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**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday February 12, 2018**

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

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

**Absent:** Amy Laity (Director), Mimi Fintel (Branch Manager/Youth Services Coordinator), Tracy Jeremy, Ron Busdeker

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:09 p.m. at the Elmore facility.

* **OATH OF OFFICE** – The Oath of Office was not given to Mrs. Jeremy due to her absence. It will be administered at the next meeting.

**2. SECRETARY’S REPORT**: The January 8, 2018 minutes were unanimously approved as presented. The January 8, 2018 Records Commission minutes were unanimously approved as presented. The January 20, 2018 Safety Deposit Box Inspection minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the January financial statements and reports. The Reconciliation Detail and Summary showed all figures balancing for the month. Mrs. Markley noted that there were no receipts out of the ordinary for the month. A deficit was noted, but Mrs. Markley explained that this was due to it being the first month of the new year with no county or levy money received as of yet.
* Mrs. Markley noted that the new payroll cycle is now being implemented and all employees are receiving their paychecks every two weeks. A Payroll Summary was included in the Fiscal Officer’s report according to the Auditor’s request. Due to the implementation of the new payroll cycle, January actually shows 6 weeks of payroll rather than 4 weeks, thus making it larger than usual.
* (See attached documentation of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2018-07. Be it resolved to accept the Fiscal Officer January 2018 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Temporary Budget** – There was no need to approve a temporary budget due to the fact that a permanent budget had already been approved and accepted at our last meeting.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2018-08. Be it resolved to accept the following gifts and**

**memorials:**

In memory of Thomas Bockbrader 2 books from the Jay Hellwig Family Donation (unspecified use) $100 from Merl & Joan Kardatzke

In memory of Noni Lowry $20 for a book from Steve & Marsha Lowry

In memory of family & friends $75 for books from Kenneth & Kathleen Kroos

For children’s materials/programs $30 from David LaPlantz

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

Motion carried by unanimous voice vote.

* In lieu of Mrs. Laity’s absence, Mrs. Fording gave the director’s report.
* The transition of the Director’s position and duties from Mrs. Laity to Mrs. Fording continues to go smoothly.
* Mrs. Fording presented the board with a letter detailing her goals which she hopes to implement upon taking over the position of Director. The letter was met with much appreciation by the Board. Mrs. Fording’s goals include:
* Adding a full-time Young Adult Services Librarian.
* Establishing a closer relationship with Genoa & Elmore schools and personnel while providing more resources and supplemental materials to be used by the school staffs and students.
* Making a greater effort to reach out and be seen at the community events.
* Reviewing job descriptions and outlining expectations for each employee.
* The book club held at Wine Flight was a success with 20 participants. The group will now be split into two groups.
* OLC’s annual Library Trustee workshop will be held in Columbus, Ohio, on March 10, 2018. This workshop will cover information and resources to help trustees effectively execute their roles and responsibilities. The workshop is designed primarily for new library trustees, but will also provide a refresher course for those with experience. If anyone is interested in attending, please let Mrs. Fording know by the registration deadline of March 5, 2018. The cost of the workshop is $80.00 and will be pre-paid by the Harris-Elmore Public Library.
* The annual Trustees’ Dinner will take place on Thursday, May 3, 2018, at Bowling Green State University from 6:00-8:30 p.m.
* Director’s Report for January 2018 (written) included in Secretary’s records.

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

**7. LOCAL HISTORY REPORT**:

* Grady Breicheisen is currently working on creating a Historical Walking Tour with plaques for the city of Genoa’s Sesquicentennial Anniversary.
* Local History Room Report for January 2018 (written) included in Secretary’s records.

**8. OLD BUSINESS**:

* An update on the building project was given. A letter has been received from Nan Weir of Williams Architect requesting authorization to proceed with the Design Phase Services in accordance with paragraph 3.2 of the Owner/Architect Agreement. The letter further represents that the Library has reviewed the Pre-Design Phase documents of:
* Design Concept (with Expanded History Display) dated 1/15/18
* Preliminary Estimate of Construction Cost (with Expanded History Display) dated 1/15/18

The letter also noted the items that the Library would like Williams

Architects to further explore and incorporate into the project. These items

include the modified rooflines, the History Display addition brick material,

HVAC concerns, and additional power and electrical outlets to the Quiet

Study Area and Teen Room.

The Letter is included in the Secretary’s Records.

* Mr. Selhorst has a consultant lined up to take a look at the Elmore facility. The consultant will provide ideas and possible solutions to the existing problems, especially focusing on the History Room issues.
* Mr. Selhorst will also be seeking quotes from several surveyors. The surveyor services are not being provided by Williams Architects.
* Mrs. Vicky Selhorst, along with the aid of Mrs. Fording, has compiled a promotional brochure to assist in the fundraising campaign. Once the finished product is completed, it will be taken out to community members to promote the capital campaign.
* The Building Addition committee is seeking people to serve on a subcommittee for Community Donation Outreach. Large donations will be targeted first, followed by smaller donations.
* As a result of the Building Addition Committee meeting held on January 26, 2018, the committee is recommending to the board to secure a loan in order to get the initial funding for the addition off the ground. Since donors are being given a 3-year window to pay their donations, the loan will enable us to move forward while waiting for the donations to be completed. First Federal Bank has been selected as the financial institution to provide the loan. First Federal Bank has experience in this type of loan situation and has indicated the process should be fairly easy. The last 3 years of the Library’s financial statements will be required as part of the securing paperwork.

