

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

Regular Board Meeting February 11, 2020 6:00 P.M.

CALL TO ORDER: Tania Burnett 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 Ellen Cuftr Roger Craik
 Meagan Howe Chris Miller Shannon Jones Dee Culbertson

Members Absent:

Also Present: Bev Follin Ronni Charles

Guest Present:

AGENDA: Approved as presented.

PUBLIC COMMENTS: None.

MINUTES: Approved with minor correction, Fred Portz was also sworn in at the January meeting.

Ronni Charles, Fiscal Officer was sworn in by Chapin Longden for the year 2020.

FISCAL OFFICER'S REPORT:

- ✓ Ronni reviewed all January 2020 financials.
- ✓ Ronni reviewed the January 2020 Investments stating that there was a slight decrease of \$(1,140.88) due to mutual funds being sold and increasing the common stock.
- ✓ Ronni passed around the annual paperwork to send to the Ohio Historical Society for permission to destroy 2014 financial documents. All accepted the report.
- ✓ Ronni reviewed with all the financial 5-yr forecast. The annual carryover was reduced by an estimated \$29,000. The cause was due to the 2019 real estate tax budget being 11,319.78 over what was actually received. Another factor causing issues is the annual Buza funds budgeted are not taken from the investments. This causes the bottom line to be overstated. Ronni has suggested the monies budgeted for 2020 Buza funds be received for this budget year.

Motion 20-1: Meagan Howe made a motion to have Buza funds be moved to the General Fund in the amount \$35,000 in the month of February. DeAnna Culbertson seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- ✓ Bev presented the January stats to all in attendance
- ✓ Bev is reviewing a new CLEVNET item, Policy Map. This will give up-to-date information regarding unemployment rates, population etc.
- ✓ Bev informed all that the SharePoint has been updated and has asked that all Board members try logging in. If there are any issues contact her.
- ✓ Bev has just received information for the 2019 state report. She will be working on the report for the next few weeks.
- ✓ Bev stated that she would be attending the next Jefferson School Board meeting to present the "check" for another year of funding from Believe in Reading for the elementary school library.

COMMITTEE REPORTS:

Building & Grounds: Fred stated the minutes were attached from the last meeting. The committee's focus this year will be the electrical issues and installing handrails along the sidewalk at the back Library entrance. Estimates will be taken.

Tech: Nothing to report.

Finance: Nothing to report.

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Nominating: Nothing to report.

Personnel: Shannon stated that Bev Follin's evaluation has been completed for this year.

Planning Committee: Nothing to report.

Policy: A meeting was held at 5pm before the Board meeting. Some policy changes were reviewed with all regarding staff benefits.

Motion 20-2: Shannon Jones made a motion to accept the minor policy changes recommended by the committee. Meagen Howe seconded the motion. Motion carried.

There are ongoing discussions regarding after hours Library use.

Henderson Fun(d) Association: Roger stated that the committee met on January 27th. The main item discussed was the first major fundraiser that will be held in May or June. Other ideas from the meeting were discussed. The next meeting will be held in February.

OLD BUSINESS:

VoIP status is still on Hold. More information to come.

The notices to receive quotes for the upcoming mowing season will go out tomorrow.

NEW BUSINESS:

The Jefferson Chamber of Commerce annual dinner in April is coming up.

The HVAC MA with HAVE is due to expire March 2020. Bev will be requesting quotes from at least three companies.

With no further business, Tania Burnett adjourned the meeting at 7:08 pm.

Ronni Charles, Fiscal Officer

Ellen Cufir, Secretary