**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday May 9, 2022**

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

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

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

**2. SECRETARY’S REPORT**: The April 18, 2022 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the April 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 of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2022-30. Be it resolved to accept the Fiscal Officer April 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Budget Changes -** Mrs. Markley would like to propose (2) 2022 Budget changes in regards to the General Fund Appropriations effective May 9, 2022. Please see the attached documentation for the account numbers/titles, increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2022-31. Be it resolved to accept the Proposed 2022 Budget Changes as presented effective May 9, 2022.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2022-32. Be it resolved to accept the following gifts and**

**memorials for the month of April:**

Harris-Elmore Public Library Operations $1,303.82 Diane Ory Fund

Summer Reading Program $200 Graymont-Dolime Inc.

Harris-Elmore Public Library Operations $75 Kathleen Kruse

In Memory of Sam Preston $50 Elmore Kiwanis Club

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

Motion carried by unanimous voice vote.

* Abigail Sullivan (Programs Librarian) and Holly Thill (Storytime Specialist) teamed up for an activity station at the Schedel Gardens Easter Egg Hunt on April 16, 2022. An outdoor station was created which included an obstacle course and a craft area. The library also put together 12 bags of Easter Goodies for the Elmore American Legion Easter Egg Hunt earlier that day.
* The State Library of Ohio has finally succeeded in ending the contract with STAT and has formed a new contract with Priority Services (our previous delivery service). The transition was completed at the end of April and we are in the process of receiving the backlogged items. It is hopeful that normalized and reliable delivery will be maintained by the end of May/early June.
* Mrs. Fording spoke with representatives from the Village Administration and Park Committees via Zoom on May 2, 2022, in order to finalize items for the Story Walks in anticipation of applying for the Ottawa County Park Services Grant. While in discussion, it was decided to delay the Elmore Story Walk until 2024 so that it could be incorporated into the new plans to renovate and redesign Well Park. This year’s grant will focus on the Story Walk at/near Veterans Park in Genoa, with plans for completion by the Summer of 2023. The Ottawa County Park Service advised that a trail with the Story Walk platforms be constructed as part of the grant. The grant is a reimbursement grant, so expenses would be our responsibility for the initial construction of the project. Mrs. Fording spoke with a representative from Martin-Marietta regarding the gravel donations for both paths.
* Staff have completed the following webinars this month:
* Nathan Young: Free Online Tools for Creating Visual Content for Your Library’s Marketing (OPLIN)
* Director’s Report for May 2022 (written) included in Secretary’s records.

**5. BRANCH MANAGER’S REPORT:**

* The first ever Spring Book Sale, held on May 7, 2022, from 11 am - 3 pm, was a huge success with around 90 people attending. $289 was collected upon the sale of furniture, books, CDs, and DVDs. A lot of good feedback was received from the patrons who attended.
* The furniture ordered from FriendsOffice has all been received and installed.
* At the end of April, Crazy 8’s Math Club completed their 8-week program at the Genoa facility with two sessions for Grades K-2 and 3-5. This organization sends kits for 8 weeks to encourage after school programming geared towards math. It was a good turnout for Genoa with at least 8 participants per session. The program will be held at the Elmore facility in the fall.
* Staff have completed the following webinars this month:
* Ariel Gresh: BeanStack: Onboarding; BeanStack: Admin Essentials
* Branch Manager’s Report for May 2022 (written) included in Secretary’s records.

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

**7. NEW BUSINESS**:

* **Genoa Story Walk Resolution of Participation** – As previously mentioned in the Director’s Report, Mrs. Fording will be applying for the Park District of Ottawa County 2022 Parks and Trails Improvement Grant Program in order to establish the Genoa Story Walk at/near Veterans Park in Genoa. (See attached documentation included in Secretary’s records.)

**Resolution 2022-33. Be it resolved to cooperate for the purposes of increasing and improving outdoor recreation opportunities under the terms and conditions of the “2022 Parks and Trails Improvement Grant Program” administered by the Park District of Ottawa County Board of Park Commissioners.**

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

Motion carried by unanimous voice vote.

* **Summer Reading** – This year’s theme is “Ocean of Possibilities”. Many levels of prizes are being offered to children, teens, and adult readers. Bean Stack will be the program used to track the reading success of the participants. Once again, a wide variety of programs will be presented throughout the Summer Reading session.
* **Genoa Meeting Room Chairs Quotes -** Mrs. Fording presented a quote for 15 chairs and a stacking cart from SeaGate Commercial Interiors to be added to the Genoa Meeting Room. (See attached documentation included in Secretary’s records.)

**Resolution 2022-34. Be it resolved to purchase 15 chairs and a stacking cart from SeaGate Commercial Interiors for the Genoa Meeting Room.**

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

Motion carried by unanimous voice vote.

**8. UNFINISHED BUSINESS**:

* **IT/Cyber Security –** Ongoing discussion continues in regards to the Cyber Security software. Diverse Technology Solutions can provide a vulnerability assessment for $350, followed by a recommendation list of what protection we would need based on our assessment. Mrs. Fording shared information she received from watching a webinar detailing the cyber attack on the Toledo Library systems that occurred last fall. It was decided once again to table this topic for further discussion. (See attached documentation included in Secretary’s records.)
* **Genoa Teen Space Proposal Changes** - Ms. Gresh brought to our attention that the inflation of material prices has caused the Teen Space Proposal to increase by $780. After discussion it was decided to remain tabled on this project with the knowledge that the cost most likely will be inflated when we do decide to proceed with it in the future. (See attached documentation included in Secretary’s records.)
* **Library Comic Con Update/Preliminary Budget -** Mrs. Fording presented a preliminary budget for the Fans & Fiction Fest scheduled in September. (See attached documentation included in Secretary’s records.)
* **Strategic Plan Revisions -** Mrs. Fording presented the Harris-Elmore Public Library & Genoa Branch Library Strategic Plan (2022-2027) with the requested revisions. (See attached documentation included in Secretary’s records.)

**Resolution 2022-35. Be it resolved to accept the revised Harris-Elmore Public Library & Genoa Branch Library Strategic Plan (2022-2027) effective May 9, 2022.**

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

Motion carried by unanimous voice vote.

**Resolution 2022-36. Be it resolved to move into Executive Session at 8:11 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman - yes

Mrs. Bringman - yes

Mr. Gladden - yes

Mr. Wyse - yes

Ms. Farrell - yes

Mr. Busdeker - yes

Mr. Weis - yes

Motion carried by unanimous roll call vote.

**Resolution 2022-37. Be it resolved to exit Executive Session at 8:32 p.m.**

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

Roll call vote:

Mrs. Zimmerman - yes

Mrs. Bringman - yes

Mr. Gladden - yes

Mr. Wyse - yes

Ms. Farrell - yes

Mr. Busdeker - yes

Mr. Weis - yes

Motion carried by unanimous roll call vote.

**9. ADJOURNMENT**: 8:39 p.m.

**10. NEXT MEETING**: June 20, 2022 at 6:00 pm Genoa Branch Library Thackery Room (\*Note time/date

change due to conflicts.)

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary Judy Zimmerman-President