

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

Regular Board Meeting-ZOOM May 12, 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 Cufre
Meagen Howe Chris Miller Shannon Jones Tania Burnett

Members Absent:

Also Present: Bev Follin Ronni Charles

Guest Present:

AGENDA: Approved as presented.

PUBLIC COMMENTS: None.

MINUTES: **Motion 20-12:** Dee Culbertson made a motion to approve the April minutes. Diana Brook seconded the motion. Motion carried.

FISCAL OFFICER'S REPORT:

- ✓ Ronni presented to all the April financials.
- ✓ Ronni informed all that the May 2020 PLF will be decreased by an estimated 34.5% due to COVID-19.
- ✓ Ronni stated that the BUZA investment monies in the amount of \$10,000 have been transferred to the HVAC savings account. The monies will be used for the monthly loan payments.
- ✓ Ronni stated that the April 2020 investments increased by \$23,842. Per Dustin the market is starting to even out and slowly pickup.
- ✓ Ronni stated that Ohio BWC issued a rebate check in the amount of \$491.00. This is the total amount the Library paid in premiums for 2018.
- ✓ Ronni informed all that the Library received the allotment from the Foundation in the amount of 6,337.88. Amount includes the loan payment of \$2,500.00 deducted.

Motion 20-13: Dee Culbertson made a motion to appoint Ronni Charles as the Library's Sunshine Law designee. Meagen Howe seconded the motion. Motion carried.

- ✓ Ronni presented the DRAFT audit report for the Board to review. If the report stands as is the Library will receive a clean audit.

DIRECTOR'S REPORT:

- ✓ Bev discussed with all virtual programming. If the virtual program is live, it can be counted in the stats. Recorded cannot. Story time will be starting live in the near future. Adult book club has been live during this period. Per Facebook in the last month, we have reached 8,000 people.
- ✓ Hoopla has been increasing each day during the COVID-19 "lockdown."
- ✓ Staff are slowly returning to work. The program staff are working on "social distancing" programming for adults as well as children.
- ✓ Jacob is doing weekly videos of "How-to" for the patrons.
- ✓ Bev informed all that the building electrical issues have been resolved.
- ✓ Bev stated the new handrails are in. TLC will be scheduling to complete the new sidewalk.

COMMITTEE REPORTS:

Building & Grounds: No Report.

Tech: No Report.

Finance: No Report.

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Nominating: No report.

Personnel: A meeting needs to be scheduled to complete the Fiscal Officers evaluation.

Planning Committee: No report.

Policy: No Report.

Henderson Fun(d) Association: The committee's March 30, 2020 meeting was cancelled.

OLD BUSINESS:

COVID-19 Pandemic Measures: Phase 1 & 2 was discussed. Document is included in the Board meeting packet. All returned library items are placed in quarantine for 7 days. Bev has been communicating with the Director of the Ashtabula County health Department for guidance of the phases to reopen as well as the processes that have been put into place.

NEW BUSINESS:

A Policy meeting needs to be scheduled to review the Library's current Emergency Plan and incorporating a Pandemic Plan.

Meagen made a suggestion of having Jacob doing a video regarding navigation of the HMPL site. She is having a hard time finding books that are currently on the shelf.

With no further business, Tania Burnett adjourned the meeting at 7:01 pm.

Ronni Charles, Fiscal Officer

Ellen Cuftr, Secretary