

Henderson Memorial Public Library
54 E. Jefferson Street
Jefferson, OH 44047

Regular Board Meeting-ZOOM April 14, 2020 6:00 P.M.

CALL TO ORDER: Tania Burnett called the meeting to order at 6:00 P.M.

ATTENDANCE:

Members Present: Fred Portz Roger Craik Dee Culbertson Diana Brook Ellen Cufu
Meagen Howe Chris Miller Shannon Jones Tania Burnett

Members Absent:

Also Present: Bev Follin Ronni Charles

Guest Present:

AGENDA: Approved as presented.

PUBLIC COMMENTS: None.

MINUTES: **Motion 20-8:** Dee Culbertson made a motion to approve the March minutes. Diana Brook seconded the motion. Motion carried.

FISCAL OFFICER'S REPORT:

- ✓ Ronni presented to all the March financials.
- ✓ Ronni stated that the investments were deposited in the General Fund for \$35,000.00. All agreed that \$10,000.00 of the funds would be deposited into the HVAC savings account.
- ✓ Ronni spoke to Dustin Anewalt from First Commonwealth regarding the Investment accounts. Although she pulled out the funds for this year, there was still a slight increase in the investments as a whole for the month of March. Ronni stated that Dustin informed her that our investments are on an even keel and we have not lost any monies as of today.
- ✓ Ronni informed all that the Library received the first Property Tax check for \$83,228.49. This is a 20% increase from 2019.
- ✓ Ronni stated that the Financial Audit is completed and she is still waiting for the Final Report. It is currently in review. Total cost of the Audit was \$3,403.00.
- ✓ Ronni stated that she is currently working on the 2019 990-tax return that is due July 15, 2020.

DIRECTOR'S REPORT:

- ✓ Bev presented the March stats to all in attendance. Due to the Coronavirus quarantine, stats are declining rapidly. The staff are doing Virtual Programming. The State Library informed Bev that this type of programming couldn't be counted for the State report.

SEE DIRECTOR'S REPORT ATTACHED.

COMMITTEE REPORTS:

Building & Grounds: No Report.

Tech: No Report.

Finance: No Report.

Nominating: No Report.

Personnel: No Report

Planning Committee: No report.

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Policy: No Report.

Henderson Fun(d) Association: No Report.

OLD BUSINESS:

Bev stated that the new handrails are currently in production and will be installed as soon as they are completed.

Bev presented to all the three lawn care quotes received by the Library.

Motion 20-9: Fred Portz made a motion to accept the quote from Old Fashion Lawn Care for \$2,287.00. Meagen Howe seconded the motion. Motion carried.

Bev presented the two quotes received by the Library for the sidewalk upgrade.

Motion 20-10: Dee Culbertson made a motion to accept TLC Asphalt's quote for \$1,850.00. Roger Craik seconded the motion. Motion carried.

NEW BUSINESS:

A COVID-19 Pandemic Measures Resolution was presented to all. The document was reviewed.

Motion 20-11: Meagen Howe made a motion to accept the resolution presented. Dee Culbertson seconded the motion.

Ellen Cuftr conducted Roll Call.

- Tania Burnett-Yes
- Fred Portz-Yes
- Roger Craik-Yes
- Dee Culbertson-Yes
- Diana Brook-Yes
- Meagen Howe-Yes
- Chris Miller-Yes
- Shannon Jones-Yes

Resolution passed by a unanimous vote.

With no further business, Tania Burnett adjourned the meeting at 6:36 pm.

Ronni Charles, Fiscal Officer

Ellen Cuftr, Secretary

Director's Report

April 2020

(March Activity)

Miscellaneous

- COVID-19
The Henderson Library closed to the public on March 16, 2020 in response to Governor DeWine's orders closing K-12 schools and the National emergency declared by President Trump.
Staff reported to work March 16-18, 2020 and sanitized all surfaces and shelf read the entire library, in essence "closing down the building".
- Updated website as situation has evolved
- Deposits
- Created Give & Take cart to be placed at the front entrance from 10am-5 pm daily
- Working on Guiding Ohio Online Grant due May 15, 2020
- Pick up mail, provide social media engagement, review daily COVID-19 updates
- Collected community donations with Chris Miller for Chamber Home Show at the Ashtabula Mall

Staff

- Programming staff (Karen, Misty, Michaela, Ashley, & Megan) continue to plan virtual programming, providing weekly online storytimes. They will soon be adding an additional Monday evening PJ storytime, and continue fabricating elements for summer reading 2020. Karen, Misty, and Megan are also homeschooling their children during this period.
- Chapin is working on collection development, and is also working with Laura Solomon on adding a chat feature to our website.
- Charlie, Ashley, and Michaela are researching website databases as part of their CE development at home.
- Jacob has taken home some of our tech toys and is currently working on procedures and programming projects. He sent me a photo of the moon through the telescope last week! Jacob is also providing me with quick tech tips to post on our social media page and is taking any one-on-one tech questions via his email.

Programs

- Outreach Village Table Library Day March 3, 2020
- CANCELLED programs: Adult Books Club, Jr. High Book Club, English Festival, High School Book Club (our first at the High School)

Meetings & Workshops

- Chamber Meeting March 2, 2020
- B&G Meeting March 3, 2020
- Board Meeting March 10, 2020

Facility

- Chris Stevens of My Electrician, local company, came by on Friday, Feb. 7 to review the issues listed: back entrance security light fixture, front entrance light fixture, (2) ballast fixtures (meeting room & above circulation desk) He talked with Mark and will schedule a time to come in when Mark is here before we open to troubleshoot.

Update: Chris is scheduled the week of March 16, 2020.

Update: I called Chris last week to reschedule a time for him and Mark to follow-up on our electrical needs: back door, front entrance, and two interior ballasts.

- Backflow test completed March 9, 2020