**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, November 14, 2022**

**Present:** Kent Weis (President), Toby Farrell (Secretary), Leslie Wyse, Linda Bringman, Ron Busdeker, Kevin Gladden, Claire Lawrence

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

**Absent:** Ariel Jacobs (Branch Manager)

1. **CALL TO ORDER:** President Mr. Weis called the meeting to order at 7:00 p.m. at the Genoa facility.
* **OATH OF OFFICE –** Notary Jennifer Fording administered the Oath of Office to Harris-Elmore Library Board member Claire Lawrence.

*“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.”*

Claire Lawrence acknowledged her acceptance by a verbal “I do” and is as such reinstated for the year 2022. Board Member Claire Lawrence has been approved by the Woodmore Board of Education.

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 Claire Lawrence

**2. SECRETARY’S REPORT:** The October 10, 2022 Regular 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 October 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 2022-53. Be it resolved to accept the Fiscal Officer October 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Budget Modifications -** None
* **Peer Library Wage Comparisons -** Comparison sheet provided and reviewed for informational purposes prior to the Board’s December meeting. (See attached documentation included in Secretary’s records.)
* **COLA increase survey from NW Ohio Libraries -** Survey provided and reviewed for informational purposes prior to the Board’s December meeting. (See attached documentation included in Secretary’s records.)
* **2023 Budget & Payroll Projections -** Projections provided and reviewed for informational purposes prior to the Board’s December meeting. Discussion occurred regarding raises (COLA, straight, merit) and bonuses. (See attached documentation included in Secretary’s records.)

 **4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2022-54. Be it resolved to accept the following gifts and memorials for the month of October:**

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Susan David Hanely $300 Thomas David

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

Motion carried by unanimous voice vote.

* The annual Ottawa County Voting Forum was not held this year as there were no available local candidates. Instead, a Voting Guide (online/paper copy) was created in order to educate patrons on State/County candidates and local issues/levies.
* The 3rd annual Pumpkin Decorating Contest was once again popular with the community. The pumpkins were donated by Fleitz Farms. Age categories were available for kids ages 1-19.
* Mrs. Fording attended the Public Library Fund: Road Ahead Tour with Northwest Ohio Library Directors at the Wood County Library on October 27, 2022. Jay Smith (OLC Director of Government & Legal Services) gave an overview of the PLF over the last few years, noting the overestimation occurring in the last two years. He encouraged reaching out to the legislators to maintain the PLF at 1.7% and making it permanent law.
* Ariel Jacobs is now on Maternity Leave and will return to work on January 3, 2023.
* Community Christmas parties are Dec. 3, 2022 (Elmore) and Dec. 10, 2022 (Genoa).
* Staff Trainings this month included:

 Katie Blum: I think my house is haunted: Historical Property Research (SWON)

 Using Graveyard Genealogy for Frightfully Good Results (NORWELD)

 Jennifer Fording: Certified Public Records Training (Auditor of the State)

 PLF Road Ahead Tour (Ohio Library Council)

 Summer Reading Performers Showcase (NORWELD)

 Ariel Gresh Jacobs: Summer Reading Performers Showcase (NORWELD)

 Abigail Sullivan: Summer Reading Performers Showcase (NORWELD)

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

**5. BRANCH MANAGER’S REPORT:**  Combined with Director’s Report due to Mrs. Jacobs being on

 Maternity Leave.

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

**6. UNFINISHED BUSINESS:**

* **Genoa Branch Library Teen Room Revised Quote–** The Adohr estimate increased to $29,076.00. (See attached documentation included in Secretary’s records.)

**Resolution 2022-55. Be it resolved to approve the new quote of $29,076.00 for the Genoa Library Teen Room Construction.**

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

Motion carried by unanimous voice vote.

**7. NEW BUSINESS:**

* **Genoa Branch Library Parking Lot/Sidewalk Quotes –** Quotes were received for repaving the parking lot/repairing the sewer sinkhole issues from Henry W. Bergman Inc. and also Buck Brothers Paving & Concrete. Mr. Gladden recommended waiting until Spring to make the repairs due to the cold weather affecting the materials. There is also a possibility that we could use the company chosen by the Village of Genoa when they bid out their ADA sidewalk work next year. Tabled for future discussion. (See attached documentation included in Secretary’s records.)
* **Genoa Branch Library Shelving Quote** – Quote received from W.C. Heller Company for $18,861.45 for the purchase of new shelving. (See attached documentation included in Secretary’s records.)

**Resolution 2022-56. Be it resolved to approve the purchase of new shelving for $18,861.45 using the Niehousmyer funds.**

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

Motion carried by unanimous voice vote.

* **Update to Dress Code Policy** - Mrs. Fording updated the Dress Code Policy in order to make clarifications regarding employee hair, tattoos, piercings, etc. (See attached documentation included in Secretary’s records.)

**Resolution 2022-57. Be it resolved to approve the updated Dress Code Policy as corrected.**

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

Motion carried by unanimous voice vote.

* **Additional Security Cameras** - There have been incidents of teens climbing the bookshelves at Genoa. Additional cameras would allow Library Staff to monitor the situation. Quotes received from RJ Beck Protective Systems Inc. for $850 and $1350. (See attached documentation included in Secretary’s records.)

**Resolution 2022-58. Be it resolved to approve the purchase of two additional security cameras for Genoa Branch Library from RJ Beck Protective Systems Inc. for $850 and $1350.**

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

Motion carried by unanimous voice vote.

* **Landscaping Quotes** - Mrs. Fording received quotes for landscaping maintenance for both libraries for the year of 2023. Quotes were received from DCS Outdoor Services, Lorenzen Lawn & Landscape, LLC, and Kut-Rite Pruning Service, LLC. Tabled for further discussion. (See attached documentation included in Secretary’s records.)

**8. EXECUTIVE SESSION**

**Resolution 2022-59. Be it resolved to move into Executive Session at 8:06 p.m. to consider the promotion or compensation of a public employee. (ORC 121.22G1)**

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

Roll call vote:

Mr. Busdeker – yes

Ms. Lawrence – yes

Mr. Weis - yes

Ms. Farrell – yes

Mr. Wyse – yes

Mrs. Bringman - yes

Mr. Gladden - yes

Motion carried by unanimous roll call vote.

**Resolution 2022-60. Be it resolved to exit Executive Session at 8:15 p.m.**

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

Roll call vote:

Mr. Busdeker – yes

Ms. Lawrence – yes

Mr. Weis - yes

Ms. Farrell – yes

Mr. Wyse – yes

Mrs. Bringman - yes

Mr. Gladden - yes

Motion carried by unanimous roll call vote.

**9. ADJOURNMENT:** 8:19p.m.

**10. NEXT MEETING:** Monday, December 12, 2022 at 7:00 p.m. Harris-Elmore Public Library Damschroder Room

Minutes recorded by Brianne Markley

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President