

**Minerva Public Library Board of Trustees  
Minutes of the 2022 Annual Organization Meeting and  
February 17, 2022 Regular Meeting**

**Note:** the January meeting scheduled for January 27 was cancelled due to furnace problems and the rescheduled meeting for February 3 was cancelled due to bad weather.

**Call to Order:** the meeting was called to order at 6:35 pm in the library's Community Meeting Room.

Attendance: Trustees Roger Bartley, Virginia Birks, Becky Miller, Sarah Repella, and Diane Ruff. Library Director Tom Dillie; Library Fiscal Officer Christina Davies.

**Adjustments to the Agenda:** none

**Public Participation:** none

**Annual Organization Meeting Business**

**Election of Officers for calendar year 2022.** Mr. Rutledge noted that he had agreed in 2020 to continue to serve for another year or so, but does intend to retire by the end of this year. After general discussion, Becky Miller agreed to serve as Board Vice President this year. Mr. Rutledge then moved to approve a slate of officer candidates: Mr. Bartley, President; Ms. Miller, Vice President; and Ms. Birks, Secretary. Ms. Ruff seconded and the motion carried unanimously.

**Appointment of Library Committee Members for organizational year 2022.** After discussion, Trustees agreed that each was happy with their current committee assignments and would remain on those committees for 2022. Mr. Bartley then confirmed appointment to the various Board Committees as follows:  
Building & Grounds (Birks, Ruff, Rutledge); Finance & Audit (Bartley, Repella, Rutledge); Personnel (Repella, Ruff, Rutledge); Policy Committee (Birks, Miller, Beard); Development Chair (Bartley).

**Records Commission:** since the Board just met as the Records Commission last fall, the 2022 meeting date for the Records Commission was set for the September, 2022 Regular Board Meeting.

Ms. Repella moved to **Accept** the Monthly Regular Board meeting calendar for 2022. Ms. Miller seconded. Motion carried unanimously. Meetings will be held at 6:30 p.m. on the 4<sup>th</sup> Thursday of each month (except for the months of November and December when the meeting will be held the 3<sup>rd</sup> Thursday of the month) or otherwise as may later be scheduled by the Board. The 2022 regular meeting schedule is:

January 27	May 26	September 22
February 17	June 23	October 27

March 24  
April 28

July 28  
August 25

November 17  
December 15

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 2022, resolutions are numbered 22-01-01, 22-01-02, 22-01-03, etc.

### **Hiring Library Administrators**

The Board had approved the performance reviews on the Director and Fiscal Officer at the November meeting.

Ms. Ruff moved to **Approve Resolution 22-02-01**: to hire Tom Dillie as the Director of the Minerva Public Library with the same salary as 2021, and under the conditions stated in the employment agreement, from January 27, 2022 through the January, 2023 Organization Meeting. Ms. Birks seconded. Motion carried unanimously.

Ms. Ruff moved to **Approve Resolution 22-02-02**: to hire Christina Davies as the Fiscal Officer of the Minerva Public with the same hourly wage as 2021, and under the conditions stated in the employment agreement, from January 27, 2022 through the January, 2023 Organization Meeting. Ms. Repella seconded. Motion carried unanimously.

### **Administering oath of Office to Fiscal Officer**

Board President Bartley administered the oath of office to Fiscal Officer Davies and swore her in for another year.

### **Enact enabling resolutions:**

Ms. Birks moved to **approve** resolutions 22-02-03 through 22-02-07. Mr. Rutledge seconded. Motions carried unanimously.

**Approve Resolution: 22-02-03**: 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 2022 and continuing through to the 2023 Organization Meeting.

**Approve Resolution: 22-02-04**: 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 2022 and continuing through to the 2023

Organization Meeting, as long as said expenditures fall within the 2022 or 2023 Appropriation Resolution(s) adopted by the Board of Trustees.

**Approve Resolution: 22-02-05:** 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 2022 and continuing through to the 2023 Organization Meeting, as long as said expenditures fall within the 2022 or 2023 Appropriation Resolution(s) adopted by the Board of Trustees.

**Approve Resolution: 22-02-06:** 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 2021 and continuing through to the 2023 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Approve Resolution: 22-02-07:** 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 2022 and continuing through to the 2023 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. Repella moved to **Approve** motions 22-02-08 and 22-02-09. Ms. Ruff seconded. Motions carried unanimously.

