**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday February 12, 2024**

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

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

**Absent:** Kent Weis (President), Ron Busdeker

**1. CALL TO ORDER**: Vice-President Mr. Gladden called the meeting to order at 6:01 p.m. at the Elmore facility. Time and location were changed due to attendance conflicts.

**2. OATH OF OFFICE** – Notary Jennifer Fording administered the Oath of Office to Claire Lawrence.

*“Do you solemnly swear (or affirm) that you support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of the Harris-Elmore Public Library Board of Trustees to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted during your continuance in said office, until your successor is chosen and qualified? If so, answer “I do.”*

Ms. Lawrence acknowledged her acceptance by a verbal “I do” and is as such reinstated for the year 2024.

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 Claire Lawrence

**3. SECRETARY’S REPORT**: The January 8, 2024 minutes were unanimously approved as presented. The January 8, 2024 Record Retention Schedule and meeting minutes by the Records Commission were unanimously 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. The Appropriation Status, Fund Status, Revenue Status, and Wage Earnings all looked to be in good standing with no issues to address. Mrs. Markley gave an update regarding the stolen check, stating that it will be 30-60 days until we receive word from the bank. Mr. Gladden has filed a police report with the Village of Genoa.(See attached documentation of the entire Fiscal Officer Report included in Secretary’s records.)

**Resolution 2024-17. Be it resolved to accept the Fiscal Officer January 2024 Report as presented.**

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

Motion carried by unanimous voice vote.

* **2023 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.)
* **Transfer from General Fund to LSTA Grant** - Mrs. Markley would like to propose a transfer of $1,288.00 from the General Fund (1001) to the LSTA Grant Fund (2003) effective February 12, 2024. (See attached documentation included in Secretary’s records.)

**Resolution 2024-18. Be it resolved to transfer $1,288.00 from the General Fund (1001) to the LSTA Grant Fund (2003) effective February 12, 2024.**

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

Motion carried by unanimous voice vote.

* **Transfer from Star Ohio to Premier Checking**- Mrs. Markley would like to propose a transfer of $75,000.00 from Star Ohio to Premier Checking retroactively effective January 16, 2024. (See attached documentation included in Secretary’s records.)

**Resolution 2024-19. Be it resolved to transfer** **$75,000.00 from Star Ohio to Premier Checking retroactively effective January 16, 2024.**

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

Motion carried by unanimous voice vote.

* **Budget Modifications -** Mrs. Markley would like to propose a list of 2024 Budget changes in regards to Revenues and Appropriations effective February 12, 2024. (See attached documentation included in Secretary’s records.)

**Resolution 2024-20. Be it resolved to accept the Proposed 2024 Budget Changes in regards to Revenues and Appropriations as presented effective February 12, 2024.**

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

Motion carried by unanimous voice vote.

* **Approval for Fiscal Officer to request levy certification from County Auditor -** Tabled until next month’s meeting.

**5. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2024-21. Be it resolved to accept the following gifts and**

**memorials for the month of January:**

Litbox Sponsorship $250 Materion

Harris-Elmore Public Library Operations $75 Kathleen Kroos

In Memory of Barbara Rollins $20 Gary & Faye Rhiel

In Memory of Jim Derickson $20 Gary & Faye Rhiel

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

Motion carried by unanimous voice vote.

* Winter Reads is in full swing and ends February 29. 2024. 50 adults, 7 teens, and 87 kids are registered at both libraries.
* Purchases for the Library of Things have begun, using the grant money received. Cataloging, packaging, and marketing are currently underway, with the hope of making these items available to the patrons in April.
* Mrs. Fording has commended Mrs. Parker for a job well done in her adjustment to Genoa Branch Manager.
* Staff Trainings include:
* Katie Blum: Navigating the Future Exploring Technology Trends in 2024 (OPLIN)
* Director’s Report for January 2024 (written) included in Secretary’s records.

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

* Genoa Branch staff have adjusted well to the management change.
* Makenna Flores was promoted to Clerk.
* Maintenance performed this month included pest control, light replacement by Lighthouse, supply refills by Cintas, and a printer cleaned by Copeco.
* Programming was well attended this month. Abigail Sullivan had 33 attendees for in-person Bingo. The Edible Science program was a hit with 58 in attendance.
* The Girl Scouts have been using our meeting room, with 6 different meetings held this month.
* The Pets Caught Reading Contest was a huge hit with 24 entries. This resulted in a huge social media influx for the library as well.
* Staff Trainings include:
* Tricia Kline: Top 23 Titles of 2023 - Readers Advisory (Northeast Regional Library System)
* Branch Manager’s Report for January 2024 (written) included in Secretary’s records

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

**8. UNFINISHED BUSINESS**:

* **Carpet Cleaning Update –** Completed.
* **Lennox Mini Split Update–** Completed.

**9. NEW BUSINESS**:

* **Approve Elmore Water Heater Expense -** On Friday, January 26, 2024, the Elmore Water Heater (installed in 1994) began to leak quite badly. Being a Friday near closing time resulted in an emergency situation. Wojos was able to shut the water heater down, repair the leak and diagnose the issue. A new water heater was deemed necessary and Wojos returned for installation on Monday, January 29, 2024. The cost was $2,027.65. (See attached documentation included in Secretary’s records.)

**Resolution 2024-22. Be it resolved to retroactively approve the purchase and installation of a new water heater from Wojos for the cost of $2,027.65 effective January 26, 2024.**

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

Motion carried by unanimous voice vote.

* **Solar Eclipse Day Closure** – Mrs. Fording is recommending the closure of the Harris-Elmore Public Library and Genoa Branch Library on Monday, April 8, 2024, because of the eclipse. Mrs. Fording provided information regarding other Library closures, as well as Ohio EMA Local Eclipse Planning & Preparation Guidance. (See attached documentation included in Secretary’s records.)

**Resolution 2024-23. Be it resolved to close the Harris-Elmore Public Library and Genoa Branch Library on April 8, 2024.**

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

Motion carried by unanimous voice vote.

* **Policy and Personnel Committees –** Discussion was held in regards to the need to form committees when developing new policies. No action was taken.
* **Levy Committee Selection -** Discussion was held regarding the upcoming levy for collection year 2025-26. Mrs Markley will be seeking further information. No action was taken.
* **OLC Library Trustee Workshop & Dinner–** The OLC Board of Trustees workshop will be held both online and in-person this year on March 9, 2024 from 8:45 a.m. – 4:30 p.m. The cost is $95 and the registration deadline is March 2, 2024. The Northwest Ohio Trustee Dinner will be held on April 11, 2024 from 6:00 - 8:00 p.m. at Stone Ridge Golf Club in Bowling Green. The cost is $50 and the registration deadline is April 4, 2024. Please let Mrs. Fording know if you would like to attend either event.
* **School Board Approval -** Woodmore School Board approved Mr. Ron Busdeker to serve another term on the Harris-Elmore Public Library Board of Trustees. (See attached documentation included in Secretary’s records.)

**10. ADJOURNMENT**: 6:48 p.m.

**11. NEXT MEETING**: March 11, 2024 at 7:00 p.m. at the Harris-Elmore Public Library Damschroder

 Room.

Respectfully submitted:

Toby Farrell. Secretary

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 Toby Farrell - Secretary Kent Weis - President