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

**Board of Trustees Regular Meeting**

**Monday, October 14, 2019**

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

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

**Absent:** Laura Clement, Ron Busdeker

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:09 p.m. at the Genoa facility. On behalf of the Board, Mr. Selhorst extended a welcome to the new Genoa Branch Manager Ms. Ariel Gresh.
2. **SECRETARY’S REPORT:** The September 9, 2019 minutes were unanimously

 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. Mrs. Markley noted there was a $15.00 adjustment as another donor check was returned due to 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 2019-48. Be it resolved to accept the Fiscal Officer September 2019 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2019 Budget changes in regards to expenses in the Elmore Building Addition Fund:
* 4002-230-370 Professional Services – Decrease budget by $5000 to a total of $25,000.
* 4002-230-390 Other Purch. And Contract – Decrease budget by $3,000 to a total of $7,000.
* 4002-760-720 Land Improvement – Decrease revenue by $5,000 to a total of $5,000.
* 4002-760-750 Furniture and Equip. – Increase budget by $25,000 to a total of $75,000.
* 4002-800-810 Redemption of Principal – Increase budget by $40,000 to a total of $290,000.
* 4002-800-820 Interest Payments – Decrease budget by $15,000 to a total of $5,000.
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-49. Be it resolved to accept the Proposed 2019 Budget Changes in regards to expenses in the Elmore Building Addition Fund as presented.**

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

Motion carried by unanimous voice vote.

* **5 Year Forecast –** Mrs. Markley provided a new 5 Year Forecast for the Library due to the near completion of the Building Addition/Renovation project. This forecast is for informational purposes only. (See attached documentation included in Secretary’s records.)
* **Building Addition/Renovation Project Loan –** Due to an ORC compliance issue, Mrs. Markley is recommending the Board pay off the First Federal loan acquired for the Building Addition/Renovation project. (See attached documentation included in Secretary’s records.)

**Resolution 2019-50. Be it resolved to pay the remaining balance of the First Federal loan acquired for the Building Addition/Renovation project.**

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

Motion carried by unanimous voice vote.

* **Audit Update –** Mrs. Markley informed the Board of the audit completion. A final report should be expected next month.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2019-51. Be it resolved to accept the following gifts and memorials for the month of September:**

For Library Building Expansion $300 Lorene Klingbeil

For Library Building Expansion $100 T-Shirt Fundraiser Campaign

For Library Building Expansion $100 Nancy Almroth

For Library Building Expansion $75 Kenneth & Kathleen Kruse

For Library Building Expansion $60.16 Buy a Book Campaign

For Library Building Expansion $40.72 Trivia Night Donations

In Memory of Paul Kimball $20 Robert & Connie Wax

In Memory of Paul Kimball $20 Gwen Piercefield

In Memory of Paul Kimball $20 Nancy & Chuck Almroth

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

Motion carried by unanimous voice vote.

* The renovation closing of the Elmore Library on August 27, 2019, brought the entire library staff together at Genoa for the past two months. Many projects have combined the staff into a team and have created a successful cohesive unit with improved workflow. Many upgrades have been done at Genoa during this time including painting the Thackrey Room, re-arranging wall hangings and furniture, weeding out books and materials, and the future creation of a local history wall corner.
* Ms. Ariel Gresh began as the Genoa Branch Manager on September 10, 2019, and has settled in well with the staff and Mrs. Fording. Ms. Gresh has been making herself known throughout the community with outreach opportunities and speaking engagements.
* Self-evaluations for the staff will begin prior to performance evaluations in December. It is hoped this will create staff self-awareness and reflection on job responsibilities, as well as allow staff to communicate their successes to Mrs. Fording.
* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**

* The Staff volunteered their own personal time to paint the Thackrey Room to create a more welcoming room to the public.
* Senator Theresa Gavarone visited the Genoa Library on September 5, 2019, during her tour of Genoa. She was greeted warmly and will be invited to the Grand Re-Opening of the Harris-Elmore Public Library in November.
* Several programming and outreach opportunities occurred throughout the month of September. The Luther Home of Mercy Fall Festival and the Eric Carle Celebration were among the community highlights.
* Ms. Gresh, along with Emily Altstadt, attended the Beyond the Stamp Workshop on October 3, 2019. This workshop was provided through NORWELD and was directed toward Notaries and individuals wishing to complete the Notary certification.
* (See attached documentation included in Secretary’s records.)

