**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, June 12, 2023**

**Present:**  Kent Weis (President), Ron Busdeker (Vice-President), Toby Farrell (Secretary), Linda Bringman, Kevin Gladden

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

**Absent:** Claire Lawrence, Leslie Wyse

1. **CALL TO ORDER:** President Mr. Weis called the meeting to order at 7:00 p.m. at the Elmore facility.

1. **SECRETARY’S REPORT:** The May 8, 2023 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.
2. **FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the May 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 2023-33. Be it resolved to accept the Fiscal Officer May 2023 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Budget Modification -** Mrs. Markley would like to propose a list of 2023 Budget changes in regards to the Appropriations. Please see the attached documentation for the account numbers/titles, increased/decreased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2023-34. Be it resolved to accept the Proposed 2023 Budget Changes as presented effective June 12, 2023.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR/BRANCH MANAGER REPORT:** Combined this month due to Mrs. Jacob’s resignation

* Acceptance of Gifts and Memorials

**Resolution 2023-35. Be it resolved to accept the following gifts and memorials for the month of May:**

Summer Reading Donation $341 JBI Corporation

In Memory of Evelyn Hanneman & Anita Miller $150 Bill & Sandy Brockmeyer

In Memory of Luanne Juergens $150 Karen Verbryke

In Memory of Evelyn Hanneman $100 Sharon Arndt

In Memory of Evelyn Hanneman $100 Deborah Johlin-Bach

Elmore Library Operations $75 Kathleen Kroos

Summer Reading Donation $50 Elmore/Genoa Senior Center

In Memory of Evelyn Hanneman $30 Marge Whiting

In Memory of Evelyn Hanneman $20 Jerry & Sue Geers

In Memory of Anita Miller $20 Gary & Faye Rhiel

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

Motion carried by unanimous voice vote.

* The Library staff has been gearing up for Summer Reading with a slate of exciting programs and a kick-off party at each library featuring Eli the Magician. Sponsorship has increased this year, allowing better and more varied grand prizes for all age levels.
* Hubertien Smith has been hired as the Genoa Branch Manager. Mrs. Fording will be spending a great deal of time at the Genoa facility training her. Welcome Hubertien!
* Mrs. Fording is currently in the midst of overseeing several Genoa facility items. Sidewalks will be repaved the last week of June. Mrs. Fording is working with the plumber to set a date for toilet installation, as well as sewer line clarification and a possible HVAC system replacement. Mrs. Fording will keep the board informed when the plumber submits his quote and explanation for the sewer line. Ohler & Holzhauer have also been contacted to inspect the HVAC units connected to the Thrackey Room and a quote has been received to replace those units as the fan is no longer working on one, one unit is oversized, and they are both facing the wrong way thus creating a fire hazard to the library. There will be a forthcoming quote to pour a new concrete slab under the units. The front yard has been leveled and the deep edging corrected. Rock was added near the fenced in HVAC units to control weed growth. A large butterfly bush was also removed due to its death. Future improvements will be the replacement of some carpet squares, painting touch ups, signage for the Teen Room and a plaque recognizing the Niehousmyers for their generous donations that enabled the purchase of new furniture, the construction of the teen/study rooms, signage, bookshelves, and expansion of the office area.
* Mrs. Fording has been in discussions with SEBO Group about possible health insurance benefits for library employees. All of the area libraries that use the Ohio Plan also partner with SEBO (a preferred Ohio Library Council business) for their health benefits.
* Staff have completed the following webinars this month:
* **Katie Blum:** Level up your Professional Presence and Communication (NORWELD);

Time Travel Club: Bring Children's History Programming to your Library (NORWELD)

* **Jennifer Fording:** Patron Point Training Sessions (SEO); SEO Directors Meeting; Time Management, Yours and Theirs (NORWELD)
* Director’s Report for May 2023 (written) included in Secretary’s records.

1. **LOCAL HISTORY REPORT:** Included in Secretary’s records.
2. **UNFINISHED BUSINESS:** None
3. **NEW BUSINESS:**

* **Touch/Email Scanners** – The touch/email scanner at Elmore is on its last leg. Mrs. Fording received scanner quotes from ScannX and TBS. Upon comparison, Mrs. Fording is recommending purchasing the ScanEZ scanner from TBS for the amount of $5,810.00. Upon discussion of the need for a scanner at the Genoa facility, Mrs. Fording will inquire about a possible discount if two scanners are purchased. (See attached documentation included in Secretary’s records.)

**Resolution 2023-36. Be it resolved to purchase the ScanEZ scanner for the amount of $5,810.00 effective June 12, 2023.**

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

Motion carried by unanimous voice vote.

* **Library Cookbooks** - The Library Cookbook project is ready to be printed. Mrs. Fording presented the cost quotes of printing 500 cookbooks depending on whether we chose to print the dividers using glossy paper or cardstock, and/or using glossy vs. regular paper throughout the book pages. Upon discussion it was decided to print the cookbooks using the cardstock dividers and glossy paper pages for the price of $1,965.00. (See attached documentation included in Secretary’s records.)

**Resolution 2023-37. Be it resolved to print 500 Library Cookbooks using cardstock dividers and glossy paper pages for the amount of $1,965.00 effective June 12, 2023.**

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

Motion carried by unanimous voice vote.

* **Community Bulletin Board Policy** - Mrs. Fording prepared and presented a Community Bulletin Board Policy to stave off issues and concerns that arise when people are using the lobby bulletin boards. The boards tend to fill up with personal advertisements/information and are often not removed in a timely fashion. The policy will require that all postings be approved and maintained by Library staff, as well as meet the criteria listed. (See attached documentation included in Secretary’s records.)

**Resolution 2023-38. Be it resolved to approve the Community Bulletin Board Policy effective June 12, 2023.**

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

1. **ADJOURNMENT:** 7:39p.m.

**NEXT MEETING:** July 10, 2023 at 7:00 pm Genoa Library Thackrey Room.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary Kent Weis-President