**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, November 19, 2018**

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

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

**Absent:** Mimi Fintel (Branch Manager/Youth Services Coordinator), Kent Weis,

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:05 p.m. at the Elmore facility.
2. **SECRETARY’S REPORT:** The October 8, 2018 Regular Meeting minutes, as well as the October 15, 2018 Special Meeting 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 October financial statements and reports. The Bank Reconciliation report shows all balances reconciled to the penny. Mrs. Markley noted that the previous discrepancy of the UAN Conversion Difference of $857.41 has been since found in the Payroll accrual and the issue has been corrected.
* Included in the report was a comparison in the Appropriation Status and Revenue Statue allowing the Board to see the differences between 2017 and the current year of 2018. It was noted that the Memorial Fund was less this year due to the Building Addition Fund donations.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-76. Be it resolved to accept the Fiscal Officer October 2018 Report as presented.**

Motion made by Mr. Busdeker, motion seconded by Mrs. Repka.

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2018 Budget changes in regards to income:
* 4002-970-0000 Property Tax – Debt Proceeds (Building Addition Fund) – Decrease revenue by $450,000 to $0 *since we are no longer receiving the bank loan in 2018.*
* 4002-611-0000 Restricted Contributions (Building Addition Fund) – Decrease revenue by $340,000 to $60,000 *due to donations being less than expected, and continuing into 2019.*
* (See attached documentation included in Secretary’s records.)
* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2018 Budget changes in regards to expenses:
* 1000-210-360 Utilities (General Fund) – Increase the budget by $3,000 to $31,000  *to account for remaining year’s utilities.*
* 1000-210-331 Building Maintenance/Repair (General Fund) – Increase budget by $7,400 to $34,400 *to account for Genoa Building repairs/remaining year cleaning.*
* 2002-110-410-1111 Library Materials – Kids Programs (Genoa Branch Fund) – Increase expense budget by $60 to $340 *due to $60 received in October and November for kids programs at Genoa Branch.*
* 4002-230-312 Travel and Meeting Exp. (Building Addition Fund) – Decrease by $4,000 to $1,000.
* 4002-760-730 Buildings (Building Addition Fund) – Decrease by $650,000 to $0.
* 4002-760-750 Furniture and Equipment (Building Addition Fund) – Decrease by $50,000 to $0 *due to no expenses in 2018, will budget for 2019.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-77. Be it resolved to accept the Proposed 2018 Budget Changes in regards to both income and expenses as presented.**

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

Motion carried by unanimous voice vote.

* **CD Maturation –** Mrs. Markley noted that the Library has CDs that will be maturing in December 2018 and January 2019. Mrs. Markley is recommending that we cash them out and move them to Star Ohio because we will need liquid funds to pay for the building project. Star Ohio currently has an interest rate of 2.26%.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-78. Be it resolved to cash out the CDs upon maturation and transfer the funds to Star Ohio.**

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

Motion carried by unanimous voice vote.

* **First Federal Checking Account –** Mrs. Markley is recommending pulling out $250,000 from the First Federal Checking account and transferring it to Star Ohio in order to receive more in interest.

**Resolution 2018-79. Be it resolved to transfer $250,000 from the First Federal Checking account to Star Ohio.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2018-80. Be it resolved to accept the following gifts and memorials for the month of October:**

For Library Building Expansion $5,000 Carol Armbrust (Helen Resh

 Armbrust Endowment)

For Library Building Expansion $1,635.07 Grace Luebke Estate (in

 memory of Grace Luebke)

For Library Building Expansion $1,500 Elmore Friends of the Library

 (includes Ghost Walk proceeds)

 For Library Building Expansion $1,121.65 Kathy Giesler (in memory of

 Grace Luebke)

For Library Building Expansion $1,121.64 Tom Luebke (in memory of

 Grace Luebke)

For Library Building Expansion $1,121.64 Joyce Treat (in memory of

 Grace Luebke)

For Library Building Expansion $875 Elmore Historical Society

For Library Building Expansion $607 Ice Cream Social

For Library Building Expansion $500 Charles Dibert

For Library Building Expansion $500 Kenton & Ruth Weis

For Library Building Expansion $500 Jennifer & John Miller

For Library Building Expansion $500 Lila Wood (in memory of Sara

 Grace Owen)

For Library Building Expansion $375 Joanne Price

For Library Building Expansion $299 Buy a Book Campaign

For Library Building Expansion $250 Lorene Klingbeil

For Library Building Expansion $200 Harris Twp. Trustees

For Library Building Expansion $100 Courtland & Diane Clark

For Library Building Expansion $100 Jeannie Giesler

For Library Building Expansion $75 Kenneth & Kathleen Kroos

For Library Building Expansion $50 Toby Farrell

For Library Building Expansion $50 Kathy Alter

For the Genoa Kids $30 David LaPlantz

For Library Building Expansion $25 John Heminger

For Library Building Expansion $20 Naomi & Bret Jurgens

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

Motion carried by unanimous voice vote.

