

**Minerva Public Library Board of Trustees
June 24, 2020 Regular Meeting Minutes
Via Zoom**

Call to Order: the meeting was called to order on Zoom at 6:36 pm.

Attendance: Trustees Roger Bartley, Jennifer Beard, Sarah Repella, Diane Ruff. Library Director Tom Dillie. Trustee Dick Rutledge joined the meeting at 6:47.

Dr. Beard moved to **Approve** the minutes of the May 27, 2020 Regular Board Meeting as presented. Ms. Repella seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor’s Imagination Library Update: Mr. Dillie reported that 56 kids were registered for the program as of June 1. That number is 19% of the eligible children in the library’s service area. Stark Library continues to pay the entire registration from the county-wide donations it has collected. The last discussion among the participating libraries said that the registration for each library was capped at 20% of the eligible children.

Library Service During Pandemic Update: Mr. Dillie briefed on Board on current library service. The library re-opened for in-building service on June 16. For the first seven days, the door count was approximately 30% of the count for the same period last year. The library is not requiring or requesting that patrons wear masks, but is offering complementary disposable masks to patrons just inside the interior doors. Computer use has been steady, but demand hasn’t exceeded the reduced number of computers made available.

Fiscal Officer’s Report

Ms. Repella moved to **Accept** the monthly financial reports for May, 2020. Dr. Beard seconded. Motion carried unanimously

PLF Distribution: the June distribution was \$52,239, a 16.2% decrease from the \$62,356 received last June. At the state level, the PLF was 15.5% below June 2019 and the current receipts are 14% below the original estimate for June. For the first six months of 2020, PLF receipts at the state level are running 9.65% below the original estimate for the year.

2020 General Revenue Net Operating Position

May Revenue = \$55,487	Total To-date Revenue = \$268,113
May Expenses = \$49,785	Total To-date Expenses = \$259,692
Difference = \$ 5,702	Difference \$ 8,421

Note: May revenue includes \$8015 rebated from AEP for the LED conversion project. Even without the rebate the library would still break even on year-to-date expenses vs. revenue as of the end of May.

Unique Management: No placements in May.

New Business

Staffing: Mr. Dillie reported that Hannah Reed, Library Associate I in Youth Services has put in her notice. Her last day of work was June 17. Hannah had worked her since January, 2017. For now, we will leave that position unfilled. Youth Services is now short one full-time and one part-time position. However, with the very low traffic, and no on-site summer reading programs, this reduced staffing level should be adequate for the summer. The library will post the full-time position in July with hopes of hiring someone to start by the end of August.

Credit Card Compliance: acting as Credit Card Compliance Officer Mr. Dillie has done the six month review of the library credit cards and confirmed that we are acting in compliance with policy AP 4 *Use of Library Credit Cards*.

Transfer from General Revenue to Capital: the 2020 appropriation includes a \$50,000 transfer from the General Revenue Fund to the Capital Projects Fund. Although the PLF receipts are down considerably, the library began the year with a carryover equivalent to well more than six months of average operating expenses, and, as mentioned in the discussion of this month's financials, the library's net revenue position year-to-date is still very good. Mr. Dillie recommended making the appropriated transfer now. The transfer requires the approval of at least five Trustees.

Ms. Ruff moved to **Approve Draft Resolution 20-06-01** as presented: to transfer \$50,000 from the General Revenue Fund to the Capital Projects Fund as appropriated in the 2020 budget. Mr. Rutledge seconded. Motion carried unanimously.

Health Insurance Rates: the Stark Council of Governments has approved the new health insurance rates for the 2020-2021 fiscal year to take effect next month. Two premium holidays are provided in the coming year. The new monthly premium for single coverage is \$789.19 and for family coverage is 1,917.14; monthly increases of \$29.26 and \$71.07 respectively. For the premium holiday month, the consortium bills only the costly of the monthly increase. While the consortium used to bill that difference to the member institution during the holiday month itself, beginning with 2018-2019 it now pro-rates that charge and adds it the bills for the regular premium months. Thus, the actual monthly charge is \$795.04 for single coverage and \$1,921.36 for family coverage. The library has covered the prorated cost increase for the premium

holiday months by increasing the monthly health insurance subsidy for the employees. This increase does not cover the total premium increase, just the charge that, prior to July 2018, was billed to and paid by the library. The library has usually set the premium holiday months for those months with three pay period which helps with that month's cash flow.

Dr. Beard moved to **Approve draft Resolutions 20-06-02** and **20-06-0** as presented: effective July, 2020, to increase the monthly health insurance subsidy from \$521 to \$527 for single coverage, and from \$951 to \$966 for family coverage. And, to set the premium holiday months for July, 2020, and December, 2020. Ms. Ruff seconded. Motion carried unanimously

Correspondence

None this month.

Director's Report

Dr. Beard moved to **Accept** 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: The library did re-open for drive-up circ in May, checkouts were 1, 118 with 3,985 renewals for a total in-house circ of 5,103. Hoopla circ dropped off a little bit, but Overdrive circ was very good.

Accept Gifts

May Restricted Individual Contributions to the General Fund

None

May Unrestricted Individual Contributions