**Approve Resolution: 22-02-08:** that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2022 and continuing until the 2023 organizational meeting, as long as said bills fall within the 2022 or 2023 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 2022 and continuing through to the 2023 Organization Meeting as approved by the Board.

**Approve Resolution: 22-02-09:** 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 2022 and continues through to the 2023 Organization Meeting.

Ms. Birks moved to **Approve** motions 22-02-10 and 22-02-11. Ms. Miller seconded. Motions carried unanimously.

**Approve Resolution 22-02-10:** that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2022 and continuing through to the 2023 Organization Meeting.

**Approve Resolution 21-02-11:** to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2022 and through to the 2023 Organization Meeting.

**Institutional Memberships:** the library as an institution belongs to various professional organizations which require annual membership renewals. These renewal costs are included in the annual budget.

Mr. Rutledge moved to **Approve** 21-02-12 and 21-02-13. Ms. Ruff seconded. Motion carried unanimously.

**Approve Resolution 21-02-12:** to renew annual library membership in the Ohio Library Council, a professional education and advocacy organization representing Ohio libraries. The membership rate is calculated at 0.27% of the library's previous year's PLF receipts.

**Approve Resolution 21-02-13:** to renew the library's annual membership in the Northeast Ohio Regional Library System, an education and service agency for public libraries in this part of the state. The renewal cost is \$1,507 and membership runs from July to June.

### **Regular Meeting Business**

**Minutes:** Mr. Rutledge moved to **Approve** minutes of the November 18, 2021 Board Meeting, and December 21, 2021 Special Board Meeting and to Accept the minutes of the January 20, 2022 Personnel Committee meeting. Ms. Birks seconded. Motion carried unanimously.

### **Ongoing Business**

**Ohio Governor's Imagination Library Update:** Mr. Dillie reported that 219 of 294 eligible kids, or 75%, in the library's service area—the highest participation rate in Stark County. Stark Library has organized a fund raising committee to work on events that can support the program. The first scheduled fund raiser is a touch-a-truck event on Saturday, June 18, at the Central Catholic H.S. parking lot from 10-1.

**Library Service During Pandemic Update:** the library received 240 COVID tests on February 10, and at the time of this meeting, a week later, still had a number on hand. Demand has really dropped compared to December and January, when the library would go through 1000 tests in a day or so. The Ohio Dept. of Health surveyed the distribution sites asking whether they wished to continue in the program and how many tests were on hand at that moment. The library will continue to distribute tests as long as ODH wants to distribute them. The Department has now set up an automatic test shipment scheduled based on the library's previous usage rate and the number of tests reported on hand when surveyed. ODH is having difficulty getting restocked with the number of tests it would like and so it is pro-rating how many are allocated to each distribution site.

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

Ms. Davies reported that the local Chase Bank branch finally did close, and she has opened the new account at Huntington Bank. Mr. Bartley will need to stop and sign for the account as well. The library will have a regulatory audit this year rather than a full audit which will save the library some money on the cost. She is getting ready to finish the financial reports for 2021 and will have those for approval at the March Board Meeting. As per previous discussions with the Board, Ms. Davies has been researching ways to provide a backup for her duties at the library. She has talked with Rudy Evanich, who in addition to being the Fiscal Officer for Paris Township and the Sandy Creek Fire District also has a local accounting firm. He is familiar with UAN and Paychex and would likely be a good person to have on contract for the library. Ms. Davies will meet with him before the next Board meeting to discuss details of the arrangement and draft the contract language.

Mr. Rutledge moved to **Accept** the monthly financial documents for November and December, 2021, and January, 2022, and to Approve the monthly report from the Fiscal Officer. Ms. Repella seconded. Motion carried unanimously.

**PLF Distribution:** The December 2021 PLF receipts were \$66,562, 10% more than the \$60,099 received in December, 2020. PLF Receipts for 2021 totaled \$823,456 which is 33% more than the December, 2020 PLF estimate of \$614,629 which the library used for budgeting. This is the largest annual PLF receipt since the \$830,420 the library received in 2018. January PLF receipts are \$66,584, 7% more

than the \$58,255 received in January, 2021. February PLF receipts are \$74,499, 10% more than the \$67,187 received in February last year. So far this year, PLF is running well ahead of both the July and December estimates for 2021.

