**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, December 11, 2023**

**Present:** Kent Weis (President), Toby Farrell (Secretary), Ron Busdeker, Linda Bringman, Claire Lawrence, Leslie Wyse

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

**Absent:** Kevin Gladden

**Guest:** Bill Richards

1. **CALL TO ORDER:** President Mr. Weis called the meeting to order at 7:00 p.m. at the Genoa facility.
2. **SECRETARY’S REPORT:** The November 20, 2023 Regular Meeting minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the November 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. (See attached documentation included in Secretary’s records.)

**Resolution 2023-72. Be it resolved to accept the Fiscal Officer November 2023 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Final Budget Changes 2023 -** Mrs. Markley would like to propose an extensive list of 2023 Budget changes in regards to Revenues effective December 11, 2023. (See attached documentation included in Secretary’s records.)

**Resolution 2023-73. Be it resolved to accept the Proposed 2023 Budget Changes in regards to Revenues as presented effective December 11, 2023.**

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

Motion carried by unanimous voice vote.

* **2024 Budget & Salary Projections** – For the Board’s information, Mrs. Markley provided 2024 Salary Projections. (See attached documentation included in Secretary’s records.)
* **Acceptance of the 2024 Temporary Appropriations –** Mrs. Markley would like to propose the approval of the 2024 Temporary Budget. (See attached documentation included in Secretary’s records.)

**Resolution 2023-74. Be it resolved to approve the 2024 Temporary Budget.**

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

Motion carried by unanimous voice vote.

* **2023 Final Amended Certificate of Estimated Resources** – (See attached documentation included in Secretary’s records.) This is prepared in accordance with 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 2023-75. Be it resolved to approve the 2023 Final Amended Certificate of Estimated Resources as presented.**

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

Motion carried by unanimous voice vote.

* **2024 Official Certificate of Estimated Resources** – (See attached documentation included in Secretary’s records.) This is prepared in accordance with 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 2023-76. Be it resolved to approve the 2024 Official Certificate of Estimated Resources as presented.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2023-77. Be it resolved to accept the following gifts and memorials for the month of November:**

Genoa Branch Library Operations $2,756.16 Grace Niehousmyer Trust

Elmore Library Operations $1,000.00 Koenig Family Fund

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Barb Pasty $50 Arlin & Candice Bensch

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

Motion carried by unanimous voice vote.

* Community partnerships with The Salvation Army (Angel Tree), Toys for Tots, and Woodmore NHS Shoe Drive are ensuring that area children have gifts and necessities for Christmas.
* The annual Elmore Santa Storytime and Community Christmas Party was held December 2, 2023. This year’s theme was historically based with crafts, games, snacks, and presentations representing the different historical eras. Woodmore Key Club students also volunteered.
* 12 Wonderbooks were purchased for each library this month. Wonderbooks are print books (pre-K through 7th grade) with ready to play audiobooks inside. The books also have a learning mode to further engage readers.
* Staff Trainings this month included:

 Abigail Sullivan: Outreach Networking Meeting

 Jennifer Fording: Ballot Issues Workshop

 Facing the Challenge: Censorship and Book Ban Update Webinar

* (See attached documentation included in Secretary’s records.)

**5. BRANCH MANAGER’S REPORT:**

* The 4 light fixtures near the bathrooms and breakroom were replaced by new LED light fixtures.
* Outreach programs for the month included the Senior Center, Harry Potter, crafts, scavenger hunt, and True Crime.
* Amplex will be donating swag items and funding to the Lit Box program.
* Employee evaluations will be performed in the coming week.
* (See attached documentation included in Secretary’s records.)

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

**6. UNFINISHED BUSINESS:**

* **Christmas Party Reminder -** The Library Staff/Board Christmas party will be held at 6:30 pm on December 15, 2023 at the Genoa Branch facility.

**7. NEW BUSINESS:**

* **Unattended Children’s Policy (revision) –** Mrs. Fording proposed revisions to the Unattended Children’s Policy. Revisions included age changes and clearer explanations. (See attached documentation included in Secretary’s records.)

**Resolution 2023-78. Be it resolved to approve the revised Unattended Children’s Policy as presented effective December 11, 2023.**

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

Motion carried by unanimous voice vote.

* **Collection Development Policy (revision) -** Mrs. Fording proposed several revisions to the Collection Development Policy regarding reconsideration forms and procedures. Upon discussion, it was decided to table any action until further changes and research could be completed. (See attached documentation included in Secretary’s records.)
* **Consideration of Raise for Program Librarian -** Mrs. Fording proposed the consideration of a merit increase of $1.00 per hour along with the annual percentage raise for Abigail Sullivan. Abigail Sullivan is the only person in the Program Librarian position. She does an outstanding job servicing both libraries.
* **Automated Emergency Defibrillator (possible public forum) -** Bill Richards gave a presentation requesting the need of an Automated Emergency Defibrillator (AED) at each library facility. He urged the Board to look into the possibility of purchasing the units.
* **Christmas Closing -** With Christmas Eve and Christmas falling on Sunday/Monday this year,

Mrs. Fording proposed the closing of the Library on Tuesday, December 26, 2023 in observance of the Christmas holidays.

**Resolution 2023-79. Be it resolved to approve the closing of the Library on Tuesday, December 26, 2023 in observance of the Christmas holidays.**

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

Motion carried by unanimous voice vote.

**Resolution 2023-80. Be it resolved to move into Executive Session at 8:17 p.m. to consider the promotion or compensation of a public employee. (ORC 121.22G1)**

Motion made by Mr. Busdeker, motion seconded by Ms. Lawrence.

Roll call vote:

Mrs. Bringman – yes

Ms. Lawrence - yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Mr. Wyse - yes

Motion carried by unanimous roll call vote.

**Resolution 2023-81. Be it resolved to exit Executive Session at 8:27 p.m.**

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

Roll call vote:

Mrs. Bringman – yes

Ms. Lawrence - yes

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker – yes

Mr. Wyse - yes

Motion carried by unanimous roll call vote.

* **Acceptance of Salary & Wage Schedule** – The following changes to salary were made effective December 25, 2023: Increase the Program Librarian salary by $1.00 per hour. All Library employees will receive a 3.5% raise.

**Resolution 2023-82. Be it resolved to increase the Program Librarian salary by $1.00 per hour effective December 25, 2023.**

Motion made by Mr. Weis, motion seconded by Ms. Lawrence.

Motion carried by unanimous voice vote.

**Resolution 2023-83. Be it resolved to approve the following salary change for the year 2024 effective December 25, 2023: All Library hourly employees will receive a 3.5% raise.**

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

Motion carried by unanimous voice vote.

**9. ADJOURNMENT:** 8:35p.m.

**10. NEXT MEETING:** January 8, 2024 at 7:00 p.m. Harris-Elmore Public Library Damschroder Meeting

 Room

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary Kent Weis-President