

**Minerva Public Library Board of Trustees
Minutes of the March, 2022 Regular Meeting
March 24th, 6:30 pm in the Library Community Meeting Room**

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, Jennifer Beard, Virginia Birks, Becky Miller, Dick Rutledge; Library Director Tom Dillie. Fiscal Officer Christina Davies was excused from attendance at this meeting.

Adjustments to the Agenda: the Board will discuss scheduling a finance committee meeting and a personnel committee.

Public Participation: none

Ms. Birks moved to **Approve** the minutes of the February 17, 2022 Annual Organization Meeting and Regular Board Meeting. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that 79% (232 of 294) of eligible kids in the library's service area are now registered for the program. The fundraising committee of the libraries in Stark County continues to work on its first event, the "Touch a Truck" program scheduled for June 18.

Library Service During Pandemic Update: the library has received additional small shipments of rapid COVID tests from the Ohio Dept. of Health, but the local demand for those tests has dropped to almost nothing. Ms. Birks asked if the library planned to leave the acrylic sheets up at the service desks. Mr. Dillie replied that the staff would prefer it, and his plan is to leave the sheets up. There were no winter colds running the staff this or last, so the anecdotal evidence suggests that the barriers, along with handwashing and hand sanitizer, has kept the staff from contracting whatever common diseases the patrons are carrying around.

Fiscal Officer's Report

Ms. Miller moved to **Accept** the monthly financial documents for February, 2022. Ms. Birks seconded. Motion carried unanimously.

PLF Distribution: The March PLF receipts are \$56,053, a very slight increase from the \$55,685 received last March. For the first quarter of this year, PLF receipts are

\$197,136, an 8% increase over the \$181,127 received in the first quarter of last year. So far this year, PLF is running well ahead of both the July and December estimates for 2021.

2022 General Fund Net Operating Position

Feb. Revenue =	\$75,370	Total Annual Revenue =	\$143,710
Feb. Expenses =	\$61,133	Total Annual Expenses =	\$103,298
Difference	\$14,237		\$ 40,412

General Fund Expenses are Percentage of Appropriation on December 31

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$939,814	\$103,298	10%

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

Operating Expenses as Percentage of Appropriation

<u>2022 Appropriation</u>	<u>Total 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$103,298	14%

New Business

Transfer Out: Mr. Dillie explained that the 2022 appropriation includes a \$200,000 transfer out of General Revenue to Capital. We had intended to make that transfer in 2021, but were unable to do so because we had neglected to update the 2021 revenue appropriation to show the additional PLF money received which was not then available on the books to transfer. Because there was such a large carryover from 2021, it makes sense to transfer out now and bring the carryover more in line with good practices. If the PLF receipts continue to run ahead of expenditures this year, as they did last year, the Board can consider another transfer out in the fall.

Dr. Beard moved to **Approve Resolution 22-03-01** to transfer \$200,000 from the General Revenue Fund to the Capital Projects Fund as appropriated in the 2022 Permanent Appropriation. Ms. Birks seconded. Motion carried unanimously.

Property and Liability Insurance: Mr. Dillie reported that he library has received the renewal quote from Whitaker Myers for the library’s insurance through the Ohio Plan. The renewal premium is \$10,290, an increase of \$558 over last year’s \$9,732. The library receives a discount every year which reduces the total cost. This year’s net premium price is \$9,572. The library has used the Ohio Plan for quite a while now. It has provided good claims service when the library had tow substantial claims, and it has only government entities are customers.

Mr. Rutledge moved to **Approve Resolution 22-03-02:** to renew the library's property and liability insurance coverage with the Ohio Plan for the amount of \$9,572. Ms. Miller seconded. Motion carried unanimously.

Bequest to the Library: the library has received a bequest of \$75,014.46 from a Trust established by Herb Eglie, who was a regular library patron. Herb, and his wife Margaret, who predeceased him, were both regular library users, and Herb had met with Mr. Dillie to discuss different methods of leaving a gift to the library. However, he had never specified how he planned to do so, or given any indication the amount would be so large. Mr. Dillie recommended that the gift be placed in restricted capital fund account with the intention to spend it on a specific project within the overall project of remodeling the library; this project to take place perhaps three or four years from now. Ms. Davies had suggested to Mr. Bartley that the library take advantage of a higher CD rate she had found and purchase a single CD with the entire gift. Mr. Bartley told the Board he thinks it better to hold the money in savings for now because interest rates are only going up now, and we should be able to get a better CD later in the year. Mr. Rutledge agreed. Ms. Davies had also suggested that the Finance Committee meet soon to discuss the library's investment and savings practices. There was general agreement among the Trustees, and Mr. Dillie will contact the Committee members to schedule a meeting some early in April.

Library Materials Evaluation and Selection Policy: this policy was last revisited and revised in 2008. Copies of the current policy and proposed revision were distributed to the Trustees for review and then discussion at the April Regular meeting. Mr. Dillie reported that now is an opportune time to review this policy because there are increased challenges to library materials, at least in school libraries, in various states, and good practice suggests that we make the library's policies do what we want them to.

New Job Description: Mr. Dillie reported that he and Mrs. Heller are working a job description for a part-time Library Associate I who would regularly work in both the Adult and Youth Departments. Currently, the LAI positions are all dedicated to one or the other department, and cross-training part-time staff would provide more flexibility in scheduling and thus better staffing. There may be a need for a Personnel Committee meeting prior to the April meeting in order to review the job description.

Library Information Pamphlet: Jennifer Bates put together a library information pamphlet to give to new patrons or visitors who haven't been here before. Copies were shared with the Trustees who were very impressed and complemented her efforts.

Correspondence

None this month

Director's Report

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

Annual Library Statistics: February door count was 4621, up 68% from February of last year, but down 49% from the count in February, 2019. In-house circulation was down 3.7% for the month and is down 2.6% for the year. Total circulation was down 6.4% for the month and 5.6% for the year. The continuing problems with the delivery service have had a part in the reduced circ count. How much of a part will be more apparent once delivery service returns to normal.

Acknowledge Gifts—February

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 108.45*

Total Restricted and Unrestricted

\$ 108.45

*Includes \$90.00 from Richard Myers for adult books.

In-kind Gifts

Anonymous

8 hardcovers; 25 trade
paperbacks; 6 mass market;
11 DVDs

Roger Bartley

1 DVD set

Ms. Miller moved to **Adjourn** the meeting at 7:40. Dr. Beard seconded.

The next Regular Board Meeting will be held on April 28, 2022 at 6:30 pm in the Community Meeting Room.

Board President

Date