

**Minutes of the Minerva Public Library Board of Trustees  
2023 Annual Organization Meeting  
January 19, 2023 Regular Meeting**

**Call to Order:** Mr. Bartley called the meeting to order at 6:30 pm in the library's Community Meeting Room

**Attendance:** Trustees Roger Bartley, Casey Milano, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge; Library Director, Tom Dillie; Library Fiscal Officer Christina Davies, Heather Husted. Guests: Judge Michael Repella, Karen Miller.

**Adjustments to the Agenda:** Karen Miller will present some information to the Board at the beginning of the Regular Meeting. If Board action is then required, draft resolutions are available.

**Public Participation:** none

**Administering Oath to Board Trustees:** At its December meeting, the Minerva Local Schools Board of Education appointed Casey Milano and reappointed Beck Miller to seats on the Minerva Public Library Board of Trustees with seven-year terms to begin at this organization meeting. The Board appreciates Judge Michael Repella attending the meeting to administer the oath of office to both Trustees. Casey Milano and Becky Miller were sworn in as Library Trustees for seven year terms ending December, 2029.

**Annual Organization Meeting Business**

The Trustees discussed the election of Officers for calendar year 2023. Mr. Bartley and Mr. Rutledge volunteered to remain respectively Board President as Vice President. Ms. Miller volunteered to serve as Secretary. Ms. Repella **moved to elect** those three Trustees as Officers for 2023. Ms. Ruff seconded. Motion carried unanimously.

The Trustees discussed service on Board Committees. After discussion, Trustees agreed to remain on the Committees they had served on last year, while Ms. Milano agreed to take those Committee assignments previously held by Virginia Birks. Mr. Bartley then **appointed** Trustees to the following Committees: Building & Grounds (Beard, Milano, Ruff); iFnance & Audit (Bartley, Repella, Rutledge); Personnel (Repella, Ruff, Rutledge); Policy Committee (Milano, Miller, Beard); Development Chair (Bartley). —

Trustees **agreed** to meet as the Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director) immediately prior to the May Regular Board Meeting.

**Monthly Regular Board Meeting Calendar for 2023:** Mr. Dillie had asked whether the monthly meeting might be moved to the third Thursday rather than the fourth. Mr. Bartley and Mr. Rutledge would have other meeting conflicts on that new date, so it was agreed to leave the monthly meeting date unchanged. Meetings will be held at 6:30 p.m. on the 4rd Thursday of each month, except for November and December, (or otherwise as may later be scheduled by the Board. Mr. Rutledge **moved** to set the 2023 Regular Meeting Schedule as given below; Ms. Ruff seconded. Motion carried unanimously.

January 19	May 25	September 28
February 23	June 22	October 26
March 23	July 27	November 16
April 27	August 24	December 21

Note: A complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website prior to the monthly meeting.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2023, resolutions are numbered 23-01-01, 23-01-02, 23-01-03, etc.

**Appointment of Fiscal Officer:** Ms. Davies had given notice that she would retire effective this Board Meeting. Mr. Bartley and Mr. Rutledge thanked her for her service to the library, and sentiment shared by the other Trustees. Ms. Davies thanked the Board for their consideration during her employment and expressed that she had enjoyed working at the library.

Ms. Repella moved to **Approve Resolution 23-01-01:** to hire Heather Husted as the Fiscal Officer of the Minerva Public at the salary and under the conditions stated in the employment agreement [*Attachment A*] from January 19, 2023 through the January, 2024 Organization Meeting. Ms. Ruff seconded. Motion carried unanimously.

Board President Bartley then administered the oath of office to Fiscal Officer Husted.

### **Enact enabling resolutions for 2023**

Ms. Miller moved to **approve Resolutions 23-01-02, -03, -04.** Mr. Rutledge seconded. Motion carried unanimously.

**Resolution: 23-01-02:** that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the

annual appropriated amounts per fund throughout fiscal year 2023 and continuing through to the 2024 Organization Meeting.

**Resolution: 23-01-03:** that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2023 and continuing through to the 2024 Organization Meeting, as long as said expenditures fall within the 2023 or 2024 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution: 23-01-04:** that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2023 and continuing through to the 2024 Organization Meeting, as long as said expenditures fall within the 2023 or 2024 Appropriation Resolution(s) adopted by the Board of Trustees.

Ms. Miller moved to **approve Resolutions 23-01-05, -06.** Ms. Repella seconded. Motion carried unanimously.

**Resolution: 23-01-05:** to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2023 and continuing through to the 2024 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Resolution: 23-01-06:** that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2023 and continuing through to the 2024 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library's collection or to be disposed of through the "Donation" book cart or otherwise. All individual "in-kind" gifts that the Director adds to the Library's collection will be reported to the Board of Trustees at their next monthly regular meeting.

Ms. Ruff moved to **approve Resolutions 23-01-07, -08.** Ms. Miller seconded. Motion carried unanimously.

**Resolution: 23-01-07:** that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2023 and continuing until the 2024 organizational meeting, as long as said bills fall within the 2023 or 2024 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2023 and

continuing through to the 2024 Organization Meeting as approved by the Board.

