**Minutes of the Harris Elmore Public Library**

**Board of Trustees Regular Meeting**

**Monday, July 8, 2024**

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

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

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

1. **CALL TO ORDER:** Vice-President Mr. Gladden called the meeting to order at 7:00 p.m. at the Elmore facility.

1. **SECRETARY’S REPORT:** The June 10, 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 June 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 2024-49. Be it resolved to accept the Fiscal Officer June 2024 Report as presented.**

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

Motion carried by unanimous voice vote.

* **Proposed Budget Changes -** Mrs. Markley would like to propose a list of 2024 Budget changes in regards to the Revenues and Appropriations. Please see the attached documentation for the account numbers/titles, increased/decreased amounts, new totals, and reasoning. (See attached documentation included in Secretary’s records.)

**Resolution 2024-50. Be it resolved to accept the Proposed 2024 Budget Changes as presented effective July 8, 2024.**

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

Motion carried by unanimous voice vote.

1. **DIRECTOR’S REPORT:**

* Acceptance of Gifts and Memorials

**Resolution 2024-51. Be it resolved to accept the following gifts and memorials for the month of June:**

Library Operations $75 Kathleen Kroos

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

Motion carried by unanimous voice vote.

* Fun Summer programs have included: tie dye shirts, s’more solar ovens, diamond painting, and macrame keychains. Abigail Sullivan also made ice cream with the Schedel Gardens Science Camp students. Mrs. Fording and Abigail Sullivan presented a Genealogy program at the Senior Center, as well as provided participants with Family Tree Books to get started.
* A landscaper switch from Lorenzen Landscaping to DCS Outdoor Services was made for both library locations. Unsatisfactory work from Lorenzen Landscaping initiated this change. The cost will be about $200 more, but the service is better. (See attached documentation included in Secretary’s records.) DCS has already visited Genoa and performed a variety of tasks.
* The insurance company has reported that the warranty was accepted and they were able to pay out for the damaged compressor to the Elmore HVAC unit. To replace the compressor, it was $1,808.50, and with the $1000 deductible, we were paid $808.50 for coverage.
* Staff have completed the following continuing education this month:
* Nathan Young, Abigail Sullivan, Jennifer Fording:Whofi Overview
* Jennifer Fording: Ohio Library Council Legal Updates
* Director’s Report for June 2024 (written) included in Secretary’s records.

1. **LOCAL HISTORY REPORT:** Included in Secretary’s records.
2. **BRANCH MANAGER’S REPORT:**

* Summer reading is in full swing. The tie-dye party was a huge hit with 85 attendees.
* The fascia has been repaired. DCS will weed the gardens at the end of each month.
* Mr. Gladden, Mrs. Fording and Mrs. Parker mapped out the Story Walk. Tricia Kline and Mrs. Parker have several titles chosen. The schedule to post the story boards will be March/April, May, June, July, August, September, October, November-February.
* Staff quarterly check-ins were completed with no issues to report.
* The Library continues to be an asset to the community. St. John’s daycare has been visiting biweekly, tutors are utilizing our space, and the Girl Scouts will return after summer.
* Abigail Sullivan and Mrs. Parker attended the Genoa Farmer’s Market to promote summer reading, as well as pass out Library swag.
* $750 grants were awarded to each library to fund new Large Print books. This is an extension of the Senior Digital Literacy Grant.
* We are partnering with the Ottawa County Summer Work placement program and have 2 Genoa teens working as interns until August 31, 2024. Duties include shelving books and other tasks.
* A program rebuttal was filed in regards to the Tarot 101 program held on June 26, 2024. (See attached documentation included in Secretary’s records.)
* Disciplinary warning signs have been posted as a preventive measure for unruly behavior. Computers have also been added to the teen room to promote safety and spacing issues.
* Staff have completed the following continuing education this month:
* Meghan Parker**:** OLC Legal Update
* Bekkir Barbier : SWON Proud & Strong Together: Leveraging Partnerships and Resources to Strengthen our LGBTQIA+ Communities
* Tricia Kline: ALA Upsize Reading Experiences: Expand Accessibility with Large Print
* Branch Manager’s Report for June 2024 (written) included in Secretary’s records.

1. **UNFINISHED BUSINESS:**

* **Story Book Walk Update –** Posts will be dug in the near future.

1. **NEW BUSINESS:**

* **Revised Meeting Room Policy** -Mrs. Fording presented the revised Meeting Room Policy. Revisions were made to Rules and Regulations #8. (See attached documentation included in Secretary’s records.)

**Resolution 2024-52. Be it resolved to approve the revised Meeting Room Policy as presented effective July 8, 2024.**

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

Motion carried by unanimous voice vote.

* **Genoa Computers Cable Drops-** Four data drops need to be installed in the Children’s Area computers. A quote was received from Jay’s General Contracting for the total cost of $3695.25. This quote includes the installation of the data drops, relocation of the existing data and power, and installation of a dedicated power circuit. (See attached documentation included in Secretary’s records.)

**Resolution 2024-53. Be it resolved to hire Jay’s General Contracting for the installation of the data drops, relocation of the existing data and power, and installation of a dedicated power circuit in the Genoa Children’s Area effective July 8, 2024.**

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

Motion carried by unanimous voice vote.

* **Library Closure -** Mrs. Fording is requesting the closure of both libraries for Staff training led by the Clay Twp. Police and Fire Department. The training will cover the Fire Extinguisher and Narcan procedures and protocols. The following month another training will cover CPR.

**Resolution 2024-54. Be it resolved to approve the managerial decision to close both libraries for the appropriate length of time for the purposes of Staff training effective July 8, 2024.**

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

Motion carried by unanimous voice vote.

* **Unattended Minor Policy -** Mrs. Fording presented the revised Unattended Minor Policy which now states that children under 10 must be accompanied by an adult or sibling/caregiver (over 14 yrs old) at all times.

**Resolution 2024-55. Be it resolved to approve the revised Unattended Minor Policy effective July 8, 2024.**

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

Motion carried by unanimous voice vote.

1. **ADJOURNMENT:** 7:57p.m.
2. **NEXT MEETING:** September 9, 2024 7pm Genoa Branch Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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Toby Farrell - Secretary Kent Weis - President