarding programming, services, and work conditions. Mrs. Fording and Mrs. Jacobs will be devising plans for any needed employee improvements.
* Elmore Staff Continuing Education included:
* Katie Blum – Ohio Memory New Partner Training (Ohio History Connection); Online Database Overviews: Explore from Front to Back (OPLIN)
* Jennifer Fording – Voter Registration Responsibilities for Public Libraries (OLC)
* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**

* Mrs. Jacobs will be on Maternity Leave from Oct. 24, 2022 - Jan. 3, 2023. She is planning on conducting a bit of remote work while on leave.
* Mrs. Jacobs served as a committee member for the Harvest Fest held in Genoa on September 17, 2022. Many activities were planned. Library Staff manned the Pumpkin Painting station, as well as hosted the Mac n Cheese Chase Contest.
* This year’s Hometown Hero, another aspect of the Harvest Fest, was awarded to our very own Board Member Kevin Gladden! Kevin has been a cornerstone of the Genoa community for many years and his dedication and service is appreciated by all.
* The Adult Yarn Pumpkin Craft was a huge hit this month, resulting in a wait list.
* The Dewy Lite Project is now complete, resulting in a few changes to the Children’s Area in order to make things more accessible to patrons.
* (See attached documentation included in Secretary’s records.)

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

**7. UNFINISHED BUSINESS:**

* **Director & Fiscal Officer Evaluations Update** – Evaluations are due to Mrs. Zimmerman today. She will compile the results and Mr. Weis will present to the Board at the November meeting.

**8. NEW BUSINESS:**

* **Video Message for Kim Jimison –** Kim Jimison will be retiring on Oct. 31, 2022. Kim has been a valuable and dedicated employee for many years and the Board appreciates all that she has added to the success of the Harris-Elmore Public Library. A card was signed by all and a video message from the Board was recorded. We wish Kim a happy and healthy retirement!

**9. ADJOURNMENT:** 7:47p.m.

**10. NEXT MEETING:** November 14, 2022 7 pm at the Genoa Branch Library Thackrey

Meeting Room

Respectfully submitted:

Ms. Toby Farrell, Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Toby Farrell-Secretary Judy Zimmerman-President