

**Minerva Public Library Board of Trustees
Minutes of the May, 2020 Regular Meeting
Held May 27, 6:30 pm via Zoom**

Call to Order: meeting was called to order at 6:30

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: none

Public Participation: none

Minutes: Ms. Birks moved to **Approve** the minutes of the April 29, 2020 Regular Board Meeting. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie informed the Board 48 of the 294 eligible kids in the library's service area are now registered. That's a larger percentage than any Stark County school district other than Fairless and Alliance. Carroll County District Library is now participating in the OGIL program as well.

AEP Rebate Update: the second rebate check for the LED conversion project finally arrived. The first check was for \$5286 and this second was for \$2729 bringing a total rebate amount of \$8015. The original estimated rebate when the project began over a year ago was over \$9000. However, the actual rebate still covers close to a third of the project cost and the library has seen a substantial savings in electricity used since the LEDs were installed.

Library Service During Pandemic Update: the library opened for drive-up/curbside service only on May 18. Patrons are making good use of the opportunity to call and request materials for pick-up; staff are also providing faxing, printing, and copying services to patrons. The state-wide delivery remains shut down; therefore, patrons are limited to items in the library's collection. Staff are wearing masks and maintaining social distance. The library has ordered sneeze guards for the service desk and is still trying to find hand sanitizer for purchase. Until the supplies are gathered, the library building can't re-open to the public. Mr. Bartley that Summitville Labs in Minerva is making hand sanitizer and suggested that Mr. Dillie check with them.

Stark County PLF Distribution Formula: the freeze in the distribution formula that the county library Directors had agreed to, and that this library's Board approved at its February meeting, has since been approved by all six other library Boards. At the request of the other libraries, Mr. Dillie has sent a letter to County Auditor Harold requesting that the Budget Commission implement this

freeze this fall for the 2021 distribution and that the freeze remain in place for five years.

Fiscal Officer's Report

Mr. Rutledge moved to **Accept** the monthly financial reports for April, 2020. Ms. Ruff seconded. Motion carried unanimously.

PLF Distribution: the May distribution was \$45,457, a 35.7% decrease from the \$70,782 received last May. While that drop is alarming, it should be also noted that last May's distribution was unusually large. The library's May PLF receipts in 2016, 2017, and 2018 were all between \$57,000 and \$59,000. An updated overview of PLF revenues provided by the OLC was included in the Board Packet. The OLC commissioned report estimates that May and June tax collections will be down quite a bit, thus reducing the PLF for June and July. The final, delayed, 2019 income tax payments come due in July, which should boost revenue, and thus August's PLF distribution. It is uncertain at this time what the overall revenue for the rest of 2020 will be. Although the Governor has required an immediate in the budgets of State agencies in order to finish this fiscal year in balance by June 30, there is no talk in Columbus of reducing the PLF percentage from 1.7% of the General Revenue Fund.

2020 General Revenue Net Operating Position

April Revenue = \$39,683	Total Annual Revenue = \$212,626
April Expenses = \$49,126	Total Annual Expenses = \$209,907
Difference = (\$ 9,443)	Difference \$ 2,719

Unique Management: No placements in April.

New Business

Northeast Ohio Regional Library System Membership: the library belongs to NEO-RLS, one four region library systems in Ohio. NEO-RLS provides all sorts of training and staff development services to its members. The library's membership is at the gold level which makes all training free, except for incidental expenses associated with on-site events. The membership year is the state fiscal year—July to June—and it is time to renew; the membership is included in this year's appropriation.

Ms. Birks moved to **Approve Resolution 20-05-01:** to renew the library's membership in NEO-RLS at the gold level for the 2020-2021 fiscal year at a cost of \$1,507. Mr. Rutledge seconded. Motion carried unanimously.