**2021 General Revenue Net Operating Position**

Nov. Revenue =	\$64,101	Total Annual Revenue =	\$727,855
Nov. Expenses =	\$71,606	Total Annual Expenses =	\$715,711*
Difference	(\$ 7,505)		\$ 12,174
Dec. Revenue =	\$67,350	Total Annual Revenue =	\$795,225
Dec. Expenses =	\$57,925	Total Annual Expenses =	\$773,636*
Difference	\$ 9,425		\$ 21,589

**General Fund Expenses are Percentage of Appropriation on December 31**

<u>2021 Appropriation *</u>	<u>Current 2021 Expenses*</u>	<u>As Percentage</u>
\$893,911	\$773,636	86%

\*includes \$180,000 total transfer out to Capital

**Operating Expenses as Percentage of Appropriation**

<u>2021 Appropriation</u>	<u>Total 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$593,636	83%

**Carryover:** As of December 31, the General Fund balance was \$451,000.

**2022 General Fund Net Operating Position**

Jan. Revenue	\$68,340
Jan. Expenses	\$41,935
Difference	\$26,405

**Unique Management:** Unique Management's November invoice was \$35.80 for 4 placements. The December invoice was \$17.90 for two placements. January was \$80.55 for nine placements. Unique has said that the placement fee will increase from \$8.95 per incident, but they have not raised it yet.

**New Business**

**Permanent Appropriation:** because the library had not appropriated the extra revenue received in 2021 that money was not in fact available to transfer from General Revenue to Capital at the December, 2021 Special Board Meeting. Therefore, the Board will need to rescind the transfer approved at the December meeting, and amend the 2022 permanent appropriation to show both the proper carryover and a transfer out for this budget year. Copies of the

original appropriation and amended appropriation are included in the Packet (Attachments B and C). Mr. Dillie suggested that the transfer out take place this spring, and then review the revenue and expenditure position in the fall and possibly amend the appropriation for another transfer before the end of the year.

Ms. Repella moved to **Approve Resolution 22-02-14** to rescind resolution 21-12-01 regarding the amended 2021 appropriation and transfer out to Capital. Ms. Miller seconded. Motion carried unanimously.

Mr. Rutledge moved to **Approve Resolution 22-02-15** to amend the 2022 permanent appropriation as presented. Ms. Ruff seconded. Motion carried unanimously.

**Unused Vacation Payout:** draft language is included in the Board Packet to amend section 710 of the Employee Handbook to bring the policy of payout for unused vacation leave for administrative positions in line with the current payout policy for classified positions. Classified positions accrue vacation each pay period at a rate based on years of employment; administrative positions receive all vacation leave at once at the beginning of the pay year. The new policy language (Attachment A) creates a way of calculating unused vacation leave payout for administrative positions as if that leave had accrued pay period to pay period.

Ms. Birks moved to **Approve Resolution 22-02-16:** to revise section 710 of the Employee Handbook as presented. Ms. Repella seconded. Motion carried unanimously.

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

### **Correspondence**

Mr. Bartley received a letter this month regarding the behavior of middle school students after school. He has replied to the patron. The letter was shared with the Trustees at this meeting.

### **Director's Report**

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

**Annual Library Statistics:** Door count for 2021 was 42,579, 1.4% less than the 43,199 count for 2020. 2021 count was 43% of 2019's count of 98,569. Total in-house circulation (physical checkouts plus renewals) was up 9.7% over 2020. Total circulation, which includes loans to other libraries and downloadable

content, was 218,361, up 9% from 2020, Downloadable content saw another record year at 22,636 checkouts which is 10% of total circulation.

January door count was 4139, a 40% increase January, 2021, but a 60% decrease from January, 2020. In-house circulation was down 1.5% from this month last year, and total circ was down 4.8%, reflecting in part continuing problems with the delivery service.

**Acknowledge Gifts—November and December**

**Restricted Individual Contributions to the General Fund**

\$ 00.00

**Unrestricted Individual Contributions to the General Fund**

\$ 833.55\*

---

Total Restricted and Unrestricted

\$ 833.55

\*Includes \$179.03 from JDZ sales; \$500 anonymous donation given in memory of Bertha Hawn; \$100 from Jean Culp for adult books.

