

**Minerva Public Library  
Board of Trustees**

**April 24, 2025**

**2025 Monthly Regular  
Meeting Minutes**

**Minerva Public Library  
Board of Trustees Meeting Agenda  
April 24, 2025 at 6:30 pm, Board Room**

**Aendance:**

Trustee: Roger Bartley\_\_\_abs\_\_\_\_\_  
Trustee: Brad Sayre\_\_\_yes\_\_\_\_\_  
Trustee: Casey Milano\_\_\_yes\_\_\_\_\_  
Trustee: Rebecca Miller\_\_\_yes\_\_\_\_\_  
Trustee: Sarah Repella\_\_\_yes\_\_\_\_\_  
Trustee: Diane Ruff\_\_\_yes\_\_\_\_\_  
Trustee: Richard Rutledge\_\_\_yes\_\_\_\_\_

Fiscal Officer: Heather Husted\_\_\_yes\_\_\_  
Director: Jason Bumbico\_\_\_yes\_\_\_\_\_

**Call to Order: 6:28 pm**

**Adjustments to the Agenda:**

**Public Participation: none**

**Minutes:** Moon to approve the minutes from the March 27, 2025 Regular Board of Trustees meeting. **1st Miller | 2nd Sayre**

**Ongoing Business:**

**Ohio Governor's Imagination Library Update:** Dolly Parton Imagination Library of Ohio Update – We have not received the most recent statistics from Stark County Library.

**Discussion**

Brief discussion concerning the ming and protocol concerning the hiring of any new staff to fill the recently posted positions.

**Current Revenue:**

**Motion to approve fiscal officer's report: 1st Milano | 2nd Ruff**

**PLF Distribution:** The March 2025 PLF distribution is **\$62,990.85** which is **1.32%** more than the **\$62,164.93** received in March 2024. The PLF funding is ahead about **0.60%** from the budget.

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## **2025 General Revenue Net Operating Position**

March Revenue = \$ 84,391.84 Total Annual Revenue = \$ 222,615.43 March Expense = \$ 56,506.72 Total Annual Expenses = \$ 177,459.86 Difference \$ **27,885.12 \$ 38,011.52**

## **Operating Fund Expenses as Percentage of Appropriation on February 31, 2025**

2025 Appropriation Current 2025 Expenses As Percentage **\$1,198,425.00**  
**\$177,459.86 5.753%**

## **New Business**

**Summer Reading Programming:** MPL had previously been awarded a State Library of Ohio LSTA Summer Library Program Grant for \$693 to cover 75% of the cost for two summer reading programs. Due to recent, unforeseen changes in policy, the federal government has stopped processing payment for all grants that come from the IMLS. It remains uncertain as to when we might receive this funding if at all.

**Approve Resolution: 25-04-01:** To fund the full cost (\$950) of the two Summer Reading programs presented by local children's book author Lindsay Bonilla and with Mad Science Ohio. **1st Ruff | 2nd Repella**

**Damaged Areas of Lawn:** The heavy snowfall of last Winter led to areas of the library's lawn being damaged due to the increased plowing.

**Approve Resolution: 25-04-02:** To contract with Down to Earth Lawn & Landscaping to repair the damage for \$550.00. **1st Miller | 2nd Sayre**

**Notary Policy:** We now have three certified notaries on staff and would like to begin notarizing documents at patron's request on Monday, May 12th.

**Approve Resolution: 25-04-03:** To adopt the attached policy to govern the policy by which the staff notaries at MPL will notarize patron documents. **1st Repella | 2nd Milano**

**Approve Resolution: 25-04-04:** To renew the two matured CDs at Consumers National Bank for **\_\_7\_\_** months at the current rate. **1st Ruff | 2nd Miller**

## **Correspondence:**

None

## **Director's Report:**

**Moon to Accept the** monthly report from the Director included in the packet.

1st Milano | 2nd Ruff

## **March 2025 Library Statistics:**

Total circulation was **16,879**, **17.0%** below the March 2024 total circulation. March 2025 door count was **5488**, down **7.8%** from March 2024 which totaled **5951**. In March 2025, **43** classrooms came to the library from the Minerva School, serving **935** children.

