

**Minerva Public Library  
Board of Trustees Meeting Agenda  
May 22, 2025 at 12:00 pm, Board Room**

**Attendance:**

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

Trustee: Brad Sayre \_\_\_\_\_ **X** \_\_\_\_\_

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

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:**

**Adjustments to the Agenda:**

**Public Participation:**

**Minutes:** Motion to approve the minutes from the April 24, 2025 Regular Board of Trustees meeting & the May 8, 2025 Special Board of Trustees Meeting.

**First: Ruff | Second: Sayre**

**Ongoing Business:**

**Ohio Governor's Imagination Library Update:** Dolly Parton Imagination Library of Ohio Update – We have not received the most recent statistics from Stark County Library.

**Discussion**

None

**Fiscal Officer's Report:**

**Motion to Accept:** Monthly financial reports for April 2025, and the Fiscal Officer's Monthly Report. **First: Repella | Second: Miller**

### **Current Revenue:**

**PLF Distribution:** The April 2025 PLF distribution is **\$54,364.25** which is **15.5%** more than the **\$47,039.73** received in April 2024. The PLF funding is down about **1.23%** from the budget.

### **2025 General Revenue Net Operating Position**

April Revenue	= \$ 57,239.66	Total Annual Revenue	= \$ 279,855.09
April Expense	= \$ 61,753.68	Total Annual Expenses	= \$ 239,213.54
Difference	<b>- \$ 4,514.02</b>		<b>\$ 40,641.55</b>

### **Operating Fund Expenses as Percentage of Appropriation on February 31, 2025**

2025 Appropriation	Current	2025 Expenses	As Percentage
	<b>\$1,198,425.00</b>	<b>\$239,213.54</b>	<b>19.957%</b>

### **New Business**

**Parking Lot Project:** The major capital improvement that we have had planned for 2025 is the re-paving of the library parking lot, which is in need of substantial repairs. We received quotes from S & K Asphalt and Concrete, Inc., Milhoan Asphalt Maintenance, Inc., and the Vasco Asphalt Company. All three quotes were generally comparable in terms of price and we are recommending that we use Vasco due to the library's previous positive experience with their service.

**Approve Resolution: 25-05-03:** To contract with the Vasco Asphalt Company to re-pave the library's parking lot for a cost of \$37,677. **First: Rutledge | Second: Repella**

**Independence Day Closure:** Due to scheduling difficulties, we are proposing to close an additional day on Saturday, July 5th.

**Approve Resolution: 25-05-04:** To close Saturday, July 5th for the Independence Day holiday This will be considered an unpaid holiday. **First: Ruff | Second: Sayre**

### **Correspondence:**

None

### **Director's Report:**

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

### **April 2025 Library Statistics:**

Total circulation was **16,038**, **14.7%** below the April 2024 total circulation. April 2025 door count was **7,338** down **7.8%** from April 2024.

### **Accept Financial Gifts—April 2025:**

Restricted Business Contributions:

For the **Summer Reading Program**: \$25.00

Unrestricted Individual Contributions to the General Fund:

**Book Sale Room** \$155.20

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Total Financial Gifts	\$180.20
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### **In-kind Gifts for April 2025**

- **None**

### **Motion to Adjourn:**

The next Regular Board Meeting will be June 26, 2025 at 6:30 pm in the Board Room.

**First: Sayre | Second: Repella**