**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday April 12, 2021**

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

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

**Absent:** Ron Busdeker

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:08 p.m. at the Elmore facility and via ZOOM due to the coronavirus pandemic. https://us02web.zoom.us/j/89748981037

**2. SECRETARY’S REPORT**: The March 8, 2021 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the March financial statements and reports. The Bank Reconciliation showed all figures balancing for the month. The Appropriation Status, Fund Status, Revenue Status, and Wage Earnings all looked to be in good standing with no issues to address. Mrs. Markley noted that the money received as a result of the C.A.R.E.S. Act has all been spent.
* (See attached documentation of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2021-26. Be it resolved to accept the Fiscal Officer March 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley noted that contrary to the meeting agenda, there were no proposed budget changes to be approved.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2021-27. Be it resolved to accept the following gifts and**

**memorials for the month of March:**

Summer Reading Shirts $2000 Materion

Elmore Library Expansion $1000 Jeff Pellerito & Bekkir Barbier

Harris-Elmore Public Library $75 Kathleen Kroos

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

Motion carried by unanimous voice vote.

* The library has been working with Ohio Memory to have volunteers virtually transcribe some of our historical documents for our digital collections. Selected documents with instructions to follow will hopefully speed up the documentation uploading process to our collection, making it easier for patrons to search and read.
* The 15th Annual Georgiana Huizenga Poetry Contest is now underway for teens in grades 7-12.
* The OLC State Legislative Day Review was conducted virtually this year.
* The following employees have completed the following training this month:
* Katie Blum “Transparent Languages Online Database Review”
* Jennifer Fording “Ohio Legal Help”

“OLC: State Legislative Day Review”

* Director’s Report for March 2021 (written) included in Secretary’s records.

**5. BRANCH MANAGER'S REPORT**:

* Ms. Gresh, Mrs. Fording, Sierra White and Abigail Sullivan had the opportunity to interview Elmore native and Broadway performer Nathan Wright for a library podcast episode.
* Ms. Gresh created a resource pamphlet listing book titles which feature homeschooled characters and stories relevant to homeschooled families. It is hopeful this list will help provide connections to develop lifelong readers.
* The Genoa Fire Plan has been updated and posted to the Staff Safety Page on the library website.
* The following employees have completed the following training this month:
* Ariel Gresh “A Joyous Way to Learn! Promote Readiness, Literacy, Math

Development and Inclusion Through Active Music Play”

* Branch Manager’s Report for March 2021 (written) included in Secretary’s records.

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

**7. OLD BUSINESS**:

* **Custom Library App Update** – The custom library app is up and running. Services include announcements, curbside pickup reservations, catalog search (our items), events, databases, social media links, and more. Mrs. Fording is very pleased with the end result.

**8. NEW BUSINESS**:

* **VoIP Phone System** – The library is in the process of upgrading its phone/fax services to VoIP. The price will roughly be the same as what is currently being paid for analog phones. Due to using internet lines, the new system will feature clearer sound, no busy signals, call transfer, voicemail boxes, auto attendant, and the ability to change items via an online portal.
* **Strategic Plan**  - We have been assigned a consultant to assist us in creating a new Strategic Plan. It should be a fairly quick process lasting roughly 3 months. Questions have been sent to conduct a community survey. Focus groups are being created for the community, library staff, and also the Board of Trustees.

* **Genoa Furnace Quotes** (possible switching of companies for maintenance) - Furnace quotes for the Genoa facility have been received from The Wichman Company, The Hoffman & Harpst Co., Inc., and sb Mechanical. It was noted that the quotes and equipment varied extremely. After discussion the board decided that more information was needed from each of the companies, suggesting a more “apples to apples” comparison of equipment and pricing. Mrs. Fording, aided by Mr. Selhorst, will reach out to the companies to request further information.

**9. ADJOURNMENT**: 7:52 p.m.

**10. NEXT MEETING**: May 10, 2021

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President