## **Accept Financial Gifts—March 2025:**

Restricted Business Contributions:

For the **Summer Reading Program**: \$1425.00

Unrestricted Individual Contributions to the General Fund:

Book Sale Room \$195.25

Total Financial Gifts \$1,620.25

## **In-kind Gifts for March 2025**

- **None**

**Moon to Adjourn:** 1st Ruff | 2nd Miller

The next Regular Board Meeting will be May 22, 2025 at 6:30 pm in the Board Room.

**Minerva Public Library Board of Trustees  
March, 2025 Regular Meeting Agenda  
March 27, 2025 at 6:30 pm in the Library Board Room**

**Attendance:**

Trustee: Roger Bartley \_\_\_\_\_ X \_\_\_\_\_

Trustee: Brad Sayre \_\_\_\_\_ X \_\_\_\_\_

Trustee: Casey Milano \_\_\_\_\_ ABS \_\_\_\_\_

Trustee: Rebecca Miller \_\_\_\_\_ X \_\_\_\_\_

Trustee: Sarah Repella \_\_\_\_\_ X \_\_\_\_\_

Trustee: Diane Ruff \_\_\_\_\_ ABS \_\_\_\_\_

Trustee: Richard Rutledge \_\_\_\_\_ X \_\_\_\_\_

Fiscal Officer: Heather Husted \_\_\_\_\_ X \_\_\_\_\_

Director: Jason Bumbico \_\_\_\_\_ X \_\_\_\_\_

**Call to Order**

**Adjustments to the Agenda**

**Public Participation - None**

**Minutes:** Motion to approve the minutes from the February 27, 2025 Regular Board of Trustees meeting. **Becky 1st | Sarah 2nd**

**Ongoing Business**

**Ohio Governor's Imagination Library Update:** Dolly Parton Imagination Library of Ohio Update – At the end of February 2025, we have 286 registrations, steady from last month.

## **Discussion**

None

**Fiscal Officer's Report:** [Sarah 1st](#) | [Brad 2nd](#)

**Motion to Accept:** Monthly financial reports for February 2025, and the Fiscal Officer's Monthly Report.

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## **Current Revenue:**

**PLF Distribution:** The February PLF distribution is **\$80,238.32**, which is **7.87% more** than the **\$74,383.99** received in February 2024. PLF funding is **8.2% more** than predicted for 2025.

## **2025 General Revenue Net Operating Position**

February Revenue = \$84,391.84 Total Annual Revenue = \$155,131.02 February Expense = \$56,506.72 Total Annual Expenses = \$117,119.50 Difference **\$27,885.12 \$38,011.52**

## **Operating Fund Expenses as Percentage of Appropriation on February 31, 2025**

2025 Appropriation Current 2025 Expenses As Percentage **\$1,198,425.00**  
**\$117,119.50 9.771%**

## **New Business:**

**New Staff Positions & Reorganization:** In order to improve our management, communication, and accountability in a flexible, more consistent manner, we are proposing a new set of position titles and descriptions, a new organizational structure, as well as hiring new staff at the library to account for present and future needs.

**Approve Resolution: 25-3-1:** To adopt the new position titles and descriptions (*attached to packet*) along with the accompanying staff organizational chart. [Brad 1st](#) | [Dick 2nd](#)

**Approve Resolution: 25-3-2:** To adopt the new 2025 Wage Table (*attached to packet*), effective March 31, 2025. [Dick 1st](#) | [Sarah 2nd](#)

~~**Approve Resolution: 25-3-3:** To apprise and assign all existing staff to conform to the new staff positions March 31, 2025.~~

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**Approve Resolution: 25-3-4:** To assign Nicole Weber to the position of Library Coordinator - Adult Services at a rate of \$22.00 per hour, effective March 31, 2025.

**Sarah 1st | Becky 2nd**

**Approve Resolution: 25-3-5:** To assign Laken Underwood to the position of Library Coordinator - Youth Services at a rate of \$22.00 per hour, effective March 31, 2025.

**Sarah 1st | Becky 2nd**

**Approve Resolution: 25-3-6:** To post for the open position of Library Assistant - Teen Services and begin the interviewing process when appropriate candidates are identified.

