**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, July 13, 2020**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Linda Bringman, Leslie Wyse

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

**Absent:** Kent Weis, Ron Busdeker

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:02 p.m. via ZOOM due to the coronavirus pandemic.

**https://us02web.zoom.us/j/82021880733?pwd=T2c2Y1V0V2hLKzNuZGpGbmVmR0x6QT09**

1. **SECRETARY’S REPORT:** The June 8, 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 June 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 2020-49. Be it resolved to accept the Fiscal Officer June 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Amended Certificate of the County Budget Commission** – (See attached documentation included in Secretary’s records.) This is prepared in accordance to the requirements listed in **ORC section 5705.36** stating that the fiscal officer shall certify to the county auditor the total amount from all sources available for expenditures.

**Resolution 2020-50. Be it resolved to approve the 2020 Amended Certificate of the County Budget Commission as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2020 Budget changes in regards to Revenues:
* Restricted Contributions – (2002-611-0000) (Genoa Branch Fund) - Increase revenue by $29,280.11. *Money received from Genoa Friends group – was not initially reflected in the budget.*
* (See attached documentation included in Secretary’s records.)
* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2020 Budget changes in regards to Expenses:
* Building Improvements – (2002-760-740) (Genoa Branch Fund) - Increase appropriations by $29,280.11. *To budget for projects at Genoa Branch.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2020-51. Be it resolved to accept the Proposed 2020 Budget Changes as presented.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2020-52. Be it resolved to accept the following gifts and memorials for the month of June:**

Summer Reading Shirt Sponsorship $2,000 Materion

In Memory of Lila Wood $100 Sue Crozier Howe

Library Building Expansion $75 Kathleen Kroos

In Memory of Bill Keller & Dorothy Angelone $20 Gary & Faye Rhiel

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

Motion carried by unanimous voice vote.

* Curbside service continues to be successful and will remain available as the Libraries open to the public for full service effective July 13, 2020.
* The Summer Reading numbers are down considerably due to the pandemic. It is hopeful that once the patrons are back inside the Libraries again, the numbers and participation will increase. Mrs. Fording noted that the Imagination Day Camp has been successful, as well as the Schedel Gardens Science Camps.
* Mrs. Fording has been helping Ms. Gresh to reorganize and display Genoa’s collections. At Elmore, the staff has begun to sort through and reorganize the non-fiction collections, moving away from the Dewey numbers and more toward topics similar to a bookstore. It is hopeful that the project will be finished by the end of the year, with Genoa following suit in 2021.
* The Elmore Library will be receiving a grant of $500 from the Ottawa County Community Foundation to help pay for the landscaping project provided by Dalton Selhorst’s Eagle Project. The project turned out great and the only thing left to complete is the sealing of the Adirondack chairs.
* Staff have completed the following webinars this month:
* Katie Blum: Opening Metadata for Digital Collections – by the Ohio History Connection (June 11)
* Director’s Report for June 2020 (written) included in Secretary’s records.

1. **BRANCH MANAGER’S REPORT:**

* The Genoa collections have been moved and reorganized to create more efficient flow. There has been found to be a few carpeting issues where the shelves previously sat. Ms. Gresh has reached out to Genoa Interiors, where the carpet was purchased, to inquire of a solution and is currently waiting for their feedback.
* The Genoa Library has been partnering with the Genoa Schools Summer Lunch Program by providing a craft for the kids to take home as they pick up their lunches. Crafts have also been provided to the students not participating in the lunch program and have been a big hit.
* Branch Manager’s Report for June 2020 (written) included in Secretary’s records.

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

* **Update on Genoa Study Rooms –** The permit has been obtained, however we are currently waiting on the frame to arrive in order to start construction. Due to COVID-19, the building supplies have been delayed.
* **Update on Re-opening the Libraries –** The libraries opened to the public on July 13, 2020. First day attendance at Elmore was approximately 30, while Genoa was considerably less at approximately 10. The following modifications and safety measures have been installed and implemented in order to be COVID-19 compliant:
* Only 1 entrance at each library remains open. (Parking lot entrance at Elmore and the back entrance at Genoa.)
* Door monitoring duties are being assigned to staff on a rotational basis. Occupancy maximums are 20 at Genoa and 15 in Elmore.
* Patron visits may not exceed an hour.
* Masks are required and provided if needed.
* Genoa computers are operating under a card system.
* Book returns must be made outside in the book drop boxes.
* Hand sanitizer is readily available.

1. **NEW BUSINESS:**

* **Rescheduled Trustee Dinner –** The Trustee Dinner has been rescheduled to Thursday, September 10, 2020 at the Perrysburg Hilton Garden Inn.
* **Humidity Issues at the Elmore Library** – Humidity levels at the Elmore Library have been in the 70-80% range and collections/furnishings are being affected. Mrs. Fording has reached out to Wichman to come inspect the recently installed furnace and ductwork, as well as contact an HVAC engineer familiar with our project. It was suggested that Mrs. Fording check with a restoration company to see if acquiring fans or dehumidifiers may be a possibility.

1. **ADJOURNMENT:** 7:40p.m.
2. **NEXT MEETING:** September 14, 2020 TBA

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President