**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday March 18, 2019**

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

**Library Staff Present:** Jennifer Fording (Director), Mimi Fintel (Branch Manager/Youth Services Coordinator), Brianne Markley (Fiscal Officer)

**Absent:** Ron Busdeker

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:04 p.m. at the Elmore facility.

**2. Organization of the Board:**

* **OATH OF OFFICE** – Notary Mimi Fintel administered the Oath of Office to Laura Clement.

*“Do you solemnly swear (or affirm) that you support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of the Harris-Elmore Public Library Board of Trustees to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted during your continuance in said office, until your successor is chosen and qualified? If so, answer “I do.”*

Mrs. Clement acknowledged her acceptance by a verbal “I do” and is as such reinstated for the year 2019.

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 Laura Clement

**3. SECRETARY’S REPORT**: The February 11, 2019 minutes were unanimously approved as corrected. Corrections and copies for archiving will be prepared by Ms. Farrell.

**4. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the February 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 2019-18. Be it resolved to accept the Fiscal Officer February 2019 Report as presented.**

Motion made by Ms. Farrell, motion seconded by Mrs. Zimmerman.

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2019 Budget changes in regards to expenses:
* Public Service and Programs - Other (Genoa Branch Fund) – Increase the appropriations by $35.00.
* Collection Development and Processing - Other (Genoa Branch Fund) – Decrease appropriations by $35.00.
* *These changes are to the 2019 Budget to increase budget for donation to Genoa Branch for “kids” in January 2019.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2019-19. Be it resolved to accept the Proposed 2019 Budget Changes in regards to expenses as presented.**

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

Motion carried by unanimous voice vote.

* **Building Project Financial Projections** – Mrs. Markley presented a revised 5 Year Forecast reflecting our current financial situation in regards to the Building/Expansion project. It reflects the transfer in of $275,000 for the current year, with a possibility of an additional $120,000 for the year 2020. Information from this forecast will be considered in regards to drawing the loan. (See attached documentation included in Secretary’s records.)
* **Escrow Account** – Mrs. Markley recommends leaving the First Federal Savings Account open to serve as our escrow account. The 10% Retainage would be equal to $63,580.00. (See attached documentation included in Secretary’s records.)

**Resolution 2019-20. Be it resolved to allow the First Federal Savings Account to remain open in order to serve as our escrow account.**

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

Motion carried by unanimous voice vote.

* **Levy Resolution** – The levy resolution was drawn and paperwork submitted to the County Auditor in order to place a renewal levy on the November 5, 2019, ballot for general election. (See attached documentation included in Secretary’s records.)

**Resolution 2019-21. Be it resolved to request the Ottawa County Auditor to certify the total current tax valuation of the Library District of the Harris-Elmore Public Library, Ottawa County, Ohio and the amount to be generated during the first year of collection of a renewal of an existing tax for current expenses of the Harris-Elmore Public Library. (R.C. Sections 5705.03, 5705.23) Renewal of an existing tax levy.**

Motion made by Ms. Farrell, motion seconded by Mrs. Zimmerman.

Roll call vote:

Mr. Selhorst – yes

Ms. Farrell – yes

Mrs. Zimmerman – yes

Mrs. Repka - yes

Mr. Weis – yes

Mrs. Clement – yes

Motion carried by unanimous roll call vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2019-22. Be it resolved to accept the following gifts and**

**memorials for the month of February:**

For Library Building Expansion $4,000 Ron & Becky Busdeker

For Library Building Expansion $375 Joanne Price

For Library Building Expansion $207 Buy A Book Campaign

For Library Building Expansion $130.40 Chipotle Fundraiser

For Library Building Expansion $100 Sue Howe (in memory of Bill

 Crozier)

For Library Building Expansion $75 Kenneth & Kathleen Kroos

For Library Building Expansion $50 Lila Wood (in memory of

 Bill Crozier)

For Library Building Expansion $50 Toby Farrell

For Library Building Expansion $50 Darlene Halliwell et.al. (in memory

 of Randy Oberlin)

For the Genoa Kids $35 David LaPlantz

For Library Building Expansion $25 Ben & Jen Fording (in memory of

 Randy Oberlin)

For Library Building Expansion $25 Missy & Joe Thomas (in memory of

 Randy Oberlin)

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

Motion carried by unanimous voice vote.

* The monthly programs at both libraries continue to flourish. Activities such as crafts, STEM projects, The Teen Writing Club, Traditional Irish Music, Trivia Night (Wine Flight), Homeschoolers, and the Senior Centers continue to draw the community to the Library’s services.
* Mrs. Fording will be speaking with area teachers to promote the Georgiana Huizenga Teen Poetry Contest.
* Emily Altstadt continued community outreach through the presentation of an internet gaming/safety class for the Elmore Girl Scouts, as well as a Career Day presentation for Genoa High School.
* NewsGuard, a free web browser extension, has been installed on the computers at both libraries.
* Director’s Report for February 2019 (written) included in Secretary’s records.

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

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

**8. OLD BUSINESS**:

* **Permanent Loan of Dischinger Paintings –** Mike Pendleton of Once Upon a Time Antiques on Rice Street, Elmore, has agreed to permanently house the Henry Dischinger paintings currently on display at the Elmore Library. He will accept financial responsibility of the paintings and will display a plate identifying the contribution. We will be entering into an Inventory Loan Agreement with Mr. Pendleton. (See attached documentation included in Secretary’s records.)

**Resolution 2019-23. Be it resolved to enter into an Inventory Loan Agreement with Mike Pendleton regarding the permanent housing of the Dischinger Paintings.**

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

Motion carried by unanimous voice vote.

* **Expansion & Renovation Project Update** - An update on the building project was given.
* Nan Weir has written the acceptance letter to Adohr Contractors and we have it sent to the Ottawa County Prosecutors to look over before it is officially awarded to Adohr. Mrs. Markley will then send out the rejection letters to the other contractors. There will be a pre-construction meeting in March to go over next steps and interior finishings. Mrs. Fording is currently working on securing the Builder’s Risk Insurance. It is hopeful that ground-breaking can still occur on April1, 2019.
* **Fundraising Update** - An update on fundraising for the building project was given. Fundraising efforts continue.
* The current amount pledged for the building/expansion project is approximately $178,000.
* Mrs. Fording created a fundly.com account for online donating that makes it easier to crowdfund on Facebook and send emails to supporters.
* **First Federal Loan –** Mrs. Markley referred to the previously introduced 5 Year Forecast as the basis for a loan decision regarding the building/expansion project. It was noted that the General Fund will be used to pay off the loan, as our revenue is not predicted to be high enough. (See attached documentation included in Secretary’s records.)

**Resolution 2019-24. Be it resolved to borrow $300,000 from First Federal Bank at the end of April.**

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

Motion carried by unanimous voice vote.

**9. NEW BUSINESS**:

* The OLC’s 2019 Trustee Dinner will be held May 2, 2019, at the Stone Ridge Golf Club, Bowling Green, OH, at 6:00 p.m. Mrs. Fording asks that if anyone would like to attend on behalf of the Library Board, to please let her know.

**10. ADJOURNMENT**: 8:10 p.m.

**11. NEXT MEETING**: April 8, 2018

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President