

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

Regular Board Meeting March 10, 2020 6:00 P.M.

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

ATTENDANCE:

Members Present:	Fred Portz	Roger Craik	Dee Culbertson
	Meagen Howe	Chris Miller	Shannon Jones
Members Absent:	Tania Burnett	Diana Brook	Ellen Cufir
Also Present:	Bev Follin	Ronni Charles	
Guest Present:			

AGENDA: Approved as presented.

PUBLIC COMMENTS: None.

MINUTES:

Motion 20-3: Dee Culbertson made a motion to approve the February minutes. Shannon Jones seconded the motion. Motion carried.

FISCAL OFFICER'S REPORT:

- ✓ Ronni presented to all the February financials.
- ✓ Ronni stated that she talked to Dustin today regarding the investments. Currently the Library investments are down 4.27%. The transfer approved at the February meeting has been completed. For the month of February, the investments are showing a loss of \$(17,524.81). Some of the loss is due to shares being sold for the transfer.
- ✓ Ronni stated that she is looking into changing the Library credit cards due to numerous complications with Bank of America. First Merit is compiling information regarding their credit card options. First Commonwealth is local and if there are issues with the accounts they will be handled immediately.
- ✓ Ronni asked that the Library petty cash be closed due to lack of use.

Motion 20-4: Shannon Jones made a motion to close the petty cash fund. Fred Portz seconded the motion. Motion carried.

- ✓ Ronni informed all in attendance that the audit seems to be going well.

DIRECTOR'S REPORT:

- ✓ Bev presented the February stats to all in attendance.
- ✓ Bev informed all that Ronni and Karen Phillips attended the school board meeting on February 26th and presented the "Big Check" of \$5,000 for the JES library from Believe in Reading. An article followed in the Gazette.
- ✓ Bev reviewed with all the current closing that has impacted her community outreach due to coronavirus.
- ✓ Bev stated that the 2019 state report has been completed. She described some items associated with the report findings.
- ✓ Bev will be re-applying for the Guiding Ohio grant for next year. Jacob is doing an exceptional job and many patrons have given positive feedback.

COMMITTEE REPORTS:

Building & Grounds: Fred reviewed the meeting discussions regarding handrail installation and annual maintenance agreement for the HVAC system.

Motion 20-5: Fred Portz made a motion to accept the quote from HAASE in the amount of \$7,645 for the handrails. Roger Craik seconded the motion. Motion carried.

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

Regular Board Meeting March 10, 2020 6:00 P.M.

Motion 20-6: Fred Portz made a motion to accept the quote received from Ziegler Heating in the amount of \$1,205 for 2020. Dee Culbertson seconded the motion. Motion carried.

Tech: Nothing to report.

Finance: Ronni stated that for the Audit the Audit Committee needs to reconvene. In the past the Audit Committee is comprised of the Finance committee. Once a completion date is confirmed a meeting will be scheduled.

Nominating: Nothing to report.

Personnel: Nothing to report.

Planning Committee: Nothing to report.

Policy: Changes are listed on the Agenda. Nothing to report

Henderson Fun(d) Association: Roger stated that the committee met on February 24, 2020. The 2020 large event was discussed with more info to follow. The next meeting is scheduled for March 30, 2020 @ 5pm.

OLD BUSINESS:

Bev stated that the notice has gone out for quotes for the 2020 landscaping.

The Jefferson Chamber of Commerce Banquet is scheduled for April 21, 2020. A table will cost \$160.00.

Motion 20-7: Dee Culbertson made a motion for the Library to purchase a table for the event. Meagen Howe seconded the motion. Motion carried.

NEW BUSINESS:

COVID-19 Pandemic: the board left it up to the director's discretion as to what actions, up to and including closing of the library, would be taken at the Henderson Library.

With no further business, Meagen Howe adjourned the meeting at 6:53 pm.

Ronni Charles, Fiscal Officer

Ellen Cufir, Secretary