**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, September 11, 2023**

**Present:**  Kent Weis (President), Ron Busdeker (Vice-President), Toby Farrell (Secretary), Kevin Gladden

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

**Absent:** Leslie Wyse, Linda Bringman, Claire Lawrence

**1. CALL TO ORDER:** President Mr. Weis called the meeting to order at 7:01 p.m. at the Elmore facility.

**2. SECRETARY’S REPORT:** The July 10, 2023 minutes were unanimously approved as presented. The

 July 17, 2023 Special 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 July 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 2023-47. Be it resolved to accept the Fiscal Officer July 2023 Report as presented.**

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

Motion carried by unanimous voice vote.

* Mrs. Markley presented the August 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 2023-48. Be it resolved to accept the Fiscal Officer August 2023 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Resolution Accepting the Amounts and Rates as Determined By the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor –** Must be filed with the County Auditor in accordance to the R.C. Sections 5705.34-5705.35 (See attached documentation included in Secretary’s records.)

**Resolution 2023-49. Be it resolved by the Board of Trustees of Harris Elmore Public Library, Ottawa County, Ohio, to adopt the Resolution Accepting the Amounts and Rates as Determined By the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor**  **in accordance to the R.C. Sections 5705.34-5705.35. (See attached documentation included in Secretary’s records.)**

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

Roll call vote:

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker -yes

Mr. Gladden - yes

Motion carried by unanimous roll call vote.

* **Budget Modifications -** Mrs. Markley would like to propose a list of 2023 Budget changes in regards to Appropriations, retroactively effective July 17, 2023. Please see the attached documentation for the account numbers/titles, increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2023-50. Be it resolved to accept the Proposed 2023 Budget Changes as presented retroactively effective July 17, 2023.**

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

Motion carried by unanimous voice vote.

* Mrs. Markley would like to propose the transfer of $36,990.34 from the General Fund to the Genoa Branch Fund effective September 11, 2023. This is to cover the expenses of the Genoa building repairs.

**Resolution 2023-51. Be it resolved to approve the transfer of $36,990.34 from the General Fund to the Genoa Branch Fund effective September 11, 2023.**

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

Motion carried by unanimous voice vote.

* Mrs. Markley would like to propose an extensive list of 2023 Budget changes in regards to Revenues and Appropriations, effective September 11, 2023. Please see the attached documentation for the account numbers/titles, increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2023-52. Be it resolved to accept the Proposed 2023 Budget Changes as presented effective September 11, 2023.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2023-53. Be it resolved to accept the following gifts and memorials for the months of July/August:**

Library S.T.E.A.M. Kits (grant) $1,200 Ottawa Co. Community Foundation

Elmore Library Operations $150 Kathleen Kroos

In Memory of Keith Huizenga $100 Jan Preston

In Memory of Keith Huizenga $100 Sharon Arndt

In Memory of Barb Pasty $100 James & Donna Kroos

In Memory of Barb Pasty $100 Karyl Summers

Local History Room Books $100 Linda & John Reitzel

In Memory of Barb Pasty & Keith Huizenga $85 Sara & Myron Zibbel

In Memory of Barb Pasty $75 Norman & Victoria Jimison

Summer Reading Program $75 Owen’s Ark Veterinary Clinic

Elmore Library Operations $50 Next Step Insurance Group

In Memory of Keith Huizenga $50 Martha Guglielmo

In Memory of Barb Pasty $50 Jim & Cathy Barhorst

In Memory of Barb Pasty $40 Gladys & Janet Kroos

In Memory of Keith Huizenga $30 Marge Whiting

In Memory of Keith Huizenga $25 Ron & Becky Busdeker

In Memory of Keith Huizenga $25 John & Carol Beck

In Memory of Keith Huizenga $20 Shirley Hensel

In Memory of Keith Huizenga $20 Mary Lou Kruse

In Memory of Keith Huizenga $20 Arnie Smith

In Memory of Barb Pasty $20 Gary & Faye Rhiel

In Memory of Keith Huizenga $10 Justin & Michelle Latez

Motion moved by Mr. Busdeker, motion seconded by Mr. Gladden.

Motion carried by unanimous voice vote.

* The Summer Reading Program ended with a total of 440 participants from both libraries. Numbers were up from last year and more people met their reading goals to receive prizes and t-shirts. 3,829 books were read with 5,081 hours of reading. A higher number of sponsorships allowed for more prizes and better quality programs and prizes.
* Summer programming included Kindness Carnival Back to School Bash, Harry Potter Birthday Party, Drummunity, Craft Nights, and themed Escape Rooms.
* Library Staff attended the Open Houses in both Genoa and Woodmore school districts to promote services for the upcoming school year.
* A $1,200 grant was received from the Ottawa County Community Foundation to purchase 6 S.T.E.A.M. kits for each library. Each kit features a different learning theme for various ages.
* Our book discussion group “Small Town Pride” was given recognition by The Toledo Blade. The group’s leader Bekkir Barbier was interviewed for a short piece in the August Sunday Edition. The book discussion group is a traveling group amongst area libraries and discusses LGBTQ authors and themed books.
* Hubi Smith and Sierra White will be completing coursework and testing in order to become notaries. This will allow the Notary service to once again be available at both libraries.
* Sydney White has been hired as a Substitute Clerk for both libraries. This will provide additional personnel to cover staff absences.
* Director’s Report for July & August 2023 (written) included in Secretary’s records.

