

**Minerva Public Library Board of Trustees**  
**Minutes of the May 25, 2023 Regular Meeting**  
**May 25, 6:30 pm in the Library Community Meeting Room**

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

**Attendance:** Trustees Roger Bartley, Jennifer Beard, Casey Milano, Sarah Repella; Library Director, Tom Dillie, Fiscal Officer Heather Husted.

**Adjustments to the Agenda**

**Public Participation:** none

Ms. Repella moved to **Approve the Minutes** of the April 27, 2023 Regular Board Meeting as presented. Dr. Beard seconded. Motion carried unanimously.

**Ongoing Business**

**Dolly Parton Imagination Library of Ohio Update:** Mr. Dillie shared with the Board that there are 249 kids from the library's service area registered with DPILO. In Stark County total registration is now 55.5% of eligible children. Stark Library has organized a Touch a Truck fundraiser in June. The library has contributed half of the proceeds from the recent booksale to DPILO as approved by the Board earlier this year.

**Director Search Update:** The position will close on the 28<sup>th</sup>. While there have not been many applicants so far, there may be a few more who come in at the last minute.

**State Budget Update:** The House has sent a budget on to the Senate which is working on its own proposal. The PLF is still set at 1.7% of General Revenue and OLC is working to make sure legislators understand that tax cuts that reduce money in the GRF also then reduce the value of the PLF.

**Legal Opinion Regarding Trustee Conflict of Interest:** At last month's meeting the Board requested that Mr. Dillie contact the Stark County Prosecutor's Office regarding whether a Library Trustee had a conflict of interest when voting at the March meeting to accept the Bill Powell sculpture. Mr. Dillie shared with the Board both his letter requesting an opinion and the reply from the Prosecutor's Office. In sum, the Prosecutor's Office found that there was no conflict of interest. Both letters are on file in the Library Director's office. Mr. Dillie mentioned that Trustee Miller had spoken to him separately about the need for a more detailed library policy regarding accepting gifts, especially of this public nature, and perhaps this discussion should be part of the strategic planning process.

**Fiscal Officer's Report**

Dr. Beard moved to **Accept** the monthly financial reports for April, 2023 and to **Approve** the Fiscal Officer's Report, both of which are included in the Board Packet. Ms. Milano seconded. Motion carried unanimously.

**Revenue Update**

**PLF Distribution:** The May PLF distribution is \$79,848 which is 18% less than the unusually high distribution of \$96,269 received in May last year. This month's state PLF receipts are 3% below the December, 2022 estimate. The Dept. of Taxation has said that April's receipts were lower than expected because of the timing of some payments, and that the shortfall should be made up this month. For the state fiscal year which ends June 30 revenues are still head of estimates.

**2023 General Revenue Net Operating Position**

April Revenue =	\$56,797	Total Annual Revenue =	\$ 268,393
April Expenses =	\$63,399	Total Annual Expenses =	\$ 233,271
Difference	-\$ 6,602		\$ 35,122

**General Fund Expenses as Percentage of Appropriation**

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 233,271	25%

\*Includes \$100,000 transfer out to Capital

**Unique Management:** Unique Management's April invoice was \$49.25 for five placements.

**New Business**

**Tax Budget:** Each spring the library is required to file a budget request with Auditor's Offices showing that we intend to receive and spend funds next year. This budget request is a placeholder, and doesn't necessarily reflect the budget the Board will review in the fall. A draft budget request was included in the Board Packet for discussion and approval. Mr. Dillie explained that he based the revenue estimate on the December, 2022 estimate for this year, since the library would not receive an estimate for 2024 until later this summer. Expenditure estimated an increase in wages, an additional part-time position, and a transfer out to Capital.

Dr. Beard moved to **Approve Resolution 23-05-01:** to approve the 2024 Budget Request as submitted. Ms. Repella seconded. Motion carried unanimously.

**New Library Associate I Position:** the library had recently advertised for a part-time LA I to work in the both the Youth and Adult Services Departments. We were not able to fill that position, and Mr. Dillie and Mrs. Heller have discussed a different solution to the staffing problem—creating a full-time LA I. A draft job description was included in the Board Packet and Mr. Dillie explained the budget ramifications for this year. The cost of the position the library wasn't able to fill is budgeted for the entire year, and that amount will easily cover the increased cost of making a part-time position full-time for the remainder of this year. There will be enough left over cover most of the cost of hiring a part-time LA I if the new Director wanted to try again in the fall.

