**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, September 9, 2024**

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

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

**Absent:** Kent Weis (President), Claire Lawrence

**1. CALL TO ORDER:** Vice-President Mr. Gladden called the meeting to order at 7:02 p.m. at the Genoa facility.

**2. SECRETARY’S REPORT/MEETING MINUTES:** The July 8, 2024 minutes were unanimously approved as presented. Copies for archiving will be prepared by Ms. Farrell.

**3. FISCAL OFFICER’S REPORT:**

* Mrs. Markley presented the July 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. (See attached documentation included in Secretary’s records.)

**Resolution 2024-56. Be it resolved to accept the Fiscal Officer July 2024 Report as presented.**

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

Motion carried by unanimous voice vote.

* Mrs. Markley presented the August 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. (See attached documentation included in Secretary’s records.)

**Resolution 2024-57. Be it resolved to accept the Fiscal Officer August 2024 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Resolution Accepting the Amounts and Rates as Determined By the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor –** Must be filed with the County Auditor in accordance to the R.C. Sections 5705.34-5705.35 (See attached documentation included in Secretary’s records.)

**Resolution 2024-58. Be it resolved by the Board of Trustees of Harris Elmore Public Library, Ottawa County, Ohio, to adopt the Resolution Accepting the Amounts and Rates as Determined By the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor**  **in accordance to the R.C. Sections 5705.34-5705.35. (See attached documentation included in Secretary’s records.)**

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

Roll call vote:

Mr. Weis – yes

Ms. Farrell – yes

Mr. Busdeker -yes

Mr. Gladden - yes

Mrs. Bringman - yes

Motion carried by unanimous roll call vote.

* **2025 PLF Allocation** - Mrs. Markley and Mrs. Fording are recommending to keep the current Ottawa County PLF Allocations with Oak Harbor receiving 20%, Harris-Elmore receiving 30%, and Ida Rupp receiving 50%. (See attached documentation included in Secretary’s records.)

**Resolution 2024-59. Be it resolved to keep the current Ottawa County PLF Allocations with Oak Harbor receiving 20%, Harris-Elmore receiving 30%, and Ida Rupp receiving 50% effective September 9, 2024.**

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

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 September 9, 2024. Please see the attached documentation for the account numbers/titles, increased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2024-60. Be it resolved to accept the Proposed 2024 Budget Changes as presented effective September 9, 2024.**

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

Motion carried by unanimous voice vote.

**4. ACCEPTANCE OF GIFTS & MEMORIALS**

* Acceptance of Gifts and Memorials

**Resolution 2024-61. Be it resolved to accept the following gifts and memorials for the months of July/August:**

Healthy Aging Grant (Large Print Bks) $2,000 Ottawa Co. Senior Resources

Program Donations $326.81 Various Donors

Library Operations $150 Kathleen Kroos

Local History Room $30 Daniel Garey

Motion moved by Mr. Busdeker, motion seconded by Mr. Wyse.

Motion carried by unanimous voice vote.

**5. DIRECTOR’S REPORT:**

* The Summer Reading Program ended with a total of 463 participants from both libraries. Number breakdowns include: Adults - 128, Teens - 70, Kids - 224, Babies - 21. Numbers were up from last year, especially in the Teen and Adult categories. Better prize incentives may have contributed to the increase. The Summer Reading Committee is already planning for next year.
* Fun summer programming included: Rufus the Dufus, archery, outdoor movies, shrinky dinks, canning class, iPad classes, sensory play, and the annual Back to School Bash. The Bash was an ice cream social this year with crafts, games, and an ice cream bar provided by Tofts and Millers Market.
* Library Staff attended the Open Houses in both Genoa and Woodmore school districts to promote services for the upcoming school year.
* The Libraries were closed for half a day on August 15, 2024, to allow for a Staff Training held at the Genoa Branch. A Genoa police officer trained the staff on Narcan administration, as well as how to look for signs of an overdose. Fire extinguisher use was also covered. Travis Thompson, Ohio Plan Risk Management VP, presented a free seminar on how to deal with toxic people who are difficult to calm. Library safety questions from the staff were covered as well.
* A poster printer was purchased due to the requests of teachers, as well as the Library programming department. The printer will print up to 39 inches wide and will be a great addition to the Library’s services.
* Mrs. Fording and Sierra White attended a Notary Training from the Ohio Society of Notaries through Norweld. The training was extremely informative and can be used toward renewal certificates. It was recommended that all Public Library notaries be included on the Library Omission & Errors Insurance as a precaution.
* The Elmore location has been experiencing repeated issues with the toilets. Mrs. Fording spoke with O&H and Kuras Sanitation on several occasions the past two months. It has been determined there are issues with the sewer line near the building and that several spots are filling up with water. Quotes will be provided soon.
* Nathan Young has designed new patron Library cards.
* Staff have completed the following continuing education this month:
* Jennifer Fording: Ohio Notary Training (Norweld); “Toxic,” Traumatized, or Neurogivergent? Setting Appropriate Boundaries Without Writing Anyone Off (Niche Academy); From Knowing to Doing: Maximizing the Impact of Employee Training (Norweld); What Can Roku do for your Library? (NEO); Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Sierra White: Ohio Notary Training (Norweld); Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Nathan Young: Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Sydney White: Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Katie Blum: Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Director’s Report for July & August 2024 (written) included in Secretary’s records.