**Resolution: 23-01-08:** that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2023 and continues through to the 2024 Organization Meeting. Ms. Repella seconded. Motion carried unanimously.

Mr. Rutledge moved to **Approve Resolution 22-01-09:** that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2023 and continuing through to the 2024 Organization Meeting. Ms. Repella seconded. Motion carried unanimously.

Ms. Repella moved to **Approve Resolution 21-01-10:** to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2023 and through to the 2024 Organization Meeting. Mr. Rutledge seconded. Motion carried unanimously.

**Regular Meeting Business**

Mr. Bartley called the Regular Monthly Meeting to order at 6:45 pm.

**Presentation from Bradbury Miller Associates:** since Mr. Dillie intends to retire this summer, the Board will need to begin the search for a new Library Director. Karen Miller, principal of BMA, explained to the Board the services her firm could offer, the basic process of a Director search, and the various levels of assistance the firm could provide if the Board were interested. Because Mr. Dillie has a relationship with BMA, all consulting services by the firm would be provided to the library free of charge and for no other consideration. The library would be asked to reimburse the firm for the cost of any advertising and for a criminal background check of the selected Director candidate if the Board wished to have a check done through BMA. Trustees had general questions about the process Ms. Miller, and after discussion agreed to review this proposal later in the meeting. Ms. Miller then left the meeting.

**Minutes:** Trustee Miller moved to **Approve** minutes of the November 14, 2022 Board Meeting as presented. Ms. Milano seconded. Motion carried unanimously.

**Note:** because Mr. Dillie was on medical leave for the last six weeks of 2022, there was no December Board meeting.

### **Ongoing Business**

**Dolly Parton Imagination Library of Ohio Update:** ODJFS sent some of its ARPA money to DPILO to develop kits that could be sent to all the registration sites in the state in order to further promote the program. The library received large, attractive banner and variety of printed handouts and pamphlets some of which are on display in the Youth Services Dept. Currently there are 253 kids registered from our service area; down from the highpoint of 264. Kids do age out of the program once they turn five. Stark County now has 52% of eligible children registered.

**Library Service During Pandemic Update:** there was a surge in demand for COVID test kits around the holidays, but demand has dropped off again. The Dept. of Health made an extra shipment of kits to make sure there was an adequate local supply and we have plenty extra right now.

### **Fiscal Officer's Report**

Ms. Repella moved to **Accept** the monthly financial reports for November, 2022. Ms. Ruff seconded. Motion carried unanimously.

Ms. Davies provided an oral report of the preliminary end of year totals for revenue, expenditure, and capital. The Capital Projects Fund stands at over \$500,000 following the last transfer out in 2022. Carryover from 2022 was a bit over \$250,000 which meets the library's target for cash on hand from one year to the next.

**Transfer authority to access bank accounts:** with Ms. Davies retirement and the appointment of Ms. Husted as Fiscal Officer, the Board authorized Ms. Husted's access to the library bank accounts. She and Mr. Bartley will need to visit the banks to sign the authorizations.

Ms. Miller moved to **approve Resolution 23-01-11** to authorize Heather Husted as Fiscal Officer to have access and use of the Minerva Public Library accounts at

Chase Bank, Consumers Bank, and Huntington Bank. Mr. Rutledge seconded. Motion carried unanimously.

**Access to UAN Accounting System:** Ms. Davies said that the Board will need to authorize the new Fiscal Officer to have access to the UAN accounting system for the library, and that Mr. Dillie will need to inform UAN of this change. Ms. Husted has also said that she would like to eventually move the library from using payroll services provided by Paychex to using the payroll module in UAN. The latter software is free to the library with its existing subscription to the UAN service, while the former product is an additional contract with an outside vendor.

Ms. Repella move to **approve Resolution 23-01-12** to authorize Heather Husted as Fiscal Officer to access to the UAN accounting system and to move library payroll services from Paychex to UAN when Ms. Husted is ready to do so. Ms. Miller seconded. Motion carried unanimously.

**PLF Distribution:** The November PLF receipts were \$66,585, 6% more than the \$63,238 received in November, 2021. The December PLF receipts were \$72,219, 8% more than the \$66,562 received in December, 2021. PLF Receipts for 2022 totaled \$839,036 which is 8% more than the \$775,858 received in 2021, and is 11% than the \$737,953 appropriated as PLF revenue for the 2022 budget. This is the largest annual PLF receipt the library has ever received. The previous largest amount was the \$830,420 the library received in 2018.

The January, 2023 PLF receipts are \$67,731, 2% more than the \$66,584 received in January, 2022. In December, as required by law, the Ohio Department of Taxation issued a new estimate for 2023 revenue. This estimate sets the library's expected receipts for the year at \$824,855, rather than the \$870,287 provided by the July, 2022 estimate—a decrease of \$45,432. The County Auditors' Offices certified the library's revenue for this year based on the July, 2022 estimate, and judging by past practice, will not issue a new certification based on this December revision. The library's 2023 budget is based on the certified, larger, amount. If the revenue comes in at the lower estimate, we could see an operational deficit for 2023.

