

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

Regular Board Meeting-ZOOM November 10, 2020 6:00 P.M.

CALL TO ORDER: Meagen Howe called the meeting to order at 6:00 P.M.

ATTENDANCE:

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

AGENDA: Approved

PUBLIC COMMENTS: None.

MINUTES: **Motion 20-34:** Dee Culbertson made a motion to approve the minutes as written. Fred Portz seconded the motion. Motion carried.

NEW BUSINESS: Dustin Anewalt discussed with the Board of Trustees the performance of the investments for 2020. Dustin discussed the volatility of the market 100 days before the election and 100 days after the election. Since 1964, the estimated percentage of volatility is 13.8%. He stated that this should not give the Trustees cause for concern. For 2020, the library's portfolio growth is 2.01%. This amount is lower than what the Trustees determined. The decline is due to the major shutdown in March for COVID-19. The investments have since started to bounce back from the shutdown. Since the initial date of investments, the portfolio has increased 5.37%. Dustin recommends that the current investment guidelines remain for 2021. If volatility becomes an issue, he will need to meet with the Board and decide going forward.

FISCAL OFFICER'S REPORT:

- ✓ Ronni presented to all the October financials.
- ✓ Ronni discussed with the Board members: she would like to deposit the second allocation check from the Foundation into the HVAC savings account to cover next year's loan payments. The amount of the allocation is \$10,655.69. All Board members agreed.
- ✓ Ronni presented the October 2020 investments. Due to what Dustin discussed earlier in his presentation, the investments decreased (5,349.26).

DIRECTOR'S REPORT:

- ✓ Bev reviewed with all in attendance the October 2020 library stats.
- ✓ Programming continues to go well and attendance continues to increase. The JES library attributes to the increase.
- ✓ Bev informed all in attendance that the Library received a donation (endowment) from Akron Community Foundation for \$1,098.30. The Library will receive a non-restricted donation each year in the future. HMPL is one of 13 libraries receiving funds annually.

COMMITTEE REPORTS:

Building & Grounds: Fred stated the committee met to review two snow removal quotes. The committee recommended TLC again for \$2,400.

Motion 20-35: Fred Portz made a motion to accept the quote from TLC for \$2,400.00. Dee Culbertson seconded the motion. Motion carried.

The committee discussed changing to a year round or 2 year contract for grounds keeping. The next request for quotes in the spring would be for a 2-year contract.

Motion 20-36: Fred Portz made a motion to extend the contract for grounds keeping for 2 years. Ellen Cufir seconded the motion. Motion carried.

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Tech: Nothing to report.

Planning Committee: Shannon Jones will be scheduling a meeting for December 3, 2020 @ 6:00pm. The strategic plan will be discussed and updates will be recommended at the next Board meeting.

Finance: Chris Miller and Ronni Charles discussed the following with all in attendance:

- ✓ Staff salaries bonuses and increases were discussed for 2021. A 2% increase for staff members in 2021 is included.
- ✓ Delta dental benefits will remain the same for 2021.
- ✓ An increase is added to the medical benefits reflecting 2020 of 21% for 2021.
- ✓ Regarding the 2021 proposed budget appropriations, the unencumbered balance forward from 2020 will change after year-end. Ronni projects an estimated 60,000 in carry over from 2020.
- ✓ The 2021 projected budget lines have minimal changes from the prior budget. 2020 expense decreased due to the COVID-19 shutdown.
- ✓ Ronni recommends that for 2021 the investments monies will not be drawn unless needed.

Motion 20-37: Chris Miller made a motion to approve the 2021 proposed budget. Dee Culbertson 2nd the motion. Motion carried.

Nominating: Meagen reviewed the 2020 Association election results with Board members. The results elected Fred Grimm and Jackie Bailey. Meagen stated that this was a very close election. Thank you to everyone that donated to the raffle baskets.

Personnel: Diana needs to schedule a meeting to do the Director's annual evaluation.

Policy: Nothing to report.

Henderson Fun(d) Association: Roger stated the wreath making fundraiser is coming up. The cost is \$20.00 first come first serve. Fred Portz and other Association members will be meeting at Marsha Gurich facility to make wreaths starting tomorrow. Information will be in the Gazette tomorrow.

Ad Hoc Levy Committee: Dee and the committee met November 9 to discuss a timeline to get the renewal levy on the ballot early next year. The Jefferson Township representatives will be contacted. Next meeting will be held in December. Dee requested a few more Board members to join them. John Broom will be setting up a Facebook page for the Levy. More social media will be utilized for this campaign.

OLD BUSINESS:

The CARES Act Relief funding of \$25,000 update: Cleveland Vicon has received touchless sensor and antimicrobial handles, waiting on doors from Warren Glass. Awaiting touchless hand dryer recommendations from M-G Electric.

NEW BUSINESS:

Motion 20-38: Shannon Jones made a motion to approve a 2% increase for staff in 2021. Diana Brook seconded the motion. Motion carried.

Motion 20-39: Chris Miller made a motion to approve staff annual bonuses in the amount of \$75.00 for 2020.

With no further business, Meagen Howe adjourned the meeting at 7:20 pm.

Ronni Charles, Fiscal Officer

Ellen Cufi, Secretary