**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, June 10, 2024**

**Present:**  Kent Weis (President), Kevin Gladden (Vice-President), Toby Farrell (Secretary), Linda Bringman, Ron Busdeker, Leslie Wyse

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

**Absent:** Claire Lawrence

**Guests:** Jannah Wilson (Park District), Thomas Bergman (Village Administrator)

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

1. **SECRETARY’S REPORT:** The May 13, 2024 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.
2. **FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the May financial statements and reports. The Bank Reconciliation showed all figures balancing for the month with no outstanding receipts or adjustments. The Appropriation Status, Fund Status, Revenue Status, and Wage Earnings all looked to be in good standing with no issues to address. Mrs. Markley also noted that the Woodmore Board of Education passed the resolution for our levy to be put on the November ballot. (See attached documentation included in Secretary’s records.)

**Resolution 2024-44. Be it resolved to accept the Fiscal Officer May 2024 Report as presented.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2024-45. Be it resolved to accept the following gifts and memorials for the month of May:**

Name That Tune Donation $250 Genoa Homecoming

Library Operations $75 Kathleen Kroos

Genoa Library Operations $60 Kim Harsanje

In Memory of Blair Miller $20 Nancy & Chuck Almroth

Motion moved by Mrs. Bringman, motion seconded by Mr. Busdeker.

Motion carried by unanimous voice vote.

* Summer Reading preparations have been underway. Nathan Young created an animated promotional YouTube video and designed the Summer Reading t-shirts. Popular programs will include Outdoor Movies and a Kombucha Brewing Class, and there are some great grand prizes.
* Mrs. Fording attended the SEO Directors Meeting in Columbus on May 23, 2024. There are many new updates that will be affecting the libraries in the near future. (See written Director’s Report in the Secretary’s minutes for a list of the many updates.)
* The monthly social media Local History features continue to have an amazing impact on patron engagement. This month Katie Blum focused on Genoa class photos from the 1940s-60s. This was especially appreciated by patrons as there were no yearbooks published in the 1940s due to the war paper shortage.
* Our insurance is investigating the Library’s claim to have the HVAC compressor replacement and repair payment reimbursed. Mrs. Fording is in the process of getting information from Ohler & Holzhauer and the Elmore Utility Dept. in order to support the claim.
* Staff have completed the following webinars this month: NONE
* Director’s Report for May 2024 (written) included in Secretary’s records.

1. **BRANCH MANAGER’S REPORT:**

* The Mom and Me Tea Party was a success! Decorations, tea, snacks, and a harpist made for an elegant event.
* Abby Lesniewicz will be leading children’s book clubs. Book Buddies (Grade 3-5) and Reading Rebels (6th Grade and up) are the first children’s book clubs to be offered at Genoa Library.
* The Story Walk books are being chosen for Veterans Park. 6-7 books will be chosen for the year, including fun activities and informational items relating to the books. Mrs. Parker is looking into a “Sponsor a Book” program to help fund the books and panels.
* Litbox themes for the month included Nonfiction for adults and Adventure for kids. Adults received 2 books, garden stakes, vinyl record coaster, stickers, and tea bags. Children received a book, compass, sunglasses, stickers, and a snack.
* Name That Tune, led by Makenna Flores and Abby Lesniewicz, was a success at the Genoa Homecoming with 72 people in attendance.
* Summer Reading is ready to go with the theme of Adventure.
* Staff have completed the following continuing education this month:
* Meghan Peiffer-Parker: Up or Out: Smarter Ways to Get Library Employees Back on Track, or End the Ride (NORWELD)
* Holly Thill: Early Literacy 101 (SEO - 6 hr workshop)
* Tricia Kline: Page-Turning Picture Books (Booklist)
* Branch Manager’s Report for May 2024 (written) included in Secretary’s records.

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

1. **UNFINISHED BUSINESS:**

* **Genoa Bike Path/Library Parking -** Jannah Wilson and Thomas Bergman gave an update on the North Coast Inland Trail. The Park District has been awarded an ODOT TAP grant to fund the extension of the trail from Washington St. to 9th St. Originally the trail would be affecting the Genoa Library, but the tentative route has been altered and will no longer impact the Genoa Library property or parking lot. There is now a possibility of jointly utilizing the green space provided by the altered route. There remain a lot of uncertain decisions due to the need for future surveying and engineering. (See attached documentation included in Secretary’s records.)
* **Disaster Plan Revision -** Mrs. Fording presented the revised Disaster Plan. (See attached documentation included in Secretary’s records.)

**Resolution 2024-46. Be it resolved to approve the revised Harris-Elmore and Genoa Branch Library Disaster Plan as presented effective June 10, 2024.**

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

Motion carried by unanimous voice vote.

1. **NEW BUSINESS:**

* **Programs Policy/Revised Statement of Concern** – Mrs. Fording and Mrs. Parker created and presented the Programs Policy and revised Statement of Concern form. (See attached documentation included in Secretary’s records.)

**Resolution 2024-47. Be it resolved to approve the Programs Policy and revised Statement of Concern form effective June 10, 2024.**

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

Motion carried by unanimous voice vote.

* **Genoa LED Lighting Quotes** - Quotes were received to change the Genoa lighting fixtures to LED. Quotes were received from Lighthouse, LLC, Witt & Gaines, Inc., and Timber Creek Electric, LLC. (See attached documentation included in Secretary’s records.)

**Resolution 2024-48. Be it resolved to hire Lighthouse, LLC to replace the Genoa lighting fixtures with LED fixtures at the cost of $7,755.30 effective June 10, 2024.**

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

Motion carried by unanimous voice vote.

1. **ADJOURNMENT:** 8:02p.m.

**NEXT MEETING:** July 8, 2024 at 7:00 pm Harris-Elmore Public Library Damschroder Room.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary Kent Weis-President