

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

*Regular Board Meeting*

*December 14, 2021*

*6:00 P.M.*

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

**ATTENDANCE:**

Members Present: Diana Brook Shannon Jones Roger Craik Jessica Bailey  
Meagen Howe Dee Culbertson Chris Miller  
Members Absent: Tania Burnett Fred Grimm  
Also Present: Bev Follin Ronni Charles  
Guest Present: Scott Wludyga, Elected Board Member 2022

**AGENDA:** Approved as written.

**MINUTES:** Approved as written.

**FISCAL OFFICER'S REPORT:**

- ✓ Ronni Charles reviewed all November financial reports with all in attendance.
- ✓ Ronni reviewed with all the November investment reports. For the month of November, the Library investments decreased in value by \$ (6,380.79).
- ✓ Ronni has been experiencing issues with FCB Positive Pay. This caused voided checks that are reflected on the Payments report. The checks needed to be reprinted and she requested a letter from the bank stating the issue to give to the vendors. Another issue regarding a check that was issued to our Guiding Ohio Tech, funds were returned to the library account but the other bank did not release the funds. This caused an overage in the library checking account. She contacted the Ohio Auditor located in the Jefferson office and was given guidance on how to correct.

**DIRECTOR'S REPORT:**

- ✓ Bev reviewed with all in attendance the November 2021 library stats.
- ✓ Bev informed all that Misty Starcher has turned in her resignation. A customer service position will be posted on social media and in the Gazette. We will be accepting applications through January 15, 2022. Adult Programming will also be advertised again at a later date.
- ✓ Bev informed all present that the Henderson Library received a Four-Star rating from Library Journal.
- ✓ Bev reported on the recent library fundraising for the Mural. An estimated \$2,000.00 has been raised for the Association. The wreath fundraiser raised an estimated \$400.00 and the Association Daffin's fundraiser is ongoing.
- ✓ Routine maintenance as been completed by HAVE for the winter season.

**COMMITTEE REPORTS:**

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

**Tech:** The committee met on December 1<sup>st</sup> to discuss renewal of software licenses and the purchase of a desktop for Adult Programming. The committee also discussed a possible replacement of the electronic sign in 2023.

**Planning Committee:** The committee met on December 6<sup>th</sup> and a community survey has been created and will be released in 2022. A discussion was held regarding a full Strategic Planning Session in late spring 2022.

**Finance:** The committee met on December 1, 2021 to finalize the 2022 Budget to present to the Board. Ronni discussed the following:

- ✓ **Grants:** The Library has received funding from a few foundations for the JES library. Books will be purchased.
- ✓ **Banking:** Changing effective 1/1/2022.

**Motion 21-42:** Diana Brook made a motion for the Library to start moving accounts from First Commonwealth Bank to Andover Bank effective 1/1/2022. Dee Culbertson seconded the motion. Motion carried.

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- ✓ **Budget:** Ronni presented the proposed budget for 2022 to all present.

**Motion 21-43:** Dee Culbertson made a motion to approve the 2022 budget as presented. Diana Brook seconded the motion. Motion carried.

- ✓ **Raises:** 2020 Staff Increase for 3% needs approved.

**Motion 21-44:** Shannon Jones moved to approve the 3% staff increase for 2022. Jessica Bailey seconded the motion. Motion carried.

- ✓ **Bonuses:** The 2021 \$75.00 for staff needs a motion to approve.

**Motion 21-45:** Meagen Howe made a motion to approve the 2021 staff bonuses. Roger Craik seconded the motion. Motion carried.

**Nominating:** Nothing to report.

**Personnel:** Nothing to report.

**Policy:** Nothing to report.

**Henderson Fun(d) Association:** Nothing else to report at this time.

**OLD BUSINESS:**

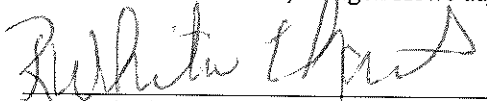
VoIP is still ongoing. No date set yet.


**NEW BUSINESS:**

Committee sign-ups for 2022 will be decided in January. New board of trustee members will be sworn in January 2022 Meeting. The Fiscal Officer will also be sworn in.

**Motion 21-46:** Dee Culbertson made a motion to adjourn the meeting. Roger Craik seconded the motion. Motion carried.

With no further business, Meagen Howe adjourned the meeting at 6:40 pm.

  
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Ronni Charles, Fiscal Officer

  
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DeeAnna Culbertson, Secretary