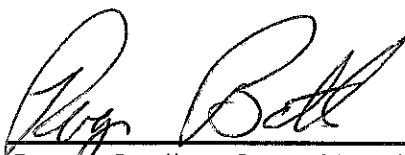
**In-kind Gifts**

Anonymous

6 hardcovers; 15 trade  
paperbacks; 3 mass market; 2  
DVDs

Mr. Rutledge moved to **Adjourn** the meeting at 7:50 pm. Ms. Ruff seconded.

The next Regular Board Meeting will be held on March 24, 2022 at 6:30 pm in the Community Meeting Room.



Roger Bartley, Board President

3/24/22

Date



## Attachment A—Minutes of the February 17, 2022 Regular Board Meeting

### 710 - Vacation Leave (revised 02/17/2022)

1. Vacation leave is accrued each pay period and prorated on the basis of hours paid, excluding overtime. For example, a regular full-time employee accruing vacation at the rate of 2 weeks per year who has 60 paid hours in one biweekly pay period would accrue 3/4 of the vacation that an 80-hour employee accrued, rounded to the nearest hundredth of an hour.
2. Eligible employees accrue vacation leave based upon their length of public service in the state of Ohio. Upon proper documentation, an employee's length of service will be adjusted to include prior public service with the state of Ohio or any political subdivision of the state solely for purposes of calculating his vacation accrual rate. Vacation credit may be used at the employee's discretion in accordance with the Library's policies and procedures.

#### **For the following years of service:**

Years one (1) through five (5) -

Years six (6) through ten (10) -

Years eleven (11) through fifteen (15) -

Year sixteen (16) -

Year seventeen (17)-

Year eighteen (18) -

Year nineteen (19) -

Year twenty (20) -

#### **Employees will accrue:**

80 hours (2 weeks).

120 hours (3 weeks).

160 hours (4 weeks).

168 hours (4 weeks + 1 day).

176 hours (4 weeks + 2 days).

184 hours (4 weeks + 3 days).

192 hours (4 weeks + 4 days).

200 hours (5 weeks).

3. Vacation accrual is credited at the end of each biweekly pay period at the following rates per 80 hours paid:
  - 3.1 hours each biweekly period for those entitled to 80 hours per year.
  - 4.6 hours each biweekly period for those entitled to 120 hours per year.
  - 6.2 hours each biweekly period for those entitled to 160 hours per year.
  - 6.4 hours each biweekly period for those entitled to 168 hours per year.
  - 6.7 hours each biweekly period for those entitled to 176 hours per year.
  - 7.0 hours each biweekly period for those entitled to 184 hours per year.
  - 7.4 hours each biweekly period for those entitled to 192 hours per year.
  - 7.7 hours each biweekly period for those entitled to 200 hours per year.
4. One year of service shall be computed on the basis of twenty-six (26) biweekly pay periods.
5. Vacation accrual rate will be changed at the beginning of the pay period containing the anniversary date in which the employee is entitled to additional vacation credit due to length of service.
- ~~6. During the month of December, employees may designate their vacation preference for the balance of the next year. Vacation preference shall be indicated in writing on a form furnished by the Library for this purpose. Employees may designate up to three vacation period preferences on this form. If a dispute arises due to vacation scheduling, seniority shall be the governing factor used in resolving the dispute. Vacation days not scheduled on this form will be approved on a first submitted/approved basis; seniority will not govern these requests. The final right to approve vacation scheduling is reserved by the Director.~~

7. Vacation credit may be accumulated up to a maximum of 220 hours for regular full-time employees and 110 hours for regular part-time employees. Credit in excess of this maximum will be eliminated from the employee's vacation balance.
8. In the event of death of a member of the employee's family (i.e., those listed in the Library's Compassionate Leave policy) during an employee's vacation, the employee may elect to change his time off from vacation to compassionate leave for the number of days he is eligible for compassionate leave. He may also request to extend his vacation if scheduling permits.
9. ~~When an employee is terminated,~~ **Upon separation from library employment, employees who accrue vacation every pay period shall receive vacation pay for be paid at the employee's current hourly rate** for any accrued but unused vacation leave. **An employee who is credited for their entire vacation leave at the beginning of the pay year, will have their vacation leave payout calculated as if the current year vacation leave had been accrued pay period to pay period as described in Sections 1-3 above from the beginning of the pay year until the separation date. That amount will be added to any vacation carried over the previous year. From that sum is subtracted any vacation used in the current year. The remaining unused vacation hours will be paid at the employee's current hourly rate.**
10. Vacation will not be approved to extend an employee's length of service (except in emergencies as approved by an employee's supervisor and the Library Director). The employee who turns in his resignation notice and requests the use of vacation during the notice period generally will be denied vacation and be required to work as scheduled during the notice period.
11. In the event of an employee's death the unused vacation leave shall be paid to his estate and/or in accordance with the Ohio Revised Code.
12. ~~The Clerk-Treasurer will provide eligible employees with annual printouts of their benefit leave accruals and use.~~ **Certain Vacation leave benefit and use** totals are also provided on the employee's paycheck stub. Each employee is responsible for the review of his own leave report and paycheck information and for advising the Clerk-Treasurer immediately of any error.

