**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday March 11, 2024**

**Present:** Kent Weis (President), Kevin Gladden (Vice-President), Claire Lawrence, Linda Bringman, Leslie Wyse

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

**Absent:** Toby Farrell (Secretary), Ron Busdeker

**1. CALL TO ORDER**: President Mr. Weis called the meeting to order at 7:02 p.m. at the Elmore facility.

**2. SECRETARY’S REPORT**: The February 12, 2024 minutes were unanimously approved. Copies for archiving will be prepared by Ms. Farrell.

**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 2024-24. Be it resolved to accept the Fiscal Officer February 2024 Report as presented.**

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

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 March 11, 2024, as well as a 2024 Budget Change in regards to Appropriations (Auditing Services) retroactively effective February 17, 2024. (See attached documentation included in Secretary’s records.)

**Resolution 2024-25. Be it resolved to approve the Proposed 2024 Budget Changes in regards to Revenues and Appropriations as presented effective March 11, 2024, with the additional Proposed 2024 Budget Change in regards to Appropriations (Auditing Services) retroactively effective February 17, 2024.**

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

Motion carried by unanimous voice vote.

**4. DIRECTOR'S REPORT**:

* Acceptance of Gifts and Memorials:

**Resolution 2024-26. Be it resolved to accept the following gifts and memorials for the month of February:**

Library Operations $3,000 Richard (Dick) Kulhman

Summer Reading Donation $750 Genoa Bank

Harris-Elmore Public Library Operations $75 Kathleen Kroos

Genoa Kids Programming $400 David LaPlantz

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

Motion carried by unanimous voice vote.

* Winter Read concluded with a total of 52 Adults & Teens and 94 Kids from both libraries. The Summer Reading Program preparation is in full swing.
* “Welcome to the Library” bags are being created by staff for new library card holders. These bags include library swag and items that advertise the library and town services. In the process of creating these bags, Nathan Young created an updated version of the library logo.
* Makenna Flores has created “Cinebags” for both libraries. These bags pair snacks and activities related to the different genres of DVDs that patrons may check out.
* Cataloging and packaging for the “Library of Things” is nearing completion with the finishing touches being put on preparing waivers, website, training videos, and display units.
* The toilets at Elmore, installed in the 1990s, have been experiencing problems with the flappers and clogging/slow drain issues. Mrs. Fording will look into quotes for the next meeting.
* The following employees have completed webinars/workshops this month:
* Sierra White: What’s New in Reading Advisory (NORWELD)

* Director’s Report for February 2024 (written) included in Secretary’s records.

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

* Children’s Area sensory boards were purchased and installed.
* Abigail Sullivan’s stained-glass program with local artist Jani Gavorski was a huge success. Creature Feature by Maumee Bay State Park also had a great turnout of patrons.

* Mrs. Parker and Bekkir Barbier are currently working on creating the Easy Non-Fiction section. This involves some shifting of the Children’s Easy Section, as well as weeding out some inventory in order to stay relevant and up-to-date with the new state standards of The Science of Reading.
* The Library of Things timeline is on schedule. W.C. Heller installed a slat wall and inventory has been cataloged and labeled.
* Tricia Kline and Mrs. Parker have submitted their Ohio Public Library Staff Certification applications and are awaiting approval.
* The following employees have completed webinars/workshops this month:
* Meghan Parker; Supervisors Roundtable (specializing in HR) (Wood County Library)
* Tricia Kline: Graphic Novels for Adults and Young Adults, What’s New in Readers Advisory, Adult Favs, Dementia Friends (NORWELD)
* Branch Manager’s Report for February 2024 (written) included in Secretary’s records.

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

**7. UNFINISHED BUSINESS**:

* **Levy Resolution –**  The Board is moving forward to put a renewal of an existing levy on the November 5, 2024 ballot. (See attached documentation included in Secretary’s records.)

**Resolution 2024-27. Be it resolved to request the Ottawa County Auditor to certify the total current tax valuation of the Library District of the Harris-Elmore Public Library, Ottawa County, Ohio and the the amount to be generated during the first year of collection of a renewal of an existing tax for current expenses of the Harris-Elmore Public Library (R.C. Sections 5705.03, 5705.23) effective March 11, 2024.**

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

Motion carried by unanimous voice vote.

* **OLC Library Trustee Dinner–**  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.

**9. NEW BUSINESS**:

* **April and November Board Meeting Changes** –Currently the 2024 April and November Board Meetings are scheduled for days in which the Library will be closed. The new meeting dates will be April 15, 2024, and November 18, 2024.
* **Genoa Security Cameras** – After a few recent incidents, Mrs. Parker is requesting additional security cameras to be installed in the Genoa facility. A quote has been provided by R.J. Beck Protective Systems, Inc., for the amount of $1390.00. (See attached documentation included in Secretary’s records.)

**Resolution 2024-28. Be it resolved to approve the purchase and installation of two additional security cameras for the Genoa Library through R.J. Beck Protective Systems, Inc., for the cost of $1390.00 effective March 11, 2024.**

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

Motion carried by unanimous voice vote.

* **Healthy Aging Grant** – The Library has received a grant in the amount of $6,525.00 from Ottawa County Senior Resources. This grant will pay for the purchase of iPads and instructional classes for senior citizens. In addition, each month will feature a drawing for an ipad giveaway to a senior citizen.
* **Ohio Plan Approval -** (Ohio Plan Risk Management, Inc.) - Mrs. Fording presented the renewal quote premium provided by Hylant Administrative Services, LLC. This includes the new policy, coverage, and Advantage Credit (total of 60 points). The coverage dates for this policy will be April 9, 2024 - April 9, 2025. Total annual payment is $7,496.00. (See attached documentation included in Secretary’s records.)

**Resolution 2024-29. Be it resolved to approve the Ohio Plan Policy Renewal as presented for the total annual payment fee of $7,496.00 effective March 11, 2024.**

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

Motion carried by unanimous voice vote.

**10. ADJOURNMENT**: 7:39 p.m.

**11. NEXT MEETING**: April 18, 2024 at 7:00 pm Genoa Branch Library Thackrey Room

(Note the date change.)

Minutes recorded by Brianne Markley

Respectfully submitted:

Toby Farrell, Secretary

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Toby Farrell - Secretary Kent Weis - President