**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, June 14, 2021**

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

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

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 7:02 p.m. at the Elmore facility and via ZOOM due to the coronavirus pandemic.

[**https://us02web.zoom.us/j/89175760775**](https://us02web.zoom.us/j/89175760775)

1. **SECRETARY’S REPORT:** The May 10, 2021 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 2021-32. Be it resolved to accept the Fiscal Officer May 2021 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Budget Changes -** Mrs. Markley would like to propose an extensive list of 2021 Budget changes in regards to the General Fund Revenues and 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 2021-33. Be it resolved to accept the Proposed 2021 Budget Changes as presented effective June 14, 2021.**

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

Motion carried by unanimous voice vote.

* **Ottawa County Libraries PLF Approval/Resolution –** Ida Rupp Public Library composed the PLF Distribution Resolution letter this year for the libraries of Ottawa County. It is being recommended to keep the same percentages as in the past.

**Resolution 2021-34. Be it resolved to keep the PLF Distribution Percentages the same as in years’ past with Ida Rupp Public Library at 50%, Harris-Elmore Public Library at 30%, and Oak Harbor Public Library at 20% of funds received.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**
* Acceptance of Gifts and Memorials

**Resolution 2021-35. Be it resolved to accept the following gifts and memorials for the month of May:**

In Memory of Kenneth E. Smith $250 Marvin & Martha Smith

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Betty Jo Sherman $50 Steven & Joanne Arndt

In Memory of Bill Kuhlman $50 Janet Kuhlman

In Memory of Betty Jo Sherman $25 Jane Garling

Motion moved by Mrs. Zimmerman, motion seconded by Mr. Selhorst.

Motion carried by unanimous voice vote.

* As Governor DeWine is releasing all Covid-19 health restrictions, as well as the CDC changed mask requirements for vaccinated individuals, the Harris-Elmore and Genoa Branch Libraries have lifted all Covid-19 restrictions and have returned to pre-pandemic mode with the exception of open hours, which will return back to normal following Labor Day.
* The Summer Reading program has begun, bringing along a steady number of registrants as the library opens up more to the public. Many programs are being planned for the summer including outdoor movie nights, magicians, archery, cartoonists, virtual day camps, and live animals.
* The village has removed the tree by the alley, though the stump remains. Mrs. Fording is very pleased with the tree removal.
* Staff have completed the following webinars this month:
* Katie Blum: Online Database Overviews: Points of View Reference Center; Archival Organization Basics & Digital Curation
* Nathan Young: Virtual Programming 2.0
* Kim Jimison: SEO Users Meeting
* Abigail Sullivan: Program Services Roundtable
* Jennifer Fording: SEO Users Meeting; SEO Directors Meeting; Learning Lunchbox Webinar; OLC Director Forum
* Director’s Report for May 2021 (written) included in Secretary’s records.
1. **BRANCH MANAGER’S REPORT:**
* Updates were made to the Local History Area with the addition of some framed items being hung..
* During the OLC Trustee Town Meeting, Senator Gavarone highlighted supported bills as well as the PLF. At the time of the meeting the fate of the PLF was yet to be determined, but it has since been announced by OLC that the Ohio Senate plans to restore the PLF to 1.7%.
* The Genoa Branch outdoor learning space has been enlarged as a result of bush removal by Lighthouse Residential and Commercial Services.
* The new circulation desk is scheduled to be delivered and installed the week of June 21, 2021. The Genoa Branch Library will remain open during installation, with a temporary checkout station being implemented during this time.
* Staff have completed the following webinars this month:
* Ariel Gresh: SEOHUG Meeting; OLC Trustee Town Meeting with Senator Gavarone; Adult Services Roundtable; Youth Services Roundtable
* Branch Manager’s Report for May 2021 (written) included in Secretary’s records.
1. **LOCAL HISTORY REPORT:** Included in Secretary’s records.
2. **UNFINISHED BUSINESS:**
* **Genoa HVAC Quotes & Elmore HVAC Issues** – Discussion continued regarding the Genoa HVAC quotes and the Elmore humidity issue. Additional quotes and information was received from Ohler & Holzhauer, Inc. of Port Clinton. SB Mechanical representative David Sudhoff joined the meeting via ZOOM (and later by phone) to answer questions from the board. Ohler & Holzhauer (O&H) representative David Dubbert also joined the discussion via phone call to answer board questions regarding O&H quotes and HVAC information. After much discussion it was decided to go with the Lennox Elite system installed by Ohler & Holzhauer, Inc. for the Genoa HVAC. It was also decided to hire Ohler & Holzhauer Inc. to examine and evaluate the Elmore humidity issues. (See attached documentation included in Secretary’s records.)

**Resolution 2021-36. Be it resolved to approve the purchase and installation of the Lennox Elite HVAC system from Ohler & Holzhauer, Inc. for the price of $18,997.00 for the Genoa Branch Library.**

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

Motion carried by unanimous voice vote.

**Resolution 2021-37. Be it resolved to hire Ohler & Holzhauer, Inc. to examine and evaluate the humidity and HVAC issues at the Harris-Elmore Public Library Elmore facility.**

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

Motion carried by unanimous voice vote.

1. **NEW BUSINESS:**
* **Summer Reading Update–** As mentioned in the Director’s Report, the Summer Reading program has begun, bringing along a steady number of registrants as the library opens up more to the public. Many programs are being planned for the summer including outdoor movie nights, magicians, archery, cartoonists, virtual day camps, and live animals. The Summer Reading activities can also be found on the Library’s website.
* **Lifting Covid-19 Restrictions –** With the release of all Covid-19 restrictions, the Library will be returning to pre-pandemic status regarding the Unattended Minors Policy & the Patron Code of Conduct.

**Resolution 2021-38. Be it resolved to return to the pre-pandemic status of the Unattended Minors Policy, as well as the Patron Code of Conduct, effective immediately.**

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

Motion carried by unanimous voice vote.

* **Board Meeting Locations –** With the release of all Covid-19 restrictions, the Board Meetings will resume being held in person. Meetings will be held at the Elmore facility, with the exception of the months of April, September, and December which will be held at the Genoa facility.
1. **ADJOURNMENT:** 8:48p.m.
2. **NEXT MEETING:** July 12, 2021

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President