**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday April 13, 2020**

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

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

**Absent:** Ron Busdeker

**1. CALL TO ORDER**: President Mr. Selhorst called the meeting to order at 7:04 p.m. via video/teleconference due to the state of Ohio “Shelter in Place” coronavirus ordinance.

**2. SECRETARY’S REPORT**: The March 13, 2020 Emergency Meeting minutes were unanimously approved as presented. The March 19, 2020 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. Mrs. Markley noted that the Real Estate taxes were included in the Revenue this month.
* (See attached documentation of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2020-30. Be it resolved to accept the Fiscal Officer March 2020 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose the following 2020 Budget changes in regards to expenses:
* 1000-230-373-0000 Tax Collection Fees (General Fund) - Increase appropriations by $3000. New total = $7,800. *Note: Original budget did not include the Election expenses that incurred November 2019. Those fees came out of our 2020 Real Estate Tax Settlement which were approximately $3,000.*
* 1000-230-340-0000 Insurance and Bonding (General Fund) – Increase appropriations by $2,600. New total = $11,600. *Note: Insurance premium went up this year due to appraisal needed for building for commercial insurance. Premium also saw slight increase.*
* (See attached documentation included in Secretary’s records.)

**Resolution 2020-31. Be it resolved to accept the Proposed 2020 Budget Changes in regards to expenses as presented.**

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

Motion carried by unanimous voice vote.

* **3 Year Forecast** - Mrs. Markley presented a 3 yr. Forecast (General Fund) for informational purposes only. Mrs. Markley noted several possible budget factors to consider such as reduced PLF, Interest cuts, present budget cuts to offset next year’s expenses, and personnel reductions by holding off hiring a replacement for Emily Altstadt from June-August. (See attached documentation included in Secretary’s records.)

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2020-32. Be it resolved to accept the following gifts and**

**memorials for the month of March:**

For Library Building Expansion $75 Kathleen Kroos

Motion made by Ms. Farrell, motion seconded by Mr. Weis.

Motion carried by unanimous voice vote.

* Both the Elmore Library and Genoa Branch are currently closed due to Governor DeWine’s mandated stay at home issue for the entire state of Ohio. Initially a Curbside Service was offered for three days, but this was ceased upon the mandate. Mrs. Fording and Ms. Gresh continue to visit the buildings weekly to pick up mail and check the facilities.
* The Library Staff has been urged by Mrs. Fording to continue working from home as much as possible. Continuing Education Links/Webinars and database tutorials, as well as programs offered to the community through social media and Zoom conferences, are allowing the Staff to continue to serve the patrons in these unprecedented times. Brainstorming for a Virtual Summer Reading program (if necessary) is taking place with the use of Wandoo Reader being focused on much more heavily than last year.
* Mrs. Fording has passed her Notary test and has received her commission. Ms. Gresh should have hers by the end of April as well, thus allowing the libraries to offer Notary services.
* The Library became a Fine-Free Library on March 30, 2020.
* The positions for Programs Librarian and Outreach Storytime have been posted to the library channels, but so far no interest has been shown by potential candidates. Possible posting in the paper may become an option. If no replacement if found, Mrs. Fording and Ms. Gresh are prepared to divide the duties among the staff, as well as themselves, to pick up the slack until the positions can be filled.
* The circulation stats are obviously down due to cancelled programs and the COVID-19 closure. Hoopla, however, has been increasing steadily as patrons are still able to access the Library electronically.
* Director’s Report for March 2020 (written) included in Secretary’s records.

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

* Circulation was down 40% due to closure, but a majority of the March programs were able to take place prior to closure.
* The weeding of the Fiction section was accomplished prior to the closure.
* Webinar Trainings attended include **Vory at Work Labor and Employment Law: Employee Benefit Plans: Impact of Coronavirus** (Ms. Gresh) and **Norweld: How to use Webex Webinar** (Mrs. Fording and Ms. Gresh).
* **Dolly Parton’s Imagination Library Meeting –** Ms. Gresh and Mrs. Fording attended the online meeting to learn about the reading initiative which Governor DeWine is advocating for all 88 Ohio counties. While the program would be very beneficial to our communities, the 50% funding requirement puts it out of our reach.
* Branch Manager’s Report for March 2020 (written) included in Secretary’s records.

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

**7. OLD BUSINESS**:

* **COVID-19 Library Plans** – Based off Governor DeWine’s stay-at-home issue, the Library will remain closed until the issue is lifted.

**Resolution 2020-33. Be it resolved to continue to keep the Harris-Elmore Public Library closed effective immediately until the “Shelter in Place” ordinance has been lifted by Governor DeWine.**

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

Motion carried by unanimous voice vote.

**Resolution 2020-34. Be it resolved to continue to pay Library employees at their current rates for the typical amount of weekly hours effective immediately through the date of May 8, 2020, with the understanding that the situation will be re-evaluated at the May board meeting.**

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

Motion carried by unanimous voice vote.

* **Genoa Library Study Room Update –** Ms. Gresh informed the Board that the parts for the Study Room construction project have been ordered, but it will take 6-8 weeks for delivery.

**8. NEW BUSINESS**:

* **Notary Service Policy -**  (See attached documentation included in Secretary’s records.)

**Resolution 2020-35. Be it resolved to approve the Notary Service Policy as presented effective immediately.**

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

Motion carried by unanimous voice vote.

* **Juvenile Cards Changing Restrictions -** (See attached documentation included in Secretary’s records.) New Library Card restriction/requirements are posted on the Library’s website as well.

**Resolution 2020-36. Be it resolved to approve the Juvenile Library Card Restriction/Requirements as presented effective immediately.**

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

Motion carried by unanimous voice vote.

* **Congressional Response to COVID-19/Unemployment Compensation –** (See attached documentation included in Secretary’s records.) Mrs. Fording provided information for the Board’s future consideration if needed. Mrs. Fording thought we were to small of an entity for the CARES Act, but she will look into it further.

**9. ADJOURNMENT**: 8:13 p.m.

**10. NEXT MEETING**: May 11, 2020

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary David Selhorst-President