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

**7. OLD BUSINESS:**

* **Expansion & Renovation Update -** An update on the building project was given.
* Painting is now complete and the ceiling work has begun. The Elmore staff has finished boxing up the remainder of the books and moving them to various areas of the library so that the construction crew could work on Phase 2. The Boy Scouts, as well as other volunteers, have come on numerous occasions to move shelving and book boxes. The staff and Mrs. Fording have spray painted 10 file cabinets from the Local History Room to cut down on expenses. Computer installation and wiring, as well as wifi options are being researched. The construction crew looks to be done by the first week of November and then cleaning will need to occur before everything is put in its place. The Grand Re-Opening is looking to be set for some time around November 22-23.
* **Fundraising Update** – An update on the fundraising for the building project was given.
* Fundraising efforts continue. Approximately $200,000 has currently been pledged.
* A small order of t-shirts netted around $250.
* Mrs. Fording will be following up with individual donors.
* Fundraising will need to continue into next year. Mrs. Fording will be working with the Explore Elmore Organization (formerly Elmore Merchants) to do an Elmore Chocolate Walk while the bridge is out, with proceeds going to the Library.
* **Levy Update –** Mrs. Zimmerman, Levy Committee Chairperson, gave an update on the levy efforts.
* Levy promotion has been accomplished through the use of yard signs, speaking engagements, newspaper inserts, and posters hung throughout the businesses in both Genoa and Elmore.
* After the payment of outstanding bills and the cookies used to fundraise, the levy committee funds sit at $105.22.
* The next Levy Committee meeting will be held on Wednesday, October 23, 2019, at 7 p.m. at JC Financial in Genoa.

**8. NEW BUSINESS:**

* **Elmore Library Re-Opening –** The Elmore Library Grand Re-Opening will be set to occur around November 22-23. Mrs. Fording is planning on inviting Senator Gavarone, as well as the new mayor of Elmore. Ideas for bookmark giveaways, as well as other items are in the works. Private tours will be lined up for donors, staff, Board members, and Historical Society members. A planning meeting will need to occur soon.
* **Board of Trustees Online FAQs –** Mrs. Fording has created a very extensive list of Board of Trustees Frequently Asked Questions and has put it on the Library’s website. It is very nicely done and is a great resource for current and future Board of Trustees members.
* **Director & Fiscal Officer Self-Evaluations/Performance Evaluations –** Mrs. Fording and Mrs. Markley have provided self-evaluations for the Board to read and consider before completing the annual Performance Evaluationforms for the Director and Fiscal Officer. All evaluation forms need to be completed and turned into Mr. Selhorst by November 1, 2019, so that he may have time to compile the results prior to our next Board meeting.
* **Director/Branch Manager Report Changes –** Mrs. Fording and Ms. Gresh are looking to make changes in the monthly reports. These changes include topics such as in-house checks, staff workshops and continuing education, and meeting room usage statistics for each library.
* **Next Meeting Date –** Due to Veterans Day falling on a Monday this year, the November meeting date has been changed from Monday, November 11, 2019, to Thursday, November 14, 2019. The meeting will still be held at the Genoa facility.

**Resolution 2019-52. Be it resolved to move into Executive Session at 8:30 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mr. Weis – yes

Ms. Farrell – yes

Mrs. Repka - yes

Motion carried by unanimous roll call vote.

**Resolution 2019-53. Be it resolved to exit Executive Session at 8:39 p.m.**

Motion made by Mr. Weis, motion seconded by Mrs. Zimmerman.

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mr. Weis – yes

Ms. Farrell – yes

Mrs. Repka – yes

Motion carried by unanimous roll call vote.

**9. ADJOURNMENT:** 8:40p.m.

**10. NEXT MEETING:** November 14, 2019 at Genoa Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President