

**Minerva Public Library
Board of Trustees**

February 27, 2025

**Regular Monthly
Meeting Packet**

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

Attendance:

Trustee: Roger Bartley____X_____
Trustee: Brad Sayre____X_____
Trustee: Casey Milano____X_____
Trustee: Rebecca Miller____X_____
Trustee: Sarah Repella____X_____
Trustee: Diane Ruff____X_____
Trustee: Richard Rutledge____X_____

Fiscal Officer: Heather Husted__X____
Director: Jason Bumbico____X_____

Call to Order 6:32 pm

Adjustments to the Agenda

Public Participation

Administering Oath to New Board Member Brad Sayre:

I do solemnly affirm that I will support the Constitution of the United States and the Constitution of the State of Ohio and that I will faithfully and impartially discharge my duties as a member of the Board of Trustees of the Minerva Public Library to the best of my ability and in accordance with the laws now in effect and hereinafter to be enacted during the continuance in said office and until my successor is nominated and qualified.

Minutes: Motion to approve the minutes from the December 19, 2024 Board of Trustees meeting and the January 23, 2025 Board of Trustees meeting.

1st Milano | 2nd Miller

Ongoing Business:

Ohio Governor's Imagination Library Update: Dolly Parton Imagination Library of Ohio Update – At the end of January 2025, we had 286 registrations, an increase of 4 registrations.

Discussion

With the upcoming strategic planning process, the Board should schedule a date and time for the accompanying workshop with the State Library.

Fiscal Officer's Report:

Motion to Accept: Monthly financial reports for January 2025 and the Fiscal Officer's Monthly Report. **1st Repella | 2nd Rutledge**

Current Revenue:

PLF Distribution: The January PLF distribution is **\$68,818.65**, which is **13.93% more** than the **\$59,227.31** received in January 2024. PLF funding is **1.97% less** than predicted for 2025.

2025 General Revenue Net Operating Position

January Revenue	=	\$70,739.18	Total Annual Revenue	=	\$70,739.18
January Expense	=	\$60,612.78	Total Annual Expenses	=	\$60,612.78
Difference		\$10,126.40			\$10,126.40

Operating Fund Expenses as Percentage of Appropriation on January 31, 2025

2025 Appropriation	Current	2025 Expenses	As Percentage
	\$1,198,425.00	\$60,612.78	5.057%

Executive Session: **1st Miller | 2nd Ruff, role call all present, in 6:39 pm | out 6.55 pm**

Discussion of new position descriptions, the revised organizational chart, and potential hiring decisions.

New Business:

Computer Display Purchase: Our current set of monitors is beginning to show its age. Replacing them would allow us to get slightly larger, up-to-date displays that connect more easily with our workstations.

Approve Resolution: 25-2-1: To purchase 24 new monitors through Computek Consulting for \$155.20 per display for \$3724.80. **1st Miller | 2nd Sayre**

Computek Consulting Inc: To address the library's current IT needs, we propose switching our IT service provider from PC Co-Pilot to Computek Consulting out of Alliance, Ohio. The onboarding, monthly monitoring, and semi-annual service are expected to cost less than \$3500. We currently pay about double that currently.

Approve Resolution: 25-2-2: To contract with Computek Consulting for the remainder of the year for managed IT services. **1st Milano | 2nd Ruff**

Huntington CDAR Discussion:

Approve Resolution 25-2-3: To invest \$ **81,000.17** in a CDAR at Huntington for **26** weeks at the current rate.

1st Repella | 2nd Rutledge

Correspondence:

None

Director's Report:

Motion to Accept the monthly report from the Director included in the packet.

1st Miller | 2nd Sayre

January 205 Library Statistics:

In-house circulation was **11,768**, about **23.91% below** the January 2025 total circulation of **15,465**. Total circulation was **15,883**, about **20.03% below** the January 2024 total circulation of **19,860**. The January 2025 door count was **4,193**, **down about 33.59%** from December 2024, totaling **6,490**. In January, **24 classrooms** from the Minerva Elementary School came to the library, serving **478 children**.

Accept Financial Gifts—December 2024:

Restricted Individual Contributions:

None

Unrestricted Individual Contributions to the General Fund:

Book Sale \$35.80

Total Financial Gifts	\$35.80
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In-kind Gifts for December 2024

- 27 Books

Motion to Adjourn: 1st Repella | 2nd Miller

The next Regular Board Meeting will be March 27, 2025, at 6:30 pm in the Board Room.