

Minerva Public Library Board of Trustees
Minutes of the April, 2020 Regular Meeting Minutes
April 29, 6:30 pm via Zoom

Call to Order: Mr. Bartley called the meeting to order at 6:38 pm

Roll Call: in attendance Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge; Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: Mr. Dillie added the acceptance of the delivery contract renewal to New Business.

Public Participation

Regular Meeting Business

Ms. Birks moved to **Approve** the minutes of the February 19, 2020 Regular Board Meeting, and the March 16, 2020 and April 6, 2020 Emergency Board Meetings. Ms. Miller seconded. Motion carried unanimously.

Note: the Board did not hold a regular monthly meeting in March.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that there were 35 kids now registered for the program; that's 11.9% of the total of 294 eligible. Minerva has on the highest registration rates in Stark County. It appears that the limit has been raised from 10 to 20% of eligible kids. Stark Library is paying the total registration fee out of the county-wide donations so far collected.

Strategic Plan Update: because the building has been closed to the public since March 17, the observation study of how people use the library is postponed until fall. The facilities planning work is likely now delayed for some time, possible until 2021. One of the goals of the current plan is expand the library's social media presence, and during this stay-at-home period Jennifer Bates and Sarah Pearson have increased the frequency and variety of posts. All posts are being viewed, and posts that have some interactive feature are the most popular.

AEP Rebate Update: after being prompted again by Mr. Dillie, the LED contractor contacted AEP again about the remainder of the expected rebate for the LED conversion. AEP has approved the additional payment and is to issue a check. Perhaps this project will finally be done by the next Board meeting.

Library Associate II Position: the new Early Childhood Associate position was advertised in March and received all of one response. Since the school is out

now until September, and large library programs in-person won't be permitted for months, it's not necessary to fill that position now. The library will re-post it this summer in hopes of hiring someone to start in August.

Fiscal Officer's Report

Ms. Miller moved to **Accept** the Monthly financial reports for February and March, 2020. Ms. Ruff seconded. Motion carried unanimously.

PLF Distribution: the March distribution was \$48,451, a 6.9% increase over the \$45,320 received last March. The April distribution was \$39,315 a 7.5% decrease from the \$42,252 received last year. At the state level, the distribution was 6.7% higher than last March, and 6.2% less than last April.

2020 General Revenue Net Operating Position

Feb. Revenue =	\$67,324	Total Annual Revenue =	\$123,453
Feb. Expenses =	\$53,483	Total Annual Expenses =	\$117,388
Difference	\$13,841	Difference	\$ 6,605

March Revenue =	\$49,490	Total Annual Revenue =	\$172,943
March Expenses =	\$43,393	Total Annual Expenses =	\$160,781
Difference =	\$ 6,097	Difference	\$ 12,162

Unique Management: \$170.05 for 19 placements in February. \$17.90 for 2 placements in March

New Business

OLC Institutional Membership Renewal: the library has renewed its membership in the Ohio Library Council, the statewide professional organization. The dues are calculates .27% of the library's previous year's PLF receipts.

Ms. Birks moved to **Accept** the renewal of the library's institutional membership in the Ohio Library Council. Dr. Beard seconded. Motion carried unanimously.

Ohio Plan Insurance Renewal: the library's property and liability insurance was due for renewal in March. The library is still receiving discounts but the premium did increase by \$601. Mr. Dillie mentioned that the library had not received any queries from other insurance companies about providing a competitive quote for the library's policy. The Ohio Plan has provided good with past claims and premium increases have been modest year-to-year. This renewal includes malicious acts coverage which is a new feature; it is optional and added to the renewal price.

Ms. Repella moved to **Accept** the renewal of the property and liability insurance from the Ohio Plan for the 2020-2021 premium year at a cost of \$8,274. Ms. Ruff seconded. Motion carried.

Statewide Delivery Service: the library just received the annual renewal notice for the delivery contract. Its price is the same as the current year's contract. Because there has been no delivery service for six weeks now, and no date yet set resuming delivery, Mr. Dillie contacted the State Library and asked what kind of credit or rebate might be offered for the missed weeks. He was told that there should be a credit applied when this contract is invoiced in June.

Ms. Ruff moved to **Accept** the renewal of the statewide delivery contract for July 1, 2020-June 30, 2021 in the amount of \$8,263.71. Ms. Miller seconded. Motion carried unanimously.

Jan Oneacre's Retirement: Jan is retiring on April 30 after twenty years' service as an integral part of the Youth Services Department. She began work here on April 11, 2000. The Board will wish to acknowledge Jan's service and contributions to the library. The resolution language is attachment A to these minutes.