**2022 General Revenue Net Operating Position**

Nov. Revenue =	\$68,646	Total Annual Revenue =	\$783,019
Nov. Expenses =	\$66,747	Total Annual Expenses =	\$811,571*
Difference	\$ 1,899		\$ -28,552

**General Fund Expenses as Percentage of Appropriation on November 30**

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses*</u>	<u>As Percentage</u>
\$939,814	\$811,571	86%

\*includes \$200,000 transfer out to Capital

**Operating Expenses as Percentage of Appropriation as of November 30**

<u>2022 Appropriation</u>	<u>Total 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$611,571	82%

**Unique Management:** Unique Management’s November invoice was \$19.70 for 2 placements. Mr. Dillie provided the Board with a quick reminder of the services UM provides—contacting patrons with lost and billed items in hopes getting those patrons to return that material. The library pays a set fee for each referral to UM, and that fee is billed to the patron's account automatically.

**New Business**

**Director’s Performance Evaluation:** the Personnel Committee has met to review the Director’s job performance and will discuss that evaluation with the Trustees in Executive Session.

Ms. Repella moved to **enter Executive Session** at 7:30 pm to discuss the Director’s job performance. Ms. Miller seconded.  
 Roll Call:  Bartley  Milano  Miller  Repella  Ruff  Rutledge

Mr. Dillie was excused from the meeting.

Mr. Rutledge moved to Return to Regular Session at 7:40 pm. Ms. Ruff seconded. Motion carried.

Mr. Dillie Returned to the meeting.

Ms. Ruff moved to **Approve Resolution 22-01-13** to hire Tom Dillie as Library Director of the Minerva Public Library at the salary and under the conditions stated in the employment agreement [*Attachment B*] effective January 19, 2023. Ms. Miller seconded. Motion carried unanimously.

**Mr. Dillie’s retirement:** Mr. Dillie provided a letter to Mr. Bartley officially giving notice that he plans to retire from the library with a tentative last day of work of July 30, 2023 [*Attachment C*].

Ms. Miller moved to **accept**, reluctantly, Mr. Dillie's letter of resignation. Ms. Milano seconded. Motion carried.

**Search Firm Services:** the Trustees discussed the presentation earlier in the meeting from Karen Miller of Bradbury Miller Associates. There was general consensus that it made sense to advantage of the offer of donated services in order to manage the search for a new Director most effectively.

Ms. Miller moved to **approve Resolution 22-01-14** to engage Bradbury Miller Associates to conduct the job search for the library's next Director. All services provided by BMA consultants will be donated to the library free of charge and for no other consideration. The library agrees to reimburse BMA for the cost of any advertising associated with this search, and for the cost of a criminal background check for the final job candidate if library chooses to have BMA provide that service. Ms. Repella seconded. Motion carried unanimously.

**Search Committee:** the Board will need to form a Search Committee to work with BMA on the search process. The Committee is ad hoc and should consist three Trustees. Ms. Miller expressed an interest in serving on the Committee and Mr. Bartley asked that other Trustees who were interested email him directly.

Ms. Ruff moved to **approve Resolution 22-01-15** to authorize Mr. Bartley, as Board President, to appoint Trustees to an ad hoc Search Committee. Ms. Miller seconded. Motion carried unanimously.

**Credit Card Compliance:** as required by statute, Mr. Dillie reported that the the library is complying with State law governing the use of credit cards by public agencies.

### **Correspondence**

None

### **Director's Report**

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

**Annual Library Statistics:** Door count for 2021 was 56,197, 32% more than the 42,579 count for 2021. That increase is gratifying; it is also no more than 60% of the annual pre-pandemic door count totals. Total in-house circulation (physical checkouts plus renewals) was 170,635, up 4,2% over 2021. Total circulation, which includes loans to other libraries and downloadable content, was 232,898, up 6.7% from 2021. Downloadable content saw another record year at 24,528 checkouts which is 10% of total circulation.



**Accept Gifts—November**

**Restricted Individual Contributions to the General Fund**

\$ 00.00

From Alan Moser for adult materials

**Unrestricted Individual Contributions to the General Fund**

\$ 185.50\*

---

Total Restricted and Unrestricted

\$ 185.50

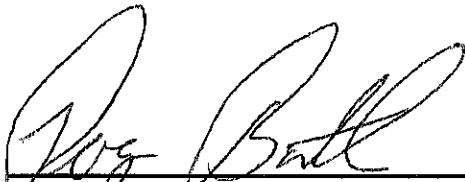
\*Includes \$40 each from Betty and Don Fortner, Jenny Greco, and Colleen Kelly, and \$50 from anonymous donor all in memory of Margene Krall.

**In-kind Gifts**

none

**Adjourn:** Ms. Miller moved to adjourn the meeting at 8:15 pm. Ms. Repella seconded.

The next Regular Board Meeting will be held on February 23, 2023 at 6:30 pm in the Community Meeting Room.

  
Board President

  
Date

Minutes taken by Tom Dillie, Library Director