

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

Regular Board Meeting

December 10, 2019

6:00 P.M.

CALL TO ORDER: Diana Brook called the meeting to order at 6:00 P.M. and led the pledge of allegiance.

ATTENDANCE:

Members Present: Tania Burnett Fred Portz Diana Brook John Broom Ellen Cufu
Meagen Howe Beth Jeppesen Chris Miller Shannon Jones

Members Absent:

Also Present: Bev Follin Ronni Charles

Guest Present: Dee Culbertson

AGENDA: Approved as presented.

PUBLIC COMMENTS: None.

MINUTES: Approved as presented.

FISCAL OFFICER'S REPORT:

- ✓ Ronni distributed to all in attendance the month end November financials.
- ✓ Ronni stated that the November Investments increased 7,323.
- ✓ Ronni informed all the staff dental and vision plans will change effective 1/1/20. Dental carrier will be Delta Dental and the Vision carrier is Spectera through an OLC group plan. The change in the vision care is available to all staff, not just full-time staff.
- ✓ The Ohio Auditor will be monitoring all State funded organizations regarding their compliance with the Ohio Sunshine Laws. Ronni would like to receive at least a three star rating and will be reviewing and working with Bev to update the library procedures.
- ✓ Ronni was recently notified that the 3rd year request for a grant from Believe in Reading is currently being reviewed.
- ✓ Ronni discussed the Nance/Irby & Woodbury CD's the library currently holds and the requirements of maintaining them. All agreed that the CD's should be held for multiple years. They were currently rolled over in 2018 for 24 months. Chris Miller agreed to research the most recent rates etc. at First Commonwealth so a decision can be made in 2020 on the length of the CD's.
- ✓ Ronni presented the proposed 2020 permanent budget to all Board Members.

Motion 19-21: Tania Burnett made a motion to approve the 2020 proposed budget as presented. John Broom seconded the motion. Meagen Howe, Secretary, took Roll Call. Roll Call was unanimous. Motion carried.

DIRECTOR'S REPORT:

- ✓ Bev presented the November stats to all in attendance.
- ✓ Bev informed all that in the month of November the Library held their annual Foods for Fines drive. A total of 87 lbs. of food was delivered to Manna.
- ✓ Bev thanked all of the Board Members for the luncheon during the annual staff day. The staff was very appreciative.
- ✓ Bev stated that the Library was very successful at the Craft Maple Festival doing face painting and color pages. Biblioteens came prepared to help prep pine greens for the annual Library Wreath Making program in November.
- ✓ Bev stated that the Library is preparing for the upcoming 2020 census. Bev and Jacob are working on a schedule for making laptops available for the monthly Village Table Outreach program. All in attendance can utilize the laptops to complete the census.

COMMITTEE REPORTS:

Building & Grounds: Nothing to report.

Tech: Nothing to report.

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Finance: Nothing to report.

Nominating: Nothing to report.

Personnel: Shannon stated that a meeting would need to be scheduled to complete the Director's evaluation.

Planning Committee: Nothing to report.

Policy: John stated that the last meeting was held tonight, Dec. 10th at 5pm. The following was discussed:

- a. After Hours Use of Library Facility Policy
- b. Longevity Floating Holiday policy-1 day for every 5 years of service.
- c. Vacation policy-Add line, 5 weeks' vacation for 26 years & above service.

The committee is still working on all.

Henderson Fun(d) Association: Beth informed all that the Wreath Making program was a great success. The total proceeds were \$690.00. The funds will be deposited in the HVAC Savings account.

OLD BUSINESS:

Bev informed everyone that VoIP is still in cue. No information regarding a date.

NEW BUSINESS:

New Officers were nominated for 2020:

Tania Burnett-President
Meagen Howe-Vice-President
Ellen Cufu-Secretary

Motion 19-22: John Broom made a motion to accept all nominations. Shannon Jones seconded the motion. Motion carried.

Ronni asked Chris Miller to get new signature cards for all of the bank accounts ready for 2020. Diana Brook will be removed and Meagen Howe will be added.

With a heavy heart the Board accepted John Broom's resignation from the Board. His term is for one more year. Bev recommended that the nominating committee recommend Fred Portz to fill the vacancy. Fred was the third person on the ballot at the recent election.

Motion 19-23: Tania Burnett made a motion to appoint Fred Portz as an interim Board Member to fill the vacancy. Ellen Cufu seconded the motion. Motion carried.

With no further business, Diana Brook adjourned the meeting at 6:51 pm.

Ronni Charles, Fiscal Officer

Meagen Howe, Secretary