

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

Regular Board Meeting

September 12, 2023

6:00 P.M.

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

ATTENDANCE:

Members Present:	Fred Grimm	Chris Miller	Shannon Jones
	Fred Portz	Jessica Bailey	Dee Culbertson
Members Absent:	Roger Craik	Karen Roderick	Scott Wludyga
Also Present:	Bev Follin	Ronni Charles	
Guest Present:	Cheryl Principi		
Public Comments:	N/A		

AGENDA: **Motion 39-23:** Jessica Bailey made a motion to approve the agenda. Shannon Jones seconded the motion. Motion carried.

MINUTES: **Motion 40-23:** Fred Portz made a motion to approve the minutes. Fred Grimm seconded the motion. Motion carried.

FISCAL OFFICER'S REPORT:

- ✓ Ronni Charles reviewed all August 2023 financial reports with all in attendance.
- ✓ Ronni reviewed the month of August 2023 investment report. For the month of August, the investments decreased by \$(9,740.69).
- ✓ Ronni reviewed with all the Tax levy funds received for the 2nd allocation. Total amount received was \$59,308.03. Total amount received for the year exceeds the budgeted amount by \$9,878.55.
- ✓ Ronni is currently working with JJ Eaton, CPA from the Demshar-Eaton firm, to fill out a tax form for the COVID Employee tax credit. Our Library is eligible. Mr. Eaton stated he would fill out the form for us at no charge.

DIRECTOR'S REPORT:

- ✓ Bev reviewed with all in attendance the August 2023 library stats and reports.
- ✓ Bev discussed the renewal of the RICOH lease equipment. Cost only increased an estimated \$2.00.
- ✓ Bev informed everyone Mark will be repainting and touching up of all walls.
- ✓ Bev is currently working on job descriptions and setting up interviews for the Youth Services vacancy. The new Customer Service Specialist, Amanda Arthur, has started.
- ✓ Bev stated that the Jefferson Healthcare Outreach will be starting August 25, 2023.

COMMITTEE REPORTS:

Building & Grounds: No report.

Tech: No report.

Planning Committee: All items from strategic planning held earlier this year were reviewed. The committee will be working on updated the Library's 5-year plan.

Finance: Nothing to report.

Nominating: A meeting needs to be scheduled.

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Personnel: Jessica states the committee met to discuss open positions. The committee is also working on the replacement of the Director. The job description is currently being worked on. The committee hopes to be advertising for the position by September. The committee will be scheduling another meeting next month.

Motion 41-23: Shannon Jones made a motion that the Youth Services Coordinator position be moved to Full-time. Fred Grimm seconded the motion. Jessica Bailey did Roll Call. All approved.

Motion 42-23: Fred Grimm made a motion to approve the committee's recommendation of a \$50,000-55,000 salary for the Director's position. Salary is contingent on experience. Shannon Jones seconded the motion. Jessica Bailey did Roll Call. All approved.

Policy: A meeting was held on August 22, 2023. Current policies were reviewed. All discussed to renew all policies to reflect the Personnel Policy manual.

Henderson Fun(d) Association: The committee needs to schedule a follow up meeting to discuss the logistics and action items for the Adult Art Show on October 23, 2023.

Adhoc Bylaws Committee: The committee has made changes to the Constitution and the By-Laws. They will be presented for a vote at the annual November Association meeting.

OLD BUSINESS:

Ronni informed all that there is a quarterly report that will be due after September 30, 2023 for the Tutoring Grant. She is waiting for stats from the initial testing at JES for the report.

NEW BUSINESS:

Ronni stated that the ALA is offering to a number of libraries equipment for a "Kids and Money" programs. She has sent in the application and will keep everyone posted. The homeschoolers have been asking for programs of this nature.

Bev stated that she will be meeting with Jefferson Elementary staff regarding a 5th & 6th grade book club.

Motion 43-23: Fred Grimm made a motion to adjourn the meeting. Dee Culbertson seconded the motion. Motion carried.

With no further business, Dee Culbertson adjourned the meeting at 6:58 pm.

Ronni Charles, Fiscal Officer

Jessica Bailey, Secretary