

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

*Regular Board Meeting-ZOOM July 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 Cufir  
Meagen Howe Chris Miller Shannon Jones Tania Burnett

Members Absent:

Also Present: Bev Follin Ronni Charles

Guest Present:

**AGENDA:** **Motion 20-17:** Ellen Cufir made a motion to approve the meeting agenda as written. Dee Culbertson seconded the motion. Motion carried.

**PUBLIC COMMENTS:** None.

**MINUTES:** **Motion 20-18:** Dee Culbertson made a motion to approve the minutes as written. Diana Brook seconded the motion. Motion carried.

**FISCAL OFFICER'S REPORT:**

- ✓ Ronni presented to all the June financials.
- ✓ Ronni stated that she received information regarding the July PLF. Comparing the estimate for July to last year, she estimates a 2.2% increase from last year.
- ✓ Ronni stated that a new Revenue code for the property tax funds was created per the State Auditor's recommendations.
- ✓ Ronni sent the proposed 2021 budget to the Ashtabula County Auditor's office due in July. With all that is going on the Revenue was hard to project.
- ✓ Ronni stated that the 2020 contingency funds have been spent for the year. She paid for the new sidewalks and handrails from contingencies.
- ✓ Ronni suggested to the Board members that at the end of 2021 to pull investment funds to pay off HVAC loan for \$14,661.51. She just wanted to present it to all as an option. The original payoff date is August of 2022. This topic will be discussed in more detail next year.
- ✓ Ronni stated that the investments continue to do well. For the month of June the investments increased by \$5,761.61.

**DIRECTOR'S REPORT:**

- ✓ Bev reviewed with all in attendance the June 2020 library stats. Door counts are increasing daily. Henderson is doing very well regarding circulation compared to our sister libraries.
- ✓ Programming continues. The staff are being creative to engage the population. Live or recorded.
- ✓ Inter-library loans will start up again. Deliveries are scheduled to start June 29<sup>th</sup>.
- ✓ Megan Copeland resigned on June 20<sup>th</sup>. Jacob Haskell has been hired as her replacement. Jacob will be working 20 hrs. a week for Guiding Ohio and 20 hrs. a week as Customer Service – IT Support. He will be filling out two different timesheets.

**COMMITTEE REPORTS:**

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

**Tech:** Nothing to report. A meeting needs to be scheduled to discuss needs for 2021.

**Planning Committee:** Nothing to report.

**Finance:** Nothing to report.

**Nominating:** Meagen Howe stated that there would be two open positions at the end of the year for Board Trustees.

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**Personnel:** Nothing to report. Ronni received her annual evaluation on July 1<sup>st</sup>.

**Policy:** Ronni is currently working on the library pandemic plan. She is hoping to have a draft for the next Board meeting.

**Henderson Fun(d) Association:** Bev meet with the artist regarding the current fundraising project that will be done at a future date.

**OLD BUSINESS:**

COVID-19 Pandemic Measures-all procedures are going well and minimal strife from the patrons.  
VOiP- Still on the list. Progress has been made with AT & T.

**NEW BUSINESS:**

**Motion 20-19:** Ellen Cufir made a motion to adjourn the meeting. Dee Culberson seconded the motion. Motion carried.

With no further business, Tania Burnett adjourned the meeting at 6:54 pm.

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Ronni Charles, Fiscal Officer

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Ellen Cufir, Secretary