

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

Regular Board Meeting-ZOOM October 13, 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 Diana Brook Ellen Cufri Shannon Jones
 Meagen Howe Chris Miller Tania Burnett Dee Culbertson

Members Absent:

Also Present: Bev Follin Ronni Charles

Guest Present: Amy Holbrook, First Commonwealth Bank

AGENDA: Approved

PUBLIC COMMENTS: None.

MINUTES: **Motion 20-25:** Roger Craik made a motion to approve the minutes as written. Dee Culbertson seconded the motion. Motion carried.

NEW BUSINESS: Amy Holbrook discussed with the Board of Trustees the closing of the Jefferson First Commonwealth Bank branch. She presented ideas of how the Library accounts can be handled after December. First Commonwealth Bank has a branch in Ashtabula. Many options were discussed. All decided to stay with First Commonwealth Bank. If any major issues come up, the Board will revisit this topic.

FISCAL OFFICER'S REPORT:

- ✓ Ronni presented to all the September financials.
- ✓ Ronni stated that the 2020 Levy taxes were more than projected in the amount of \$4,700. The increase could be due to the local property recertification that took place.
- ✓ Ronni stated that the investments continue to do well. For the month of September the investments decreased by \$(8,234.63). The decrease was due to the selling of old stocks and replacing them. Ronni informed all in attendance that Dustin Anewalt would be with us next month during the regularly scheduled meeting to discuss the Market outlook for 2021.
- ✓ Ronni presented to the Board and requested approval of the Amended Certificate of Estimated Resources.

Motion 20-29: Dee Culbertson made a motion to approve the Amended Certificate of Estimated Resources. Fred Portz seconded the motion. Motion carried.

- ✓ Ronni presented to the Board an amended Resolution for annual appropriations for approval:

Motion 20-30: Dee Culbertson made a motion to approve the Annual Amended Appropriations 2020. Shannon Jones seconded the motion. Ellen Cufri took roll call. Motion passed unanimously.

DIRECTOR'S REPORT:

- ✓ Bev reviewed with all in attendance the September 2020 library stats.
- ✓ Programming continues to go well and attendance continues to increase.
- ✓ Bev stated that starting in November the Library would not be closing from 1-2pm for cleaning. The Library would be open from 9-5pm. The staff greeter will discontinue. The staff are cleaning constantly and we have installed hand-sanitizing stations at both entrances. Mark does deep cleaning each night.
- ✓ The snowplow request for quotes has been put out to the public and is due by October 30th.
- ✓ The Library was visited by the Ashtabula County Health Department. All COVID-19 protocols are being done and all seems to be in order.

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COMMITTEE REPORTS:

Building & Grounds: Fred stated that he would need to set up a meeting once all snowplowing quotes have been received.

Tech: Dee stated that a meeting was held on October 5th. The committee is looking into Roku devices for patrons to check out. The committee also discussed updating the study tables that have outlets for charging electronics.

Planning Committee: Nothing to report.

Finance: Chris Miller referenced Motion 20-26 from the September meeting. An additional motion needs to be made assigning a signer:

Motion 20-31: Meagen Howe made a motion to approve Ms. Ronni Charles as the signatory for the First Commonwealth credit cards on behalf of the Library. Fred Portz seconded the motion. Motion carries.

Chris will be scheduling a meeting in November to review the 2021 Proposed Budget.

Nominating: Meagen informed all that the committee met on September 22nd. There are presently 2 openings on the Board of Trustees for 2021. She stated there have been 3 applications submitted. The annual Association meeting is scheduled for November 8, 2020 from 2pm until 5pm. Voting will be drive up from 2-4pm; members must have their library cards with them. Each voter will be given a complimentary hand sanitizer, a HMPL pen as well as a chance to win 1 of 2 raffle baskets. Voting results and basket winners will be announce via Zoom @ 5pm. The committee recommended all 3 applicants to the Board.

Personnel: Nothing to report.

Policy: Ellen stated the committee met on September 28th. Policy modifications to include time off for staff during an extended emergency closure:

Motion 20-32: Shannon Jones made a motion to approve the noted changes to policies presented. Roger Craik seconded the motion. Motion carried.

Henderson Fun(d) Association: Roger stated the committee met on September 14th. He gave an update regarding the fundraiser being planned with a local artist. The wreath-making event will be held. Volunteers to assemble the wreaths are needed between November 12-15th. Wreaths will be available for pickup on November 16th.

Ad Hoc Levy Committee: Tania stated a meeting would need to be scheduled in November. The Library levy is up for renewal next year for 5 years.

OLD BUSINESS:

The CARES Act Relief funding of \$25,000 has been received. Monies will be spent for upgrades to automatic entrance doors. The remainder of funds will be used to replace door handles with antimicrobial handles and touchless actuators for the back door.

NEW BUSINESS:

Motion 20-33: Ellen Cufir made a motion to adjourn the meeting. Fred Portz seconded the motion. Motion carried.

With no further business, Tania Burnett adjourned the meeting at 7:07 pm.

Ronni Charles, Fiscal Officer

Ellen Cufir, Secretary