

**Minerva Public Library  
Board of Trustees Meeting Minutes  
February 22, 2024 at 6:30 pm, Board Room**

**Attendance:**

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

Trustee: Jennifer Beard \_\_\_\_\_

Trustee: Casey Milano \_\_\_\_\_ X \_\_\_\_\_

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

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

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

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

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

Director: Brenda Griffith \_\_\_\_\_ X \_\_\_\_\_

**Call to Order:**

**Adjustments to the Agenda:** a few additions at the end of the agenda by the Director

**Public Participation:** none

**Motion:** Approved minutes of the January 25, 2024 Organizational Board Meeting with the revision to Resolution 24-01-01 to reflect a 3% wage increase. Motion to approve **by Sarah Repella, 2<sup>nd</sup> by Casey Milano, motion carried unanimously.**

**Motion:** Approved minutes of the January 25, 2024 Regular Board Meeting by **Richard Rutledge, 2<sup>nd</sup> by Casey Milano, motion carried unanimously.**

**Ongoing Business:**

Dolly Parton Imagination Library of Ohio Update – working with Julia Shaheen from Stark Library who is the Stark County manager of this program on the Touch-a-Truck event in June 2024. All libraries have been requested to hold a graduation ceremony for children reaching age 5 and who age out of the reading program. Suggested dates for the graduation ceremonies is in the month of August. We currently have 268 children registered under our library which is a 5% increase from last year.

**Fiscal Officer’s Report:**

**Motion:** Motion approved to accept the monthly financial reports for February 2024 by **Richard Rutledge, 2<sup>nd</sup> by Casey Milano, motion carried unanimously.**

**Motion:** Motion approved to Cancel the approval from last month for Positive Pay through Consumer's National Bank **by Sarah Repella, 2<sup>nd</sup> by Richard Rutledge, motion carried unanimously.**

**Motion:** Motion approved to add the Deputy Fiscal Officer access to the checking account at Consumer's National Bank **by Casey Milano, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

**Current Revenue:**

**PLF Distribution:** The January 2024 PLF receipts were \$59,227.32, 15% less than the \$68,309.25 received in January 2023. The February 2024 PLF receipts are \$74,383.98, 6.9% less than the \$79,559.94 received in February 2023. The PLF funding is providing less than the projected monthly revenue on average by 2.5%.

According to the Office of Budget and Management (OBM), overall state tax receipts for the month of January came in 2.7% or \$70.4 million below estimates. OBM claims the state budget for FY24 is still on solid footing.

**2023 General Revenue Net Operating Position**

Jan. Revenue =	\$60,950	Total Annual Revenue =	\$ 60,950
Jan. Expenses =	\$41,825	Total Annual Expenses =	\$ 41,825
Difference	\$19,125		\$ 19,125

**Operating Fund Expenses as Percentage of Appropriation on January 31, 2024**

<u>2024 Appropriation</u>	<u>Current 2024 Expenses</u>	<u>As Percentage</u>
\$996,706	\$41,825	4.196%

**New Business**

**Resolution 24-02-01:** Motion approved to promote the following two employees from a LAI Sub to a LAI employee. Both employees normally work the 20 hours weekly and perform the duties of a LAI part-time employee. The employees would now accumulate sick leave, vacation time and both of these employees are currently earning \$11.05. The base wage for the LAI position is \$10.99 so no change is needed for the hourly rate.

Sue Barrick – original hire date of 10/24/2023

Rhonda Grogg – original hire date of 11/27/2023

Motion to approve **by Sarah Repella, 2<sup>nd</sup> by Casey Milano, motion carried unanimously.**

**Resolution 24-02-02:** Motion approved to purchase an online registration and tracking software that allows patrons, students and parents to track their reading habits as well as easily participate in the summer reading program and activities. It also has a book club component, provides reading challenges and badges that can be earned all year long, and includes a mobile app for community engagement as well as allows us to run daily reports on patron's progress. The company name is Beanstack and we are requesting the three-year Premium membership costing each year \$1,210 and the one-time implementation fee of \$395 was waived due to the Library Directory attending a recruitment webinar. Motion to approve **by Casey Milano, 2<sup>nd</sup> by Richard Rutledge, motion carried unanimously.**

**Resolution 24-02-03:** Motion approved to pay the increased cost of the SenSource door counter system which was previously approved at \$3,400. The additional cost totaling \$960 is for the wire. Motion to approve **by Sarah Repella, 2<sup>nd</sup> by Casey Milano, motion carried unanimously.**

**Discussion:** The Friends of Minerva Public Library group tax status will not be renewed.

**Discussion:** on the American Heart Association grant opportunity is tabled until next month.

**Discussion:** the hard wiring Carbon Monoxide detectors by Johnson Controls will be tabled.

**Discussion:** since all public schools in Stark County are closed on the Solar Eclipse Day, April 8, 2024 the Minerva Public Library will also be closed.

**Discussion:** The Director will provide the Compassionate Leave policy to the Policy Committee for review.

**Correspondence** - none

**Director's Report**

**Resolution 24-02-04:** Approved monthly report from the Director included in the packet. Motion to approve **by Casey Milano, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

**Resolution 24-02-05:** Approved moving forward with repair of the elevator with an estimate of \$4,500. Motion to approve **by Richard Rutledge, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

**Resolution 24-02-06:** Approved accepting the resignation of Tabatha Peterson submitted February 20, 2024 be written notice. Motion to approve **by Casey Milano, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

**Resolution 24-02-07:** Approved Cleaning Genie cancelling our cleaning service effective February 19, 2024. Motion to approve **by Richard Rutledge, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

**Resolution 24-02-08:** Approved a Staff Inservice Day on March 29, 2024 and closing the library to the public for AED and CPR training by the Minerva Fire Department. Motion to approve **by Sarah Repella, 2<sup>nd</sup> by Richard Rutledge, motion carried unanimously.**

**January 2024 Library Statistics:** In-house circulation was 15,465, 12.18% below that of last January 2023. Renewals make up more of the in-house circulation than initial checkouts. More patrons are using online access. Total circulation was **21,843**, 9% below January 2023. January 2024 door count was 6490, up 23% from January 2023 which totaled 5284. In January 2024 62 classrooms came to the library from the Minerva School and we went to the school classrooms for an additional 13 visits totaling serving 2,185 students.

#### **Accept Financial Gifts—January 2024**

Restricted Individual Contributions:

Unrestricted Individual Contributions to the General Fund:

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\$ 0.00

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Total Restricted and Unrestricted

\$ 0.00

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**In-kind Gifts for January 2024**

57 Books donated  
2 DVD's donated  
37 Books on CD donated

**Motion to Adjourn: by Casey Milano, 2<sup>nd</sup> by Richard Rutledge, motion carried unanimously.**

The next Regular Board Meeting will be held on March 28, 2024 at 6:30 pm in the Board Room.

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Roger Bartley, Board President

Date

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Richard Rutledge Board Vice-President

Date