**Brad 1st | Sarah 2nd**

**Approve Resolution: 25-3-7:** To post for three open positions for Library Aides and begin the interviewing process when appropriate candidates are identified. **Brad 1st | Sarah 2nd**

**Approve Resolution: 25-3-8:** To assign existing MPL staff to new the position titles, effective March 31, 2025, in the following manner:

- Jennifer Bates -> Library Associate
- Kendra Selby -> Library Associate
- Jennifer Baker -> Library Assistant
- Sue Barrick -> Library Assistant
- Rachael Carmine -> Library Assistant
- DonnaKohler -> Library Assistant
- Lisa Lutes -> Library Assistant
- Jersey Moss -> Library Assistant
- Anne Tokos -> Library Aide
- Eli Benzel -> Library Aide Substitute

- Peyton Selby -> Library Aide Substitute
- Rhonda Groog -> Service Assistant
- Trista Howe -> Service Aide

**Becky 1st | Brad 2nd**

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**Approve Resolution: 25-3-9:** To revise section 702 - Holiday Leave of the Employee Handbook, replacing the last paragraph reading:

*The value of a day's paid leave is calculated by dividing the employee's regular hours worked per pay period by ten in order to calculate the value of one regular day's work, e.g. an employee whose regular hours of work per pay period is 80 will receive 8 hours of pay for each day of paid leave.*

The replacement text will be as follows:

*The value of a day's paid leave, regular staff are paid a prorated number of hours based on the following ranges of regularly scheduled hours:*

- 8-19 hours – 4 hours of paid leave
- 20-35 hours – 6 hours of paid leave
- 35+ hours – 8 hours of paid leave

*Substitutes are not eligible for paid leave.*

This change will be retroactive to January 1st, 2025 for Personal days, Floating Holidays and Unpaid days. **Sarah 1st | Dick 2nd**

**Weather Closures:** During the recent winter months, we discovered that strictly following the Minerva Schools weather closure decisions did not give us the necessary flexibility to both ensure safety and adequately serve the community at the same time.

**Approve Resolution: 25-3-10:** To revise the library weather closure policy in the Employee Handbook (section 440) to read as the following:

*It is the policy of MPL to open its building whenever possible, including days of severely inclement weather. However, in unusual circumstances, the Director may decide to close the Library. If the Director is not available, an individual coordinator with Board member approval has the authority to close the Library. Employees scheduled to work will be paid for their missed work time due to an emergency closing. If the Library is open and an employee is unable to get to work, he must notify his supervisor as soon as possible. The employee will not be paid for*



*the missed work unless he uses paid leave (excluding sick leave) or is authorized to flex his schedule. Becky 1st | Brad 2nd*

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**Approve Resolution: 25-3-11:** To renew matured CD at Consumers National Bank for 7 months at the current rate. Becky 1st | Sarah 2nd

**July Board Meeting:** The library's budget needs to be approved and sent to the county by July 20th, 2025.

**Approve Resolution: 25-3-12:** To move the date of the July Library Board Meeting to Thursday, July 17th. Brad 1st | Becky 2nd

**Approve Resolution: 25-3-13:** To renew the contract with Down to Earth Lawn & Landscaping LLC for landscaping and maintenance services for April-November 2025. Dick 1st | Sarah 2nd

### **Correspondence:**

Rich Ochoa left a five-star review on Google on March 18th, stating that MPL is "A big time library in a small town."

### **Director's Report:**

Motion to Accept the monthly report from the Director included in the packet. Sarah 1st | Brad 2nd

### **February 2025 Library Statistics:**

In-house circulation was **11,751**, about **30.58% below** the February 2024 total circulation of **15,465**. Total circulation was **14,230**, about **22.76% below** the February 2024 total circulation of **18,683**. The February 2024 door count was **5,138 up about 34.36%** from February 2023, totaling **3,824** (*note: there were door counter issues last year at this time which likely affected the count*). In February, **42 classrooms** from the Minerva Elementary School came to the library, serving **850 children**.

**Accept Financial Gifts—February 2024:**

Restricted Individual Contributions:

**None \$00.00**

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Unrestricted Individual Contributions to the General Fund:

**Book Sale \$47.90**

**Total Financial Gifts \$47.90**

**In-kind Gifts for February 2024**

- None

**Motion to Adjourn:**

The next Regular Board Meeting will be April 24, 2025, at 6:30 pm in the Board Room.

**Becky 1st | Sarah 2nd**