## Permanent 2022 Appropriation Resolution December 21, 2021

<b>2022 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2021		250,000.00
	Prior Year Encumbrances	-
	<b>UNENCUMBERED BALANCE 01/01/18</b>	<b>250,000.00</b>
	Public Library Fund	737,953.00
	Other Revenues	12,930.00
	<b>TOTAL REVENUES</b>	<b>750,883.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,000,883.00</b>
Capital Projects Fund: Carryover 12/31/2021 unrestricted		403,545.00
	Carryover 12/31/2021 restricted	21,455.00
	<b>Total Capital Projects</b>	<b>425,000.00</b>
	<b>TOTAL REVENUES</b>	<b>1,425,883.00</b>
<b>2022 Operating Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	361,046.00
1000-100-200-0000	Employee Benefits	90,368.00
1000-100-300-0000	Purchased & Contracted Services	158,869.00
1000-100-400-1000	Library Materials and Information	85,100.00
1000-100-450-0000	Supplies	15,100.00
1000-100-500-0000	Other Objects	27,331.10
1000-700-700-0000	Capital Outlay	2,000.00
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>739,814.10</b>
1000-990-910-0000	Transfers - Out	0.00
1000-990-990-2020	Return of unused 2020 CARES Act funds	0.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>739,814.10</b>
4001 Capital Projects Fund Expenditures		
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>55,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>55,000.00</b>
<b>ALL FUNDS -</b>	<b>TOTAL PERMANENT APPROPRIATIONS</b>	<b>794,814.10</b>

## Permanent 2022 Appropriation Resolution Amended February 13, 2022

<b>2022 Revenues:</b>		
General Fund: Unencumbered Carryover Balance 12/31/2021		451,000.00
	Prior Year Encumbrances	-
	<b>UNENCUMBERED BALANCE 01/01/18</b>	<b>451,000.00</b>
	Public Library Fund	737,953.00
	Other Revenues	12,930.00
	<b>TOTAL REVENUES</b>	<b>750,883.00</b>
	<b>TOTAL REVENUES + Carryover Balance</b>	<b>1,201,883.00</b>
Capital Projects Fund: Carryover 12/31/2021 unrestricted		203,545.00
	Carryover 12/31/2021 restricted	21,455.00
	<b>Total Capital Projects</b>	<b>225,000.00</b>
	<b>TOTAL REVENUES</b>	<b>1,426,883.00</b>
<b>2022 Operating Expenditures:</b>		
1000 General Fund Expenditures		
1000-100-110-0000	Salaries & Leave Benefits	361,046.00
1000-100-200-0000	Employee Benefits	90,368.00
1000-100-300-0000	Purchased & Contracted Services	158,869.00
1000-100-400-1000	Library Materials and Information	85,100.00
1000-100-450-0000	Supplies	15,100.00
1000-100-500-0000	Other Objects	27,331.10
1000-700-700-0000	Capital Outlay	2,000.00
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>739,814.10</b>
1000-990-910-0000	Transfers - Out	200,000.00
1000-990-990-2020	Return of unused 2020 CARES Act funds	0.00
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>200,000.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>939,814.10</b>
4001 Capital Projects Fund Expenditures		
	<b>TOTAL EXPENDITURES before other financing &amp; uses</b>	<b>55,000.00</b>
	<b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>0.00</b>
	<b>COMBINED TOTAL EXP. + OTHER FINANCING SOURCES &amp; USES</b>	<b>55,000.00</b>
<b>ALL FUNDS -</b>	<b>TOTAL PERMANENT APPROPRIATIONS</b>	<b>994,814.10</b>