**6. BRANCH MANAGER’S REPORT:**

* Summer Programs included a Taylor Swift Party, a Bubble Palooza Party, and the annual Back-to-School Bash All had extremely high attendance, with a record of 143 participants at the Bubble Palooza Party. All included treats, crafts, and participation stations and activities.
* The LED lights have all been installed at Genoa. Lighthouse Industries installed them over a 2-day period in August.. The library is now clean and bright looking.
* DCS has been doing a great job on the landscaping.
* Wireology has installed the cables and cords for the Teen computers.
* Discipline issues with unruly children have improved.
* Summer tutoring has ended and the Girl Scout meetings will begin again.
* Staff Training took place at the Genoa Branch on August 15, 2024. Clay Township Sergeant Martin trained the staff on the use of Narcan, as well as fire extinguisher procedures. Travis Thompson, Ohio Plan Risk Management VP, trained on CAVE (Citizens Against Virtually Everything) people. A possible future training on CPR/First Aid is being discussed.
* Mrs. Parker attended the Ohio Youth Services Meet-Up. Janet Dwyer, a State Library of Ohio Consultant, was very impressed with the programs being offered at Genoa.
* Tricia Kline and Mrs. Parker attended the Genoa Elementary Open House. 150 information folders were distributed to area families.
* The Summer Work Program partnership with the Ottawa County Workforce Development Team was completed for the season. Two Genoa High School students qualified and worked for the library from June-August 31st. Mrs. Parker felt it was a successful endeavor.
* A patron requested an outside bench be added to the west side of the building.
* Staff have completed the following continuing education this month:
* Meghan Parker: OCLC - Self-Directed Achievement: if you give library staff an hour…; OCLC - De-escalation Strategies for libraries, archives, and museum staff; OLC - Ohio Youth Services Meet-Up; Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Bekkir Barbier: Gen Con; Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Tricia Kline: Book List - Fall Adult Favorites, Amazing Picture Books, DK School & Library Fall 2024 Preview Event, Sci-Fi, Fantasy, & Horror Titles; Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Abby Lesniewicz: Niche Academy - Autism a Conversation with Carly Danesh-Jones; Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Makenna Flores: - Web Junction - Intro to Crisis Communication for Libraries, Archives, and Museums; Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Abigail Sullivan: Narcan & Fire Training (Genoa Police Dept.); Citizens Against Virtually Everything - Dealing with CAVE People (Ohio Plan)
* Branch Manager’s Report for July & August 2024 (written) included in Secretary’s records.

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

**8. UNFINISHED BUSINESS:**

* **StorywalkUpdate –** Mr. Gladden informed the Board that the Storywalk project was behind due to the playground installation at Veterans Park. It is still hopeful that the posts will be installed this fall.

**9. NEW BUSINESS:**

* **Poster Printer Policy –** Mrs. Fording prepared and presented a Poster Printer Policy, now needed due to the purchase of the poster printer. (See attached documentation included in Secretary’s records.)

**Resolution 2024-62. Be it resolved to approve the Poster Printer Policy as presented effective September 9, 2024.**

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

Motion carried by unanimous voice vote.

* **Elmore Sewer Replacement Quote** – A quote was received from Ohler & Holzhauer, using Castalia Trenching & Ready Mix LLC, for $4,901.90. Upon discussion it was decided that at the request of the Board, Mrs. Fording will speak to the Elmore Mayor to see if the Village of Elmore will split the cost due to the fact that they own the property involved. In addition, two more quotes should be received if possible. Action was tabled. (See attached documentation included in Secretary’s records.)
* **Director & Fiscal Officer Evaluations -** Mrs. Fording and Mrs. Markley completed their annual self-evaluations for the Board. Board members need to complete the Director/Fiscal Officer Performance Evaluation forms and return to the library by the next meeting. (See attached documentation included in Secretary’s records.)

**9. ADJOURNMENT:** 8:00p.m.

**10. NEXT MEETING:** October 14, 2024 at Harris-Elmore Public Library.

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell-Secretary Kent Weis-President