* Many various programs are successfully being implemented in the library. The “Adulting Series” is going well with partnerships from Baumann Ford, Genoa Bank, and Commodore Perry. The monthly Trivia Nights have been well attended, especially the recent Harry Potter Night at Wine Flight which added $150 for the building project. Rock painting and a Teen Writers Club are drawing people into the library, and there was also a nice turnout for the Voting Forum which featured the candidates for Ottawa County Commissioner and Auditor.
* On October 25th, Mrs. Fording spoke to the Ottawa County Legislators (including Twp. Trustees) and the candidates running for County Offices regarding the services the library provides in the area of Local History and Genealogy. Examples of research findings were shared through ghost stories from the Elmore Ghost Walk.
* Elmore’s Hometown Holidays are scheduled for December 1st. Many activities are planned and Mrs. Fording will have the privilege of playing Mrs. Claus.
* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**  Included in Secretary’s records.

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

**7. OLD BUSINESS:**

* **Library Board of Trustees Bylaws –** Library Board of Trustees Bylaws were drafted by Mrs. Zimmerman. Several examples of other libraries’ Bylaws, as well as the example given from OLC served as a base for Mrs. Zimmerman in her endeavor. (See attached documentation included in Secretary’s records.)

**Resolution 2018-81. Be it resolved to approve the Harris-Elmore Public Library and Genoa Branch Library Board of Trustees Bylaws effective immediately.**

Motion moved by Mrs. Zimmerman, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* **Building Project Update -** An update on the building project was given.
* The expansion and renovation project has been moved out to spring 2019 in lieu of construction bids that were 30% over budget. Per the Ohio Revised Code, we have to rebid and will do so in January/February 2019. Williams Architects have spoken with the bidding contractors and have worked on a new scope of work for the project that will possibly include roofline adjustments, fewer windows, ceiling materials adjustments, masonry/brick alternative materials/adjustments, and carpet and mechanical system simplifications. A spring groundbreaking will also prove to be more cost effective as well. Senior Manager Mark Bushhouse assured the Building Committee that all of the changes, revised drawings, and rebidding process would be provided to the Library free of charge due the architects’ lack of clarification to the contractors in the original bidding documents and specifications. A new timeline for the project with possible groundbreaking in April was presented.
* Included as well are the minutes from the November 7, 2018 Building Committee Meeting.
* (See attached documentation included in Secretary’s records.)
* **Fundraising Update** – An update on the fundraising for the building project was given. Fundraising efforts continue.
* The Ice Cream Social at the Elmore Community Center held on October 21st raised about $600 for the building project.
* The pancake breakfast held at Grace Lutheran Church in Elmore on November 17th had approximately 65 attendees and generated $800 for the building project. The help from the Board members and families was greatly appreciated.
* The Andrew Tucker Family is sponsoring a Christmas Home Decorating Contest on December 15th. The $25 entry fee per home will be going to the building project.
* The ladies at Grace Lutheran Church in Elmore are raffling off quilts with the proceeds going towards the building project.
* Recent donations have been given by Rothert Farms ($2000) and Lighthouse ($200).

**8. NEW BUSINESS:**

* **Update on PLF & State Legislation Affecting Libraries –** Update highlights include:
* The PLF is currently 1.4% higher than what was expected.
* Minimum Wage will be increasing from $8.30 to $8.55 at the first of the year.
* A new House Bill (HB 736 – Property Tax Levies) was introduced by State Representative Tom Brinkman (R-Cincinnati) recently which could impact certain political subdivisions with appointed boards and their ability to place tax issues on the ballot.
* The Credit Card legislation went into effect in November, but we will not have to activate it until March.
* (See attached documentation included in Secretary’s records.)
* **Unattended Minors Policy –** Mrs. Fording presented a policy regarding unattended minors in the Library.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-82. Be it resolved to approve the Unattended Minors Policy effective immediately.**

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

Motion carried by unanimous voice vote.

* **Revision to Leave of Absence Policy –** A revision to the Leave of Absence without Pay policy was made in which the Library Director may grant a leave of absence at his/her discretion without the approval of the Board.
* (See attached documentation included in Secretary’s records.)

**Resolution 2018-83. Be it resolved to approve the revision to the Leave of Absence without Pay policy effective immediately.**

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

Motion carried by unanimous voice vote.

* **Library Staff/Board of Trustees Christmas Party** – The Library Staff will be holding their annual Christmas Breakfast on December 8, 2018, at the Hungry Bear Café in Gibsonburg.The Library Staff has graciously invited the Board of Trustees to join them this year. There will be a $5 gift exchange, as well as an “Ugly Sweater” contest. Please RSVP to Mrs. Fording by November 30, 2018.

**Resolution 2018-84. Be it resolved to move into Executive Session at 8:15 p.m. to consider the promotion or compensation of a public employee.**

Motion made by Mr. Selhorst, motion seconded by Ms. Farrell.

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

**Resolution 2018-85. Be it resolved to exit Executive Session at 8:35 p.m.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Motion carried by unanimous roll call vote.

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

**10. NEXT MEETING:** December 13, 2018 at 7:00 p.m. at Elmore Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President