

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

*Regular Board Meeting-ZOOM                      September 8, 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 Cufi                  Shannon Jones  
   Meagen Howe                  Chris Miller                  Tania Burnett                  Dee Culbertson

Members Absent:

Also Present:                          Bev Follin                          Ronni Charles

Guest Present:

**AGENDA:** **Motion 20-24:** Dee Culbertson made a motion to approve the meeting agenda as written. Shannon Jones seconded the motion. Motion carried.

**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.

**FISCAL OFFICER'S REPORT:**

- ✓ Ronni presented to all the August financials. New revenue and appropriations accounts are being added for the Covid-19 CARES Act monies the Library is receiving.
- ✓ Ronni stated that she would need to contact Jefferson Township regarding the second Levy Funds payment. In the past, we have received around mid-August. Have yet to receive and having a difficult time getting a hold of someone.
- ✓ Ronni stated that the investments continue to do well. For the month of August the investments increased by \$12,695.96. Ronni made a recommendation to have Dustin Anewalt, FCB Investment Advisor, attend the November meeting to give the Board an idea of where the investments will go after the election.
- ✓ Ronni made a recommendation to have Amy Holbrook, FCB VP Treasury Management Officer attend the next Board meeting in October to discuss the Bank branch closing. She can review what our options are with the Bank.
- ✓ In regards to the changing of the Library Credit Cards:

**Motion 20-26:** Roger Craik made a motion to approve changing the Library credit cards from Bank of America to First Commonwealth Bank. Dee Culbertson seconded the motion. Motion carried.

**DIRECTOR'S REPORT:**

- ✓ Bev reviewed with all in attendance the August 2020 library stats.
- ✓ During the month of September the RICOH copiers that we have been leasing are being replaced with newer machines. One of the machines will have FAX capabilities to replace the old fax machine the staff currently uses.

**COMMITTEE REPORTS:**

**Building & Grounds:** The rear entrance columns have been replaced. In the month of September, Bev has scheduled to fill in around the large electrical box behind the Library.

**Tech:** Dee will be scheduling a meeting before the next Board meeting.

**Planning Committee:** Nothing to report.

**Finance:** Nothing to report.

**Nominating:** The Library has received three applications for open Board positions. Meagen will be scheduling a meeting to discuss how Association members can vote in November for new Board members.

**Personnel:** Nothing to report.

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Policy: Nothing to report.

Henderson Fun(d) Association: Roger stated that a meeting is scheduled for 6:00 pm on September 14<sup>th</sup> at the Library. The Artist, Mary, will be attending to review the mural sample.

**OLD BUSINESS:**

COVID-19 Pandemic Measures-all procedures are going well. Regarding quarantining materials, Henderson is still quarantining for 7 days. Although the staff is going above and beyond the original 72 hour recommendation, they feel comfortable adhering to the 7-day process.

**NEW BUSINESS:**

Bev and Ronni applied for a CARES Act Relief Funding in the amount 25,000. The money would be utilized for the following:

Utilize funds for COVID-related projects, Automatic entrances to library replacing front entrances with automatic open doors and upgrading the back entrance with sensor detecting touch less entry.  
Secondary - separate pricing for installation of anti-microbial surface handles on interior doors (restrooms priority)

**Motion 20-27:** Shannon Jones made a motion to approve the items recommended for the Library up to the estimated amount with remaining funds to be spent on automatic hand dryers. Ellen Cufi seconded the motion. Motion carried.

With no further business, Tania Burnett adjourned the meeting at 6:50 pm.

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Ronni Charles, Fiscal Officer

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Ellen Cufi, Secretary