Ms. Birks moved to **Approve Resolution 20-04-01:** to acknowledge and thank Janice Oneacre for her service. Ms. Ruff seconded. Motion carried unanimously.

Families First Corona Virus Response Act: the FFCRA is a federal law in effect from April 1 through December 31, 2020. The Act requires employers to provide sick leave and Family Medical Leave specifically for COVID-19-related reasons. The Act describes those reasons in detail as well as the leave requirements. All library staff were e-mailed a copy of the Department of Labor poster explaining this Act's requirements and benefits, and a copy is included in the Board Packet. Because this Act is temporary, the library will not include it in the Employee Handbook, but the Board should acknowledge the Act and the library's compliance. Mr. Dillie reported that the library will have information material for staff about the FFCRA benefit and how to request it when they return to work on-site. The library is adapting information and forms created by Licking County Public Library. Minerva staff all earn paid sick leave already; this Act provides some additional leave but only under certain conditions

Approve Resolution 20-04-02: the library will comply with the provisions of the FFCRA while it is in effect; these provisions are in addition to the library's current leave policies. Staff will be provided with printed explanations of the Act's requirements and benefits as well as the forms necessary to request leave under the FFCRA.

Library Revenue during Pandemic: a summary sheet of the library's operating revenue position and outlook is provided in the Board Packet for review and discussion. The library finished the first quarter ahead in operating revenue vs. expenditures. April estimated expenditures were 12% greater than April revenue. Even so, and with \$50,000 set aside for the budgeted transfer to Capital, the library should start May with approximately six months of average operating expenditure on hand. The funding report from OLC provided on April 15 (included in the Board packet) does predict a significant decline in PLF revenue in both May and June, but is cautious about predicting further losses. We should have better estimates by the next Board meeting.

Library Services and Staffing during Pandemic: Mr. Dillie provided a summary of the services the library is offering during the Stay at Home Order and will offered a tentative plan for moving forward. The new state orders for business re-opening permit general office work to resume on May 4, and commercial and retail work to resume on May 12. The order also requires that employees wear cloth face masks or coverings while at work. The library has ordered manufacturing cloth masks for all staff and the disposable PM2.5 filters to go in the masks. Once masks are available staff will return to work on-site in rotation for a few hours each week. The library will likely begin some kind of drive-up/curbside service the week of May 18.

Ms. Repella moved to approve **Resolution 20-04-03:** the Director will use his best judgement to determine when to resume on-site work and what kinds of services the library will offer to the public. The Director will set the number of staff hours for on-site work as he sees fit. Between May 4 and May 31, 2020, Emergency Time will be used to make up any difference between the staffs' on-site work hours and the hours of work required by each staff member's job classification. The Director may require some work from home from staff, and that work will be considered paid for within the Emergency Time. Ms. Miller seconded. Motion carried unanimously.

Mr. Rutledge moved to approve **Resolution 20-04-04:** the director will use his best judgement in determining whether to open the library building to the public in the month of May, as well as determining what hours the library building is open to the public and what limitations to place on services. Dr. Beard seconded. Motion carried unanimously.

Correspondence

None this month.

Director's Report

Ms. Ruff moved to **Accept** monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Ms. Miller seconded. Motion carried unanimously.

Annual Library Statistics: Door count in February was just under 1% higher than that of February, 2019, putting us at 10.55% up year-to-date then. Checkouts were down but renewals were up leaving in-house circ down .2% for the month. Overall circ was up almost 1% for the month and 2.8% year-to-date. The library closed to patrons on March 17 and offered drive-up service only through the 20th. Closed for all on-site services beginning Monday, March 23 and that closing continues to date. Mr. Dillie also mentioned that the library has seen a noticeable increase in first-time log-ins to the wifi since the library closed to the public. The wifi signal does reach well into the parking lot, and since no one else is on the library's network now, connection speeds are very fast for those on wifi.

Accept Gifts

February and March Restricted Individual Contributions to the General Fund

None

February and March Unrestricted Individual Contributions to the General Fund

	\$ 275.11*
Total Restricted and Unrestricted	\$ 275.11

Includes \$100 donated by Vera Godert in memory of Ruby Smith

In-kind Gifts

Anonymous	9 hardcovers; 11 trade paperbacks; 1 DVD
Joe and Lee Deagan	200+ jigsaw puzzles
Sharon Lewis	1 trade paperback

Adjourn

The next Regular Board Meeting will be held on May 27, 2020 at 6:30 pm, the venue to be determined.

Roger Bartley, Board President Date