Ms. Repella moved to **Approve Resolution 23-05-02:** to create a full-time Library Associate I position and approve the job description as presented. Ms. Milano seconded. Motion carried unanimously.

Dr. Beard moved to **Approve** Mr. Dillie's request to hire current library employee Kendra Selby at her current hourly wage for the full-time Library Associate I position just approved. Ms. Milano seconded. Motion carried unanimously.

**Health Insurance Premium Increase:** The Stark Council of Governments consortium provided an estimated increase for the health insurance premiums beginning with the plan's new fiscal year on July 1. While the estimate and premium increases have not yet been approved by the SCOG Board, Ms. Husted has calculated what the new premium cost will likely be. Mr. Dillie reviewed with the Board information about past premium increases. Library practice has been to subsidize the cost of employee health insurance with a set dollar contribution rather than paying a percentage of the premium, thus putting the cost on any premium increase on the employees. The library did substantially increase the subsidy amount last June, in response to the large increase in premium cost for this current insurance year. Mr. Dillie doesn't recommend another increase in the subsidy rate this time. SCOG has said that there will be one premium holiday month in the 2023-2024 insurance year. Rates will be presented for Board approval at the June meeting.

**State-wide Delivery Contract:** the contract delivery service that carries materials back and forth between libraries is due for renewal. Because of the number of items we send, the library does need to have delivery service five days a week. The base rate is \$200 less than the current contract; however, the State Library did provide a discount on the current contract that was paid for with COVID relief funds. There is no discount for this coming agreement. Sufficient funds to pay the contract are included in this year's budget. Mr. Dillie reported that in 2022 the library shipped 20,514 items on loan to other libraries, and returned 7,878 items that had been loaned by other libraries to Minerva patrons at a cost of 42 cents per item.

Ms. Milano moved to **Approve Resolution 23-05-03:** to approve the library's participation in the state-wide delivery service from July 1, 2023 to June 30, 2024 at a cost of \$12,204.45. Dr. Beard seconded. Motion carried unanimously.

**Electricity Purchasing:** Mr. Dillie reviewed the library's recent electric contract. The library was under contract with Direct Energy to purchase electricity at 4.928 cents per Kwh. That contract ran from November, 2019-October, 2022. Last summer, the electricity market was very volatile and the library's utility broker recommended that we not take another contract to start in October, but return to AEP's default price of 7.12 cents per Kwh which would be good through May, 2023. A broker with IGS Energy approached the library last fall and suggested a one-year contract, June, 2023-May, 2024, at 7.97 cents per Kwh. That seemed a good price, especially when the market was so volatile last fall. This is only a one-year contract.

Dr. Beard moved to **Approve Resolution 23-05-04:** to approve a electricity purchase agreement with Ohio Power at the rate of 7.97 cents per Kwh for the term June, 2023-May, 2024. Ms. Repella seconded. Motion carried unanimously.

**Correspondence**

None

**Director's Report**

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

**April Library Statistics:** In-house circulation was 17,137, 21% above that of last April; most of that came from increased renewals. Total circulation was 23,280, 31% above April last year. Door count was 5,997, 19% above last April.

**Acknowledge Gifts—April**

<b>Restricted Business Contributions to the General Fund (Youth Summer Reading)</b>	\$ 1,175.00
<b>Unrestricted Individual Contributions to the General Fund</b>	\$ 166.00 *
<hr/>	
Total Restricted and Unrestricted	\$ 1,341.00

\*Includes \$25.00 from Diane Burris in memory of Freda E. Hudson

**In-kind Gifts**

Anonymous

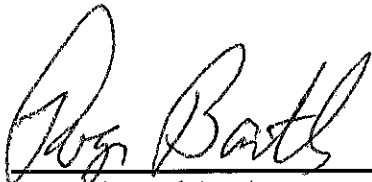
1 hardcover; 6 trade  
paperbacks; 1 DVD

Linda May Lockwood

102 hardcovers

Ms. Milano moved **to adjourn** the meeting at 7:50 pm. Ms. Repella seconded.

The next Regular Board Meeting will be held on June 22, 2023 at 6:30 pm in the Community Meeting Room.



Board President



Date