**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, June 8, 2020**

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

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

**Absent:** David Selhorst (President), Linda Bringman, Leslie Wyse

1. **CALL TO ORDER:** Vice-President Mrs. Zimmerman called the meeting to order at 7:05 p.m. with some Board members present at the Elmore facility, while others attended via ZOOM due to the coronavirus pandemic.

**https://us02web.zoom.us/j/5976175108?pwd=NnhseVRXbTN2Rys1bE5sd2pOQUN2Zz09**

1. **SECRETARY’S REPORT:** The May 11, 2020 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.
2. **FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the May 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 2020-45. Be it resolved to accept the Fiscal Officer May 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2020-46. Be it resolved to accept the following gifts and memorials for the month of May:**

For Library Building Expansion $850 Elmore Historical Society

Genoa Kids Programming $90 David LaPlantz

For Library Building Expansion $75 Kathleen Kroos

For Library Building Expansion $25 Jane Garling

In Memory of Joan Almroth $25 Delores & Gerald Beck

In Memory of Joan Almroth $20 Sara Zibbel

In Memory of Judy Hasselkuss Oberski $10 Gary & Faye Rhiel

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

Motion carried by unanimous voice vote.

* Curbside service is going well. Mrs. Fording noted the Library use statistics are up and she has provided notary service several times.
* The Summer Reading program is going fairly well considering it is entirely virtual this year, with the exception of the Archery program which will allow an in-person trailer visit. Summer Reading paper packets are available for Curbside pick up. Materion is sponsoring the t-shirts for the Summer Reading program this year.
* The staff has been productive with accomplishing individual projects. Mrs. Fording has been spending time at the Genoa Branch helping to rearrange the offices to allow better workspace and patron interaction. Ideas are being brainstormed with Ms. Gresh to better house the collections.
* Staff have completed the following webinars this month:
* Katie Blum: Opening Doors: Outreach with Archives & Special Collections (May 14)
* Jennifer Fording: OLC’s return to Work Preparedness (May 15)
* Director’s Report for May 2020 (written) included in Secretary’s records.

1. **BRANCH MANAGER’S REPORT:**

* Curbside service is going well, as is the Summer Virtual Reading program.
* Ms. Gresh is officially a notary now.
* Ashley Probst was hired as the new Genoa Custodian.
* Staff have completed the following webinars this month:
* Ariel Gresh: Building Resilient Communities Online & In Person (May 1)
* With the help of Mrs. Fording, staff offices have been rearranged to allow better workspace and patron interaction. Ideas are being brainstormed to better house the collections prior to re-opening.
* Branch Manager’s Report for May 2020 (written) included in Secretary’s records.

1. **LOCAL HISTORY REPORT:** Included in Secretary’s records.
2. **OLD BUSINESS:**

* **Update on Genoa Study Rooms** – We are currently in the process of getting the permit to move forward on the construction project.
* **Update on Scout Project Landscaping** – The landscaping project is complete for the most part and looks really nice. It was noted that new shrubs were added to the parking lot side. The Adirondack chairs from a previous donation need a coat of polyurethane and then to be added to the landscaped area.

1. **NEW BUSINESS:**

* **Re-opening Discussion –** Mrs. Fording provided the Re-opening Guidelines from the Ohio Dept. of Health & Ohio Library Council. (See attached documentation included in Secretary’s records.) We are currently in Phase 2. Mrs. Fording ideally would like to move to Phase 3 in August as there are yet a number of requirements and best practices we need to meet in order to be in compliance.
* **Summer Hours –** Summer hours will begin when Phase 3 is in action and our buildings are open to the public. Hours will be as such:
* 9 a.m. – 5 p.m. MWF

10 a.m. – 6 p.m. T/TH

10 a.m. – 2 p.m. Saturday

* **Revised Patron Conduct Policy (to include masks temporarily) –** Mrs. Fording proposed a temporary addition to the Patron Conduct Policy. The additional wording, recommended from OLC, makes face masks a requirement for anyone age 2 and up who enters the Library. Curbside service will be available for those who are unable to wear a mask for various reasons. The temporary addition to the Patron Conduct Policy will be effective upon re-opening and will expire on December 31, 2020. (See attached documentation included in Secretary’s records.)

**Resolution 2020-47. Be it resolved to approve the Revised Patron Conduct Policy as presented effective upon re-opening and expiring on December 31, 2020.**

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

Motion carried by unanimous voice vote.

* **Revised Unattended Child Policy (for Covid-19 temporarily) –** Mrs. Fording proposed a temporary addition to the Unattended Child Policy. The additional wording requires all children under the age of 16 to be accompanied by an adult while inside of the library. The temporary addition to the Unattended Child Policy will be effective upon re-opening and will expire on December 31, 2020. (See attached documentation included in Secretary’s records.)

**Resolution 2020-48. Be it resolved to approve the Revised Unattended Child Policy as presented effective upon re-opening and expiring on December 31, 2020.**

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

Motion carried by unanimous voice vote.

1. **ADJOURNMENT:** 7:59p.m.
2. **NEXT MEETING:** July 13, 2020

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President