

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

Regular Board Meeting

May 14, 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: John Broom Chris Miller Ellen Cufir Beth Jeppesen Tania Burnett
 Diana Brook Fred Portz Shannon Jones Meagen Howe

Members Absent:

Also Present: Bev Follin Ronni Charles

Guest Present:

AGENDA: Approved as presented.

PUBLIC COMMENTS: None.

MINUTES: Approved as presented.

FISCAL OFFICER'S REPORT:

- ✓ Ronni distributed to all in attendance the month end April financials.
- ✓ Ronni discussed with all the current HVAC saving account balance. The only amounts being transferred from the account are the monthly loan payments.
- ✓ Ronni presented to all in attendance the April Investment reports. She stated the market value of the investments are starting to recover. For the month of April, the investments increased \$3,289.19.
- ✓ Ronni discussed with the Board the difference between a Capital Reserve accounts versus a Capital Funds. Information was distributed to all in attendance. This will be discussed at the next Finance Committee meeting.

DIRECTOR'S REPORT:

- ✓ Bev presented the April stats to all in attendance. We still lead in total circulation for Ashtabula County. Bev included some charts she created for their review. She would like to start using the charts each month. They are much easier to read.
- ✓ Bev informed all in attendance that the new landscaping plants are here and the Garden Club for our help with their plant sale gave them to us.
- ✓ Bev stated that the People Counter sensor was replaced this month.
- ✓ Bev informed all in attendance Casey Hall will be returning to work for the summer.
- ✓ Bev stated that the Ashtabula County Nursing home is interested in purchasing the compressor.
- ✓ Bev and Ronni attended the Guiding Ohio Online training in Columbus on April 29. The Library will be submitting a grant application.

COMMITTEE REPORTS:

Building & Grounds: Fred stated that the Library received two quotes for HVAC maintenance service. HAVE and Rabe submitted quotes. Fred recommends that we go with HAVE at \$1,475.00.

Motion 19-10: Fred Portz made a motion to accept the quote from HAVE for annual maintenance agreement for \$1,475.00. Ellen Cufir seconded the motion. Motion carried.

Finance: Nothing to report. Chris will be setting up a meeting to discuss the capital fund and the 2020 tentative budget due to the County Auditor's office in July.

Nominating: Nothing to report.

Personnel: Shannon stated that the committee would be meeting on June 6 at 10:00am to do Ronni's evaluation.

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

Regular Board Meeting

May 14, 2019

6:00 P.M.

Planning Committee: Ellen asked all in attendance if they have reviewed the updated Strategic Plan. Discussion done regarding a few updates and minor changes.

Motion 19-11: Shannon Jones made a motion to accept the Strategic Plan as written with minor adjustments discussed. Tanya Burnett seconded the motion. Motion carried.

Policy: Nothing to report.

Tech: Meagen stated that the Library would continue with the present STEM programming & equipment. Noting will be purchased are added at this time. Also discussed were "Creation Stations". She also stated that all of the new computers are all up and running. Meagen has scheduled a Tech Safety program for adult patrons on May 28 @ 6:00pm.

Meagen present information regarding the Library switching to VoIP. The Library is currently paying for it through CLEVNET. A quote was distributed for eight new phones and licenses. There is a onetime set up fee. The phones would be an estimated \$180.00 each. The transfer could be done by September/October of 2019.

Motion 19-12: Meagen Howe made a motion to move forward with VoIP. The purchase of eight phones and seven licenses totaling \$1,440. Shannon Jones seconded the motion. The motion carried.

Henderson Fun(d) Association: Beth stated the committee met on April 29. The next event is the Summer Adult Art show. Scheduled for August 16 @ 5:30 pm. The committee is currently working on sponsorship. The event is BYOB for adults 21 years of age and over. There will be another Wreath making event in November.

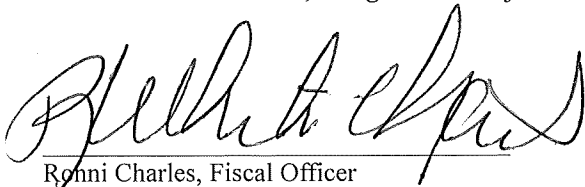
OLD BUSINESS:

N/A

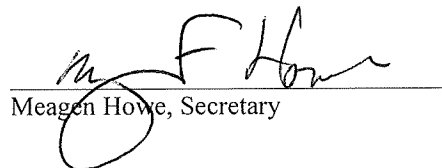
NEW BUSINESS:

John updated all in attendance information from the recent Henderson Foundation meeting. John Lampson has retired from the Foundation. Phil Pawlowski was appointed to the Foundation. The Foundation is requesting information and contacting the owners of the property next to the Library.

With no further business, Meagen Howe adjourned the meeting at 7:21 pm.



Ronni Charles, Fiscal Officer



Meagen Howe, Secretary