**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday April 17, 2023**

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

**Library Staff Present:** Jennifer Fording (Director), Ariel Jacobs (Asst. Director/Branch Manager), Brianne Markley (Fiscal Officer)

**Absent:**  Ron Busdeker (Vice-President)

**1. CALL TO ORDER**: President Mr. Weis called the meeting to order at 7:01 p.m. at the Elmore facility.

**2. SECRETARY’S REPORT**: The March 13, 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 March 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 2023-22. Be it resolved to accept the Fiscal Officer March 2023 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Star Ohio Transfer -** Mrs. Markley recommended transferring $100,000 from the Premier Bank Checking account to Star Ohio in order to keep the Premier Checking balance below the FDIC threshold of $250,000.

**Resolution 2023-23. Be it resolved to transfer $100,000 from Premier Bank Checking to Star Ohio effective April 17, 2023.**

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

Motion carried by unanimous voice vote.

* **Budget Modifications** - Mrs. Markley would like to propose a list of 2023 Budget Changes in regards to Appropriations effective April 17, 2023. (See attached documentation included in Secretary’s records.)

**Resolution 2023-24. Be it resolved to approve the Proposed 2023 Budget Changes in regards to Appropriations as presented effective April 17, 2023.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2023-25. Be it resolved to accept the following gifts and**

**memorials for the month of March:**

Genoa Library Grant Donation $999.32 Luther Home of Mercy

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Pat Gallagher $50 Jim & Chriss Gibson

In Memory of Karen Happens $50 Janet Kuhlman

In Memory of Luanne Juergens $10 Gary & Faye Rhiel

Motion made by Ms. Lawrence, motion seconded by Ms. Farrell.

Motion carried by unanimous voice vote.

* A Spring Plant Exchange was held this month where patrons could bring in plants or garden items for trade. In addition, a seed library was provided in which patrons can donate or receive flower or vegetable seeds.
* DiStazio’s Bistro is closing so a new place will need to be located in which to host the Trivia program. The Read Between the Wines Book Group, which also met at DiStazio’s, has relocated temporarily to the Portage Inn.
* Mrs. Fording met with Abigail Sullivan (Programs Librarian) and Katie Blum (Clerk/Archival Asst.) to discuss how to incorporate Local History into more of our programming due to its popularity among several patron generations. A video project featuring the history of present day businesses was decided as the first focus. Plans are also in the works for a history-themed public Christmas party.
* Mrs. Fording met with Abigail Sullivan (Programs Librarian) and Nathan Young (Clerk/graphic design) to discuss marketing ideas to better reach our patrons, promoting programming, collections, and services. Brainstorming ideas included using Eventbrite online event registration, promotional videos, surveys, and revamping the website.
* Previous Page Alan Carter ended his probational period this past month and despite much coaching, it just wasn’t a successful fit. Satori Alter was hired as the new Page.
* This month began the first of quarterly check-ins with staff. The discussions reviewed yearly goals and current projects. As a result, new ideas have been garnered and issues prevented.
* Mrs. Fording has spoken with Jannah Wilson, head of the Ottawa County Park District, and the Library is currently in the reimbursement process for the Storywalk displays as part of the grant received last year. Once the trail is completed in Veterans Park (Genoa) and the displays are erected, Mrs. Fording will provide a final report. No extension has been needed. The Elmore Storywalk grant application has been pushed back to 2025 due to Well Park renovations.
* The following employee have completed the following training this month:
* Jennifer Fording & Abigail Sullivan : Summer Reading Workshop (Norweld)
* Sierra White: Bringing Readers Back (Norweld); Nerd Culture (Norweld); Life Lessons

 from the Happiest People on Earth (Norweld)

* Director’s Report for March 2023 (written) included in Secretary’s records.

**5. BRANCH MANAGER'S REPORT**:

* Ms. Gresh and Abigail Sullivan attended the Genoa High School GAC Career Day and spoke about the job of a Librarian and the range of jobs in this field. Great interaction was held with the students, SWAG was given out, and a lot of enthusiasm was generated. A successful experience!
* The new toilet for the Thackrey Room restroom has been installed by Rick Evans Plumbing and is now available for use. Upon investigation, Rick Evans has determined the cause of the pipeline problems to be due to the concrete slab weight pressing against the pipeline, therefore knocking it out of proper alignment. Mrs. Jacobs has requested a quote for pipeline repair, as well as a quote for two additional toilets to replace the remaining toilets in the building.
* Mrs. Jacobs has been in collaboration with Megan O’Brien from Luther Home of Mercy. Ottawa County Community Foundation (OCCF) awarded Ms. O’Brien a $1000 grant, which she is using to acquire books featuring individuals with disabilities and their caregivers in order to promote Disabilities Awareness Month (March). The purchased books would then be donated to the library. Mrs. Jacobs worked with Ms. O’Brien to curate a list of titles, purchase the books, process, and create a plaque stating the funding donor.
* Mrs. Jacobs and Mr. Gladden attended the OLC Trustee Dinner. They were able to hear from Jay Smith, the Executive Director Government and Finance of OLC, who gave an update on the State Budget Timeline, HB 1 and HB 33. They also heard from State Representative Haraz Ghanbari.
* The following employees have completed the following training this month:
* Ariel Jacobs: State Budget Update Webinar
* Branch Manager’s Report for March 2023 (written) included in Secretary’s records.

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

**7. UNFINISHED BUSINESS**:

* **Safety Deposit Box Closure** – Mrs. Markley has closed the Safety Deposit Box at Huntington Bank.
* **Genoa Sidewalks**  - Mrs. Jacobs has been checking to see if the sidewalk repair quotes are still effective and remaining the same price as when we received them. At this point Buck Brothers quote has remained the same at the cost of $5,920. Mrs. Jacobs has not been able to make contact with Henry Bergman, whose original quote was for $12,096. (See attached documentation included in Secretary’s records.) The plumbing pipeline issue will also need to be taken into consideration in the timeline for sidewalk repair completion.

**Resolution 2023-26. Be it resolved to hire Buck Brothers to complete the Genoa Library sidewalk repairs upon confirmation that the plumbing repair work will not impact the sidewalk project effective April 17, 2023.**

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

Motion carried by unanimous voice vote.

**8. NEW BUSINESS**:

* **PLF Distribution Letter** - Mrs. Markley and Mrs. Fording are recommending to keep the current Ottawa County PLF Allocations with Oak Harbor receiving 20%, Harris-Elmore receiving 30%, and Ida Rupp receiving 50%. (See attached documentation included in Secretary’s records.)

**Resolution 2023-27. Be it resolved to keep the current Ottawa County PLF Allocations with Oak Harbor receiving 20%, Harris-Elmore receiving 30%, and Ida Rupp receiving 50% effective April 17, 2023.**

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

Motion carried by unanimous voice vote.

**9. ADJOURNMENT**: 7:43 p.m.

**10. NEXT MEETING**: May 8, 2023 Genoa Branch Library Thackrey Room

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary Kent Weis-President