**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, September 9, 2019**

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

**Library Staff Present:** Jennifer Fording (Director), Brianne Markley (Fiscal Officer)

**Absent:** Ron Busdeker, Kent Weis

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:05 p.m. at the Genoa facility.

**2. SECRETARY’S REPORT:** The July 15, 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 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 2019-42. Be it resolved to accept the Fiscal Officer July 2019 Report as presented.**

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

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. Mrs. Markley noted there was a $25.00 adjustment listed due to one of our donor checks having insufficient funds. 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 2019-43. Be it resolved to accept the Fiscal Officer August 2019 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Transfer -** Mrs. Markley would like to propose the transfer of $275,000 from the General Fund to the Building Addition Fund.
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-44. Be it resolved to approve the proposed transfer of $275,000 from the General Fund into the Building Addition Fund as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Transfer -** Mrs. Markley would like to propose the transfer of $500,000 from Star Ohio into First Federal Checking.
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-45. Be it resolved to approve the proposed transfer of $500,000 from Star Ohio into First Federal Checking as presented.**

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

Motion carried by unanimous voice vote.

* **Petty Cash Policy -** Mrs. Markley has drafted a Petty Cash Policy to allow the Library to pay for minor expenses ($20.00 or less) that are purchased for official Library business. Stipulations and procedure are addressed in the policy.
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-46. Be it resolved to approve the Petty Cash Policy as presented retroactively effective July 30, 2019.**

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

Motion carried by unanimous voice vote.

* **Credit Card Compliance Report -** Kim Jimison, Credit Card Compliance Officer, submitted her report stating that she had contacted the Credit Card Department at Bank of America and spoke to John Bautasta in order to meet the OLC requirement of Credit Card Review.
* (See attached documentation included in Secretary’s records.)

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2019-47. Be it resolved to accept the following gifts and memorials for the months of July/August:**

For Library Building Expansion $5,000 Richard & Judy Kuhlman

For History Exhibit Room $2,230 Ottawa County Community

Foundation

For Library Building Expansion $1,698 Furniture Sale

For Library Building Expansion $1,000 Marge & Gary Whiting

For Library Building Expansion $1,000 Barbara Moellman

For Library Building Expansion $991.76 Custom Ink (T-Shirts)

For Library Building Expansion $565 Library Escape Room

Proceeds

For Library Building Expansion $500 Bruce & Nan Card

For Library Building Expansion $250 Steve & Debra Dibert

In Memory of Eleanor Richards $250 Midwest Collaborative for

Library Services

For Library Building Expansion $209.04 Buy a Book Campaign

For Library Building Expansion $200 Toby Farrell

For Library Building Expansion $115 Cindy & Craig Butler

For Library Building Expansion $100 Wine Flight

In Memory of Karen Happeny $100 Donna & Adrian Slachter;

Noelle & Rick Kangas

For Library Building Expansion $92 Trivia Night Donations

In Memory of Eleanor Richards $80 Carol J. Smith

For Library Building Expansion $75 Kenneth & Kathleen Kroos

Genoa Kids Programming $70 David La Plantz

For the Genoa Kids $30 David LaPlantz

For Library Building Expansion $67 Guillermo Reyna

In Memory of Deceased Members $50 Elmore Kiwanis

In Memory of Eleanor Richards $50 Thomas David

In Memory of Eleanor Richards $50 Sharon Dietrich

In Memory of Eleanor Richards $50 Douglas & Lynn Moore

In Memory of Eleanor Richards $50 Deanna (Dunn) & Wayne

Gerber

Genoa Library A/V Donation $25.50 Gail McWatters

For Library Building Expansion $25 Jane Garling

In Memory of Eleanor Richards $25 E. Rose Booth Motter

In Memory of Eleanor Richards $25 Wilber & Wilma Obermeyer

In Memory of Eleanor Richards $20 Amy Laity

In Memory of Eleanor Richards $20 Jim & Cathy Slovak

In Memory of Eleanor Richards $20 Gertrude Eckermann

Memorial Books $19.02 Janet Kuhlman

Motion moved by Mrs. Repka, motion seconded by Mrs. Clement.

Motion carried by unanimous voice vote.

