**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday March 13, 2023**

**Present:** Kent Weis (President), Toby Farrell (Secretary) (abstaining from vote due to delay in Woodmore School Board in appointment), 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), Linda Bringman

**1. CALL TO ORDER**: President Mr. Weis called the meeting to order at 7:00 p.m. at the Genoa facility.

**2. SECRETARY’S REPORT**: The February 13, 2023 minutes were unanimously approved. Copies for archiving will be prepared by Ms. Farrell. It was noted that Brianne Markley has been serving as Acting Secretary while Ms. Farrell awaits Woodmore School Board approval.

**3. 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 2023-16. Be it resolved to accept the Fiscal Officer February 2023 Report as presented.**

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

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 March 13, 2023. (See attached documentation included in Secretary’s records.)

**Resolution 2023-17. Be it resolved to approve the Proposed 2023 Budget Changes in regards to Appropriations as presented effective March 13, 2023.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2023-18. Be it resolved to accept the following gifts and memorials for the month of February:**

Summer Reading Shirts/Litbox Donation $2,500 Materion

Summer Reading Donation $500 Johnston Supply Co.

Summer Reading Donation $250 Genoa Bank

Summer Reading Donation $100 Austin Dean (Edward Jones)

Summer Reading Donation $100 Brian Greggila (Edward Jones)

Harris-Elmore Public Library Operations $75 Kathleen Kroos

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

Motion carried by unanimous voice vote.

* Winter Read concluded with a total of 84 participants (33 adults, 8 teens, and 43 kids). Prizes for the February drawing included a Squishmallow, Ramen Bowl, and a stainless steel thermos.
* The Library partnered once again with the Northcoast Veterans Museum (Gibsonburg, OH) for a new traveling display at both libraries. The display entitled “Bedpan Commandos” featured local nurses from WW1 through Vietnam, including stories and uniforms from the eras.
* A photo/slide converter was borrowed from NORWELD for patrons to use at the Elmore facility. It was such a success that patrons will now be allowed to use the Library’s History Room converter daily in the main library.
* The following employees have completed webinars/workshops this month:
* Jen Fording: Tired of Hearing, “I didn’t know the library did that?” Here’s Your Fix!

(Library Works)

State Budget Advocacy Webinar (Ohio Library Council)

* Katie Blum: Meet the Ohio Memory Staff (Ohio History Connection)

Introduction to the Sustainable Library Certification Program

(Acad. Lib. Assoc. of Ohio)

* Nathan Young: The Science of Library Marketing: Why Now is the Perfect Time to

Experiment with Your Library Promotions (And How to Do It) (NEO)

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

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

* The Teen Room is now complete except for a gaming system and a few items of furniture.
* The new shelving has arrived and been installed by W.C. Heller & Company.
* A Dr. Seuss party was held on March 4th with 130 patrons in attendance! Activities included story time, scavenger hunt, games, crafts, photo booth, snacks and a cake. Fun was had by all!
* Ariel Jacobs has completed the following trainings this month:
* See Your Library Through Your Patrons’ Eyes Webinar (January)
* IT Services Roundtable (January)
* Clean Energy Tax Credits Webinar
* State Budget Advocacy Webinar
* State Budget Update Webinar
* Branch Manager’s Report for February 2023 (written) included in Secretary’s records.

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

**7. UNFINISHED BUSINESS**:

* **Genoa Branch Library Teen Room Update –** The Teen Room is now complete with the exception of a new gaming system and a few items of furniture. A sign will be installed as well.
* **Insurance Policies -** Mrs. Fording has received a quote from Ohio Plan, as well as our Westfield renewal quote. Information was also received on the Surety Bond consolidation, Risk Management, and added Violence coverage. Mrs. Fording is proposing to go with the Ohio Plan as it is better coverage for our money and 90% of public libraries have chosen Ohio Plan for their needs. (See attached documentation included in Secretary’s records.)

**Resolution 2023-19. Be it resolved to move to Ohio Plan insurance policy with the added violence coverage and $100 Surety Bond.**

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

Motion carried by unanimous voice vote.

* **Thackeray Room Toilet -** Mrs. Fording has received quotes for the new power push flush toilet for the Thackrey Room restroom. (See attached documentation included in Secretary’s records.)

**Resolution 2023-20. Be it resolved to hire Rick Evans Plumbing for the purchase and installation of a new toilet for the Thackrey Room restroom.**

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

Motion carried by unanimous voice vote.

* **Safety Deposit Box Closure -** A new lockbox has been purchased to replace the need for the Safety Deposit Box at Huntington Bank. The new lockbox will be stored in Mrs. Fording’s office with a key being kept at each library. Mrs. Markley will take care of the closing of the Safety Deposit Box at Huntington Bank.

**Resolution 2023-21. Be it resolved to close the Safety Deposit box at Huntington Bank.**

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

Motion carried by unanimous voice vote.

**9. NEW BUSINESS**:

* **Recent House Bills & Budget Items Affecting Libraries** – Mrs. Fording brought to attention House Bill 1 and the many impacts the passage of it could have regarding the PLF and levy monies. House Bill 1 repeals the graduated income tax rates and instead levies a flat tax rate, which could reduce both state and local funding for our library. (See attached documentation included in Secretary’s records.)
* **OLC Trustee Dinner** – The OLC Trustee Dinner for our region will be held on April 6th at the Toledo/Perrysburg Hilton Garden Inn. Mrs. Jacobs will be attending. Any Board member who wishes to attend will need to let Mrs. Fording know by March 30th in order to register.
* **Ways and Means Committee** – Mr Gladden provided information regarding the Ways and Means Committee members for our information. (See attached documentation included in Secretary’s records.)
* **Library Cookbook -** Mrs. Fording reminded the Board of the last chance to contribute recipes for the Library Cookbook summer project.

**10. ADJOURNMENT**: 8:00 p.m.

**11. NEXT MEETING**: April 17, 2023 at 7:00 pm Harris-Elmore Public Library Damschroder Room

(Note the date/location change due to a conflict.)

Respectfully submitted:

Brianne Markley, Acting Secretary

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Brianne Markley Acting Secretary Kent Weis-President