Re-opening Update: As reported above, the library is providing pick-up service only right now for patrons and is looking for, or waiting on, the supplies necessary to re-open. The state is providing no specific guidelines for library services, but libraries in general are following Ohio Dept. of Health protocols for retail or office work. Mr. Dillie shared that he has participated in multiple virtual meetings with both area library directors, and directors from the SEO consortium. No one on these calls is in a rush to re-open, and everyone is working on procedures and sourcing supplies. Mr. Dillie intends to re-open the library sometime in June, probably toward the end of the month, once supplies are available.

Reducing Expenses: because of the severe reduction in state tax collections, and the resulting reduction in PLF receipts and the uncertainty about revenue for rest of 2020, it is necessary to reduce expenditures. The Board reviewed a plan included in the Board Packet for a temporary reduction in staffing hours and the materials budget. [Attachment A].

Mr. Rutledge moved to **Approve Draft Resolution 20-05-02** as presented: to adjust the regular required hours of work for all full-time and part-time staff between June 1, 2020 and August 23, 2020. Full-time and administrative staff are required to account for 28 hours of work or 14 hours of work per week respectively. All benefits currently provided to full-time staff will be maintained. Part-time staff are required to account for 15 hours of work per week, or 30 hours of work within a single pay period. Ms. Birks seconded. Motion carried unanimously.

Dr. Beard moved to **Approve Draft Resolution 20-05-03** as presented: to allow the library to participate in a Shared Work Ohio plan beginning June 1, 2020 that will include all eligible employees. Ms. Ruff seconded. Motion carried unanimously.

Reducing Library Hours: summer is traditionally a slow time at the library, and with social distancing requirements in place, visits will likely be even fewer. With reduced staffing and reduced visits, it makes sense to also temporarily reduce the hours open. This reduction would last until August 23. Once we know how the school will re-open, we can decide whether to return to regular hours or have some other schedule.

Ms. Ruff moved to **Approve Draft Resolution 20-05-04** as presented: to set library hours for June, July, and August at Monday 10-8, Tuesday 10-5, Wednesday 10-8, Thursday and Friday 10-5, and Saturday 10-2. These hours will take effect once the building is open again to the public. Ms. Birks seconded. Motion carried unanimously.

Emergency Time: the Board has authorized paying emergency time to staff when the library was completely closed and while the library is offering drive-

up/curbside service only. Limited service will likely continue through the first part of June, and staff will continue be scheduled for fewer hours than their positions require. The Board can authorize to continue payment of emergency time as needed until the library building is re-opened. Mr. Dillie shared with the Board that there was some concern among library Fiscal Officers early in the month following a virtual meeting with Auditor of State Faber. In that meeting the Auditor seemed to suggest that libraries could not pay their staff for emergency or calamity time, i.e. paying staff for hours they were scheduled but not able to work because of the library was closed. It appears that the Auditor both misspoke and was misunderstood; he has said the libraries should document their decisions to pay emergency time and the work that staff is doing off-site. This library has done both of those things. Ms. Davies mentioned that she was not concerned about paying out that emergency time because there are repeated board resolutions approving such payments for defined periods.

Ms. Ruff moved to **Approve Draft Resolution 20-05-05** as presented: to authorize emergency time as needed to pay all regular staff for their total adjusted regular hours not scheduled for work between Monday, June 1, 2020 and Saturday, June 27, 2020. The Director may assign some work from home while the library is paying emergency time. Dr. Beard seconded. Motion carried unanimously.

Correspondence

None this month.

Director's Report

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

Annual Library Statistics: Since the library was closed in April, there is no door count or circulation other than downloadable content. April saw the highest Hoopla circ ever at 644, but Overdrive circ, while large, was not out of the ordinary.

Accept Gifts

April Restricted Individual Contributions to the General Fund

None

April Unrestricted Individual Contributions to the General Fund

None

In-kind Gifts

Anonymous

11 music CDs

Ms. Davies informed the Board that she would likely be working from home beginning sometime in June following a medical procedure. She will keep the Board informed and will be able to get the documents she needs from the library.

Mr. Rutledge moved to **Adjourn** the meeting at 7:45. Dr. Beard seconded.

The next Regular Board Meeting will be held on June 24, 2020 at 6:30 pm, the venue to be determined.

Board President

Date