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**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday February 14, 2022**

**Present:** Judy Zimmerman (President), Kent Weis (Vice-President), Toby Farrell (Secretary), Linda Bringman, Kevin Gladden (Future Board member)

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

**Absent:** Ron Busdeker, Leslie Wyse,

**1. CALL TO ORDER**: President Mrs. Zimmerman called the meeting to order at 7:05 p.m. at the Genoa facility.

**2. WELCOME NEW BOARD MEMBER -** Mrs. Zimmerman welcomed incoming Board member Mr. Kevin Gladden, who is awaiting approval by the Woodmore School Board. Mr. Gladden introduced himself and spoke of his community experience. We look forward to having Mr. Gladden on the Board.

**3. SECRETARY’S REPORT**: The January 10, 2022 minutes were unanimously approved as presented. The January 21, 2022 Safety Deposit Box Inspection minutes were unanimously approved as presented. The January 24, 2022 Record Retention Schedule and meeting minutes by the Records Commission were unanimously approved as presented. The January 24, 2022 Special Meeting minutes were approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**4. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the January financial statements and reports. The Bank Reconciliation showed all figures balancing for the month. Mrs. Markley noted there were two Amazon charges she is investigating. 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 2022-15. Be it resolved to accept the Fiscal Officer January 2022 Report as presented.**

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

Motion carried by unanimous voice vote.

* **2021 Annual Report** – A copy of the year-end financial report was provided by Mrs. Markley for informational purposes. (See attached documentation included in Secretary’s records.)

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* **Proposed Budget Changes -** Mrs. Markley would like to propose a list of 2022 Budget changes in regards to Appropriations effective February 14, 2022. (See attached documentation included in Secretary’s records.)

**Resolution 2022-16. Be it resolved to accept the Proposed 2022 Budget Changes in regards to Appropriations as presented effective February 14, 2022.**

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

Motion carried by unanimous voice vote.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2022-17. Be it resolved to accept the following gifts and**

**memorials for the month of January:**

Genoa Branch Operations $8,080 Niehousmyer Trust

Genoa Kids Programming $397.17 David La Plantz

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Barbara Moellman $50 HEHS Class of 1957

In Memory of Wendell Markley $25 Jane Garling

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

Motion carried by unanimous voice vote.

* An agreement has been signed with R.J. Beck for 14 security cameras (8 at Elmore, 6 at Genoa). Installation has begun at Genoa and will follow with Elmore.
* Holly Thill has been hired for the Outreach Story Time Specialist. She is a former preschool/elementary teacher and is excited about incorporating new early literacy resources into story times and school visits.
* Cybrarian’s Computer Reservation and Print Release Management software has now been installed on all the patron computers at both libraries. We will use this trial for a year and re-evaluate upon completion.
* Staff Trainings include:
* Katie Blum: “Addressing Homeless Issues” (Niche Academy)
* Sierra White: “Addressing Homeless Issues” (Niche Academy)
* Kim Jimison: “Addressing Homeless Issues” (Niche Academy)
* Nathan Young: “Addressing Homeless Issues” (Niche Academy)
* Abigail Sullivan: “Assisting Patrons with Mental Health Issues” (Niche Academy)
* Emily Young: “Assisting Patrons with Mental Health Issues” (Niche Academy)

 “Addressing Homeless Issues” (Niche Academy)

* Director’s Report for January 2022 (written) included in Secretary’s records.

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

* Cybrarian has been fully installed and is up and running successfully.
* Furniture has begun arriving and is being placed throughout the library. Patrons are excited and enjoying the new furniture.
* “Among Us Game Night” was held and was very well attended. Another has been plan for February.
* Interviews for the Page position have begun. Seven applicants were received.
* Staff Trainings include:
* Ariel Gresh: “Assisting Patrons with Mental Health Issues” (Niche Academy)
* Bekkir Barbier: “Assisting Patrons with Mental Health Issues” (Niche Academy)
* Branch Manager’s Report for January 2022 (written) included in Secretary’s records

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

**8. UNFINISHED BUSINESS**:

* **Furniture Updates –** Genoa has received a portion of their new furniture. The replacement piece for the Circulation Deskhas still not arrived.
* **IT Management Updates –** The cyber security system discussion remains to be tabled. Mrs. Fording is still waiting on information from Strike IT Management.

**9. NEW BUSINESS**:

* **OLC Library Board of Trustees Workshop (online) –** The OLC Board of Trustees workshop will be held both online and in-person this year on March 12, 2022 from 8:45 a.m. – 4:15 p.m. The cost is $85 and the registration deadline is March 4, 2022. Let Mrs. Fording know if you’d like to attend.
* **Legislative Day** – Legislative Day is being held on April 6, 2022. Mrs. Fording and Ms. Gresh will travel to the Columbus Court House to visit with Senator Gavarone and Representative Swearingen in order to advocate for public libraries. If any Board member is interested in attending, please let Mrs. Fording know.





* **Delivery System Update –** The State Delivery cargo service will return to the previous (old) system in April.

**10. ADJOURNMENT**: 7:30 p.m.

**11. NEXT MEETING**: March 14, 2022 at 7:00 p.m. at the Harris-Elmore Public Library Damshroder Room.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary Judy Zimmerman-President