* The Summer Reading Program/Activities finished strong with 70 adults, 82 teens, and 265 children. 79 children read 10 hours and received t-shirts. The numbers of participants were lower this year than in previous years. This was attributed to the ongoing building addition/renovation project, as well as conflicting programs occurring at the Genoa Quarry. Next year it is hoped to collaborate with the Quarry to avoid the conflict.
* The FY 2020-2021 Ohio State Operating Budget was signed into law in July, which sets the Public Library Fund (PLF) at 1%. The budget includes an amendment that will make public libraries whole for the month of July, when the PLF distribution was based on 1.68%, so libraries will be gaining $916,705 from the General Revenue Fund for July to recoup. Additionally, Governor DeWine vetoed 2 essential tax-related provisions that the Ohio Library Council asked him to veto: 1) HB149 – Property Tax Exemption for Home Builders and 2) HB76 –Property Tax Notices & Ballot Language. Both would have negatively affected libraries, so we are grateful for his support. Representative Steve Arndt retired in July and was replaced by Representative Daniel Swearingen. It is planned to invite both Representative Swearingen and Senator Gavorone to the Library Re-Opening in November.

* (See attached documentation included in Secretary’s records.)

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

**6. OLD BUSINESS:**

* **Expansion & Renovation Update/Fundraising Update -** An update on the building project was given.
* The building addition is 90% completed and now the renovations are currently underway. Adohr began Phase 1 on August26th to work on the Front Entrance Portion of the library. Staff boxed all books in those sections and the Elmore Boy Scouts helped move shelving, books, and furniture to the other side of the library. On August 19th, the majority of the Elmore furniture, as well as some of Genoa’s unneeded items were sold.
* Clair David Office Furniture of Toledo is working with us to furnish the library. The total for all needed tables, desks, chairs, counters, and lounges is $45,530.50, which includes delivery and installation. Due to the fact that the Library has chosen to work with Clair David Office Furniture under a direct purchase contract, Williams Architects has agreed to forego the balance of their services related to the procurement and installation of the furniture. Williams Architects will reduce their total fee related to the furniture from $5,000 to $3,000, which is a 40% reduction of our fee and consequently a $2,000 savings for the Library.
* (See attached documentation included in Secretary’s records.)
* Fundraising efforts continue.
* **Levy Committee Update –** Mrs. Zimmerman, Levy Committee Chairperson, gave an update on the levy efforts.
* The Levy Committee met on August 22, 2019, at 6:30 p.m. at JC Financial in Genoa. Many plans are underway for the promotion of our levy:
* Absentee postcards, designed by Vicki Selhorst and printed by Dan Laity, will be sent out in September.
* A Facebook page for the levy campaign was created by Vicki Selhorst.
* Mrs. Fording created library stats and FAQs to be used in various ways to promote the levy passage.
* A full page insert in the Suburban Press will be distributed prior to the election.
* Levy promotion has been/will be done at various public events including Woodmore Elementary Open House, Genoa Elementary Open House, Fireworks Day (Elmore), Genoa Fall Fest, Genoa vs. Woodmore Football game, and various speaking opportunities with community groups in both Elmore and Genoa.
* The next Levy Committee meeting will take place on September 25, 2019, at 6:30 p.m. at JC Financial (615 Main St.) in Genoa.

**7. NEW BUSINESS:**

* **New Branch Manager–** Mrs. Markley sat in with Mrs. Fording while several interviews were conducted for the position of the Genoa Branch Manager. There were a number of qualified candidates, but the ultimate decision was to offer the position to Ariel Gresh. Ms. Gresh comes to us after serving 10 years in the position of Facilities & Adult Services Manager at the Ida Rupp Public Library. Ms. Gresh holds the degree of M.L.I.S. and has adequate library and supervisory experience. She will begin employment on September 10, 2019. We welcome her to staff.
* **Genoa Friends of the Library Monies –** Genoa Friends of the Library disbanded in January, 2019. Upon disbanding, they had voted to purchase computers, fund a study room cubicle, and donate the remaining funds to be earmarked for the Genoa Library needs. Since then, through an email, the President of the Genoa Friends of the Library has rescinded their funds. Mrs. Fording will continue to further investigate the proper protocol necessary to correctly deal with the situation.

**10. ADJOURNMENT:** 8:16p.m.

**11. NEXT MEETING:** October 14, 2019 at Genoa Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President