

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

*Regular Board Meeting-ZOOM*

*August 11, 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	Diana Brook	Ellen Cufri
	Meagen Howe	Chris Miller	Tania Burnett	
Members Absent:	Dee Culbertson	Shannon Jones		
Also Present:	Bev Follin	Ronni Charles		
Guest Present:				

**AGENDA:** **Motion 20-20:** Fred Portz made a motion to approve the meeting agenda as written. Diana Brook seconded the motion. Motion carried.

**PUBLIC COMMENTS:** None.

**MINUTES:** **Motion 20-21:** Diana Brook made a motion to approve the minutes as written. Roger Craik seconded the motion. Motion carried.

**FISCAL OFFICER'S REPORT:**

- ✓ Ronni presented to all the July financials.
- ✓ Ronni stated that she received information regarding the August PLF. The total increase for the month of August is 35%.
- ✓ Ronni stated that the investments continue to do well. For the month of July the investments increased by \$12,865.34. Ronni met with the Advisor today. The market continues to do well and he is hoping that everything will remain steady through the rest of 2020.
- ✓ Ronni and Chris informed all our First Commonwealth Bank is closing the local branch December 11, 2020. All customer accounts will be moved to the Ashtabula branch.

**DIRECTOR'S REPORT:**

- ✓ Bev reviewed with all in attendance the July 2020 library stats. Door counts are increasing daily.
- ✓ Bev informed all that Jacob has been working on digitalizing all archives. He states that he should be done by September.
- ✓ Bev stated that the Library received \$850.00 from a few patrons as donations. The Library has also received the CARES Act mini-grant for \$3,000.00. Most Covid-19 expenses can be covered under this grant.
- ✓ Bev stated that the Library staff would be present at the JES library this year. Processes will be reorganized to meet COVID-19 guidelines.

**COMMITTEE REPORTS:**

**Building & Grounds:** Nothing to report.

**Tech:** Nothing to report.

**Planning Committee:** Nothing to report.

**Finance:** Nothing to report.

**Nominating:** Meagen Howe created a fillable PDF application for Board members and it has been posted on the website.

**Personnel:** Nothing to report.

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**Policy:** Ellen stated that all received a copy of the HMPL Pandemic Plan to review. Ellen recommends that the Board consider voting on it tonight or the next meeting.

**Motion 20-22:** Ellen Cuftr made a motion to approve the presented HMPL Pandemic Plan. Fred Portz seconded the motion. Motion carried.

Ellen stated that the next step for the committee is to review the Staff Leave policies.

**Henderson Fun(d) Association:** Roger stated that the committee is currently working on the artist fundraiser. The committee has just received the Artist's draft. John Broom is currently working on the plaques for the retiring Foundation members.

**OLD BUSINESS:**

COVID-19 Pandemic Measures-all procedures are going well and minimal strife from the patrons.

VOiP- Still on the list. The process has started but it will be awhile before they get to the Library.

**NEW BUSINESS:**

Bev stated that she would continue working on collaboration efforts with local facilities to hold programs.

**Motion 20-23:** Meagan Howe make a motion to adjourn the meeting. Fred Portz seconded the motion. Motion carried.

With no further business, Tania Burnett adjourned the meeting at 6:52 pm.

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Ronni Charles, Fiscal Officer

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Ellen Cuftr, Secretary