

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

*Regular Board Meeting*

*June 11, 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: Ken Hall Scott Wludyga Fred Grimm Chris Miller Karen Roderick  
Fred Portz Pat Bradek Jessica Bailey Shannon Jones

Members Absent:

Also Present: Ronni Charles Karen Pierce

Guest Present:

Public Comments:

**AGENDA:** **Motion 21-24:** Fred Grimm made a motion to approve the agenda. Ken Hall seconded the motion. Motion carried.

**MINUTES:** **Motion 22-24:** Jessica Bailey made a motion to approve the minutes with corrections. Scott Wludyga seconded the motion. Motion carried.

**FISCAL OFFICER'S REPORT:**

- ✓ Ronni Charles reviewed May 2024 financial reports with all in attendance.
- ✓ Ronni stated that the May Investment Report shows an increase in the amount of \$15,899.60.
- ✓ Ronni stated for the month of May 2024 PLF decreased 11.9% from the previous year.
- ✓ Ronni informed all that the tax levy monies were received. For the 1<sup>st</sup> allocation the Library received \$90,712.84.
- ✓ Ronni reviewed the last 5 years income at year end. She recommends \$25,000 at the end of each year to be transferred to a new Capital Fund for the roof replacement.
- ✓ Ronni is currently working on the 2023 990 tax return. She hopes to have it sent by Friday.
- ✓ Ronni will be working on the 2025 proposed budget that needs to be to the County Auditor by July 19, 2023.
- ✓ Ronni let everyone know that the Audit is finished and had no findings.
- ✓ The ODE grant tutoring started this week here at the Library. Current student average per day is 8 students. Summer Bridge books are being utilized for grades K-6. Grades 7-8 grades are utilizing chrome books borrowed from the elementary school. Tutoring will end in August. Sarah has been a huge help with the organization and constant changes.

**DIRECTOR'S REPORT:**

- ✓ Karen reviewed with all in attendance the May library stats and reports.
- ✓ Karen stated that we are still advertising for a FT Programming Coordinator. She will continue to post on all venues until the position is filled.
- ✓ Karen and staff are currently working on the summer reading schedule and all will be completed by the end of the month.
- ✓ Karen discussed programs that have/or being presented to the patrons. At the end of the school year Linnea and Sarah worked with 5<sup>th</sup> and 6<sup>th</sup> grade students with journaling. The English Festival had an estimated 40 students.
- ✓ Karen and Bev represented the Library at the annual junior high English Festival held at Kent State Ashtabula the following day.
- ✓ Karen will be working with Harbor Gardens for programming. The topic will be healthy cooking. Karen has purchased equipment for the future program. Ronni asked that she give her all information and send it to the liability insurance company.
- ✓ Karen stated that the Summer Reading kick off ice cream social was held on May 28, 2024. A 181 people have signed up for summer reading.
- ✓ HOOPLA usage continues to increase in cost.

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**COMMITTEE REPORTS:**

**Building & Grounds:** No Report.

**Tech:** No report

**Planning Committee:** No report

**Finance:** No report.

**Nominating:** No report.

**Personnel:** A meeting needs to be scheduled to discuss the Fiscal Officer's annual evaluation.

**Policy:** No report.

**HFAC:** A meeting needs to be scheduled to discuss future fundraisers.

**OLD BUSINESS:**

Fred Grimm discussed the last meeting with the Foundation regarding the house next door. Karen and Kurt Gowen did a tour of the house. Kurt informed her that structurely the house is in good shape.

All in attendance reviewed the information regarding the creation of a new fund and an annual transfer amount for the fund.

Quit Claim deed has been finalized and reviewed by the County Prosecutor.

**Motion 23-24:** Fred Grimm made a motion for the library to allocated \$25,000 each year to a Capital Fund at year end. The money would be set aside for a new roof. The first allocation will be at the end of 2024. Chris Miller seconded the motion. Jessica Bailey did roll call. All approved. Motion carried.

**NEW BUSINESS:**

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

With no further business, Shannon Jones adjourned the meeting at 7:05 pm.

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Ronni Charles, Fiscal Officer

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Jessica Bailey, Secretary