

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

*Regular Board Meeting*

*March 12, 2024*

*6:00 P.M.*

**CALL TO ORDER:** Shannon Jones called the meeting to order at 6:00 P.M. and led the pledge of allegiance.

**ATTENDANCE:**

Members Present: Shannon Jones Jessica Bailey Ken Hall Fred Grimm  
Fred Portz Karen Roderick Pat Bradek  
Members Absent: Chris Miller Scott Wludyga  
Also Present: Ronni Charles Karen Pierce  
Guest Present: Norma Waters & Barbara Hamilton, Jefferson Historical Society.  
Public Comments:

**AGENDA:** **Motion 10-24:** Fred Grimm made a motion to approve the agenda. Jessica Bailey seconded the motion. Motion carried.

**Guest Presentation:** Barbara Henderson did a brief presentation for the Jefferson Historical Society next door. They are wanting to purchase the small strip of property west of the Library, property # 26-034-00-106-00, so they can do an expansion.

Ronni stated that there had been many discussions regarding this. The discussion concluded that the Library would let the Historical Society have the property at no cost. They would be responsible for all legal and title costs. There is also a stipulation that if the Historical Society at some point ceases to exist the property would automatically revert back to the Library.

**Motion 11-24:** Fred Grimm made a motion to approve the transfer of property to the Jefferson Historical Society with the contract stipulation regarding the property reverting back to the Library. Pat Bradek seconded the motion. Jessica Bailey did Roll Call. Passed unanimously.

**MINUTES:** **Motion 12-24:** Fred Portz made a motion to approve the regular meeting minutes. Karen Roderick seconded the motion. Motion carried.

**FISCAL OFFICER'S REPORT:**

- ✓ Ronni Charles reviewed February 2024 financial reports with all in attendance.
- ✓ Ronni stated that the February Investment Report shows an increase in the amount of \$11,046.64. According to information regarding the stock market volatility, the outlook is that they will continue to increase slowly.
- ✓ Ronni stated for the month of February 2024 PLF decreased 6.5% from the previous year. State revenue is lower than expected. Hopefully it will start to increase over the next few months.
- ✓ Ronni informed all that OLC has partnered for a 12-month period so all libraries in the state can have Amazon Prime with substantial savings on most items.
- ✓ Ronni stated that the after-school tutoring has been going well. She has just run the first payroll for them.
- ✓ Ronni has been informed from the Ohio Auditor's office that the Library AUP audit will be starting soon.
- ✓ Ronni presented the annual records retention paperwork requesting approval to shred financial documents for the year 2017. Board members reviewed and accepted the paperwork. Ronni will send to the Ohio Historical Society next week.

**DIRECTOR'S REPORT:**

- ✓ Karen reviewed with all in attendance the February 2024 library stats and reports.
- ✓ New book binding machine has been purchased. Some books are heavy and the binding they come with doesn't hold well. Seems to working well.
- ✓ Karen will be attending Educator Business Bootcamp starting next week.
- ✓ New sign is working well. Staff are critiquing colors etc. for displaying.
- ✓ Karen is working on a new report she found that tracts Wi-Fi users and compares stats to the previous months.
- ✓ Karen discussed the article in the Gazette regarding our staff member Amber.
- ✓ Karen would like to close the library from 2:30-4:30 On April 8<sup>th</sup> for the staff to attend the Eclipse activities in the park.

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**COMMITTEE REPORTS:**

**Building & Grounds:** Shannon stated that a meeting will be set up before the next Board Meeting.

**Tech:** Scott will be scheduling a meeting.

**Planning Committee:** Fred stated that all information is complete. The committee will be updating the template with all new information.

**Finance:** No report.

**Nominating:** No report.

**Personnel:** Jessica will be setting up a meeting.

**Policy:** Meeting will be scheduled in the future to review the policy binder.

**Henderson Fun(d) Association:** A meeting was held on March 4<sup>th</sup>. The committee discussed future fundraising activities.

**OLD BUSINESS:**

**NEW BUSINESS:**

**Motion 13-24:** Fred Portz made a motion to adjourn the meeting. Fred Grimm seconded the motion.  
Motion carried.

With no further business, Shannon Jones adjourned the meeting at 7:03 pm.

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Ronni Charles, Fiscal Officer

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Jessica Bailey, Secretary