**5. BRANCH MANAGER’S REPORT:**

* Genoa held a carnival themed Back to School Bash with 120 in attendance.
* Abigail Sullivan and Meg Pieffer attended the Genoa Open House on August 17, 2023. Over 100 families were given information regarding the Genoa Branch Library services and programs.
* Rick Evans bowed out of the Genoa sewer repairs so Ohler & Holzhauer will be completing the entire project of plumbing, concrete, and HVAC units. When the HVAC units are installed there is expected to be two days where the library will function without the use of heat or AC.
* The damaged window was repaired by Glass Masters in July.
* There have been major roof leaks in the Thackrey Room and above the local history area. Upon inspection by ACE Roofing, it was deemed that the roof would not last through the winter. Quotes have been received from ACE Roofing, Holt Roofing, and Freedom Roofing.
* The Fire Inspection resulted in citations for mis-sized tiles in the Branch Manager’s office, as well as the emergency lights above the front entrance and by the fiction section. Jay from Lighthouse was called to address the citation repairs and are in the process of completing them.
* Abigail Sullivan, Makenna Flores, and Hubi Smith will be manning a pumpkin craft booth at the Genoa Harvest Festival on September 23, 2023.
* Hubi Smith is completing the New Director Series Workshops for Professional Development.
* Branch Manager’s Report for July & August 2023 (written) included in Secretary’s records.

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

**7. UNFINISHED BUSINESS:**

* **Genoa HVAC and Sewer Line Update –** Rick Evans bowed out of the Genoa sewer repairs so Ohler & Holzhauer will be completing the entire project of plumbing, concrete, and HVAC units. The quotes were as follows: HVAC - $36,902.38; Sewer - $5,138.40; Concrete pads - $3,233.50 for a total of $45,274.28. (See attached documentation included in Secretary’s records.)

**Resolution 2023-54. Be it resolved to hire Ohler & Holzhauer to complete the Genoa HVAC, sewer, and concrete projects for the total cost of $45,274.28 effective September 11, 2023.**

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

Motion carried by unanimous voice vote.

* **Genoa HVAC Fence Quotes–** Fence quotes were received from Fremont Fence and Guard Rail Co., The American Fence and Supply Co., and Moore Fencing. (See attached documentation included in Secretary’s records.)

**Resolution 2023-55. Be it resolved to hire Moore Fencing to complete the Genoa HVAC fence with the total cost not exceeding $4,900.00 effective September 11, 2023.**

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

Motion carried by unanimous voice vote.

**8. NEW BUSINESS:**

* **Genoa Roof Quotes –** Quotes have been received from ACE Roofing, Holt Roofing, and Freedom Roofing. (See attached documentation included in Secretary’s records.)

**Resolution 2023-56. Be it resolved to hire ACE Roofing to replace the Genoa Branch Library roof for the cost of $35,625.00 effective September 11, 2023.**

Motion moved by Mr. Busdeker, motion seconded by Mr. Gladden.

Motion carried by unanimous voice vote.

* **Vacation Pay Out Policy (Discrepancy in Personnel Manual)** – A discrepancy issue in the Personnel Manual was discovered regarding the Vacation Pay Out Policy. Mrs. Fording prepared and presented revisions to the Vacation Pay Out Policy in the Personnel Manual. (See attached documentation included in Secretary’s records.)

**Resolution 2023-57. Be it resolved to approve the changes in the Vacation Pay Out Policy retroactively effective January 1, 2023.**

Motion moved by Mr. Busdeker, motion seconded by Mr. Gladden.

Motion carried by unanimous voice vote.

* **Library Card Policy Update -** Mrs. Fording prepared and presented a Visitor Cards section in the Library Card Policy in regards to non-Ohio residents who wish to obtain a Harris-Elmore Public Library Card. (See attached documentation included in Secretary’s records.)

**Resolution 2023-58. Be it resolved to approve the Visitor Cards section as part of the Library Card Policy effective September 11, 2023.**

Motion moved by Mr. Gladden, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* **Library Donation Policy Update -** Mrs. Fording prepared and presented the Library Donation Policy in regards to gifts and donations. (See attached documentation included in Secretary’s records.)

**Resolution 2023-59. Be it resolved to approve the Library Donation Policy effective September 11, 2023.**

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

Motion carried by unanimous voice vote.

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

**10. NEXT MEETING:** October 9, 2023 at Genoa Branch Library Thackrey Room.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary Kent Weis-President