**Resolution 2018-09. Be it resolved to direct the Assistant Director to work with a bank to secure a loan for the building addition program up to $400,000.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

* Director Amy Laity’s retirement will be effective March 31, 2018. We thank Mrs. Laity for her years of service and dedication to the Harris-Elmore and Genoa Branch Public Libraries.

**Resolution 2018-10. Be it resolved to accept with regret Amy Laity’s resignation for retirement effective March 31, 2018.**

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

Motion carried by unanimous voice vote.

**8. NEW BUSINESS**:

* Mrs. Markley has requested and prepared the following updates to the Personnel Manual:
* **Wage and Salary Schedule** (Effective 2/1/18) – Mrs. Markley noted that the last official salary schedule was created in 2014. Current salaries reflect about a 10.9% increase over this schedule. Mrs. Markley prepared and presented a current wage and salary schedule (effective 2/1/18) which now encompasses all positions at the library, including the custodial and maintenance duties. It was also noted the Minimum Wage for 2018 is $8.30, and we are currently paying above that standard. (See attached documentation included in Secretary’s records.)
* **P 2.43 Employee Classification Changes or Title Changes** (Effective 2/12/18) – Mrs. Markley noted that there is currently no prior system in place which would allow for promotions within the library staff. Mrs. Markley has prepared a new section to the Personnel Manual detailing the length of service and steps necessary for the promotion and/or title changes of Pages and Clerks. Title changes of all other library employees, with the exception of Fiscal Officer, are at the discretion of the Library Director. (See attached documentation included in Secretary’s records.)

**Resolution 2018-11. Be it resolved to approve the updates to the Personnel Manual regarding a new Wage and Salary Schedule (effective 2/1/18), as well as the detailed procedures for Employee Classification Changes or Title Changes (effective 2/12/18).**

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

Motion carried by unanimous voice vote.

* Mrs. Fording presented the Board with a request to add the position of a Full-Time Young Adult Services Librarian to the Library’s current staff. Mrs. Fording’s proposal included a detailed job description of the position including the job responsibilities, primary duties, education/qualifications, and the skills and abilities of the desired position. (See attached documentation in Secretary’s records.) Mrs. Fording stated that should the Board approve the new librarian position, the job would be first offered to Dawn Shaffer, our current STEM coordinator. In the case that Ms. Shaffer should decline the job offer, it was noted that she will remain in her current position as STEM coordinator.

**Resolution 2018-12. Be it resolved to move into Executive Session at 8:25 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

**Resolution 2018-13. Be it resolved to exit Executive Session at 8:38 p.m.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

* **New Library Director** – The new Library Director position, upon the retirement of Mrs. Amy Laity, has been given to Jennifer Fording. Salary will be set at $24.10/hr.Mrs. Fording accepted the position with gratitude.

**Resolution 2018-14. Be it resolved to hire Jennifer Fording as the new Library Director at a salary of $24.10/hr. effective March 5, 2018.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

* **Fiscal Officer’s Salary** – Upon hiring terms, the Fiscal Officer’s salary was to be reconsidered after an initial 3-month employment period. With that timeframe being met, the Board is very pleased with Mrs. Markley’s job performance and would like to increase her hourly pay rate from $21.00 to $21.50.

**Resolution 2018-15. Be it resolved to increase the Fiscal Officer’s salary to $21.50/hr to be effective February 12, 2018.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

* Mrs. Markley then asked the board to reconsider the salary increase offered to her. Mrs. Markley requested the board consider a larger increase of hourly pay, stating her education, qualifications, and years of experience in the County Auditor’s office as the primary reasons.

**Resolution 2018-16. Be it resolved to move into Executive Session at 8:50 p.m. to consider the promotion or compensation of a public employee.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

**Resolution 2018-17. Be it resolved to exit Executive Session at 9:13 p.m.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

* **New Library Director** – Upon further consideration the Board would like to offer the salary of $25.00/hr to the new Library Director Jennifer Fording.

**Resolution 2018-18. Be it resolved to hire Jennifer Fording as the new Library Director at a salary of $25.00/hr. effective March 5, 2018.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

* **Fiscal Officer’s Salary** – Upon further consideration the Board would like to offer the salary of $23.50/hr to the Fiscal Officer effective February 12, 2018. Mrs**.** Markley accepted the salary increase stating it was a fair wage.

**Resolution 2018-19. Be it resolved to increase the Fiscal Officer’s salary to $23.50/hr to be effective February 12, 2018.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

* **Full-Time Young Adult Services Librarian** – The Board has agreed to allow Mrs. Fording to seek a candidate for the new position of Full-Time Young Adult Services Librarian. The rate of pay would fall between the range of $15.35 - $17.34 depending on the experience and educational qualifications of the candidate.

**Resolution 2018-20. Be it resolved to allow the Library Director to post the position of Full-Time Young Adult Services Librarian with a possible salary range of $15.35 - $17.34.**

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

Roll call vote:

Mrs. Zimmerman – yes

Mr. Selhorst – yes

Mrs. Clement – yes

Mrs. Repka – yes

Ms. Farrell - yes

Motion carried by unanimous roll call vote.

**10. ADJOURNMENT**: 9:22 p.m.

**11. NEXT MEETING**: March 19, 2018 (This is a change to our usual 2nd Monday meeting time due to the lack of a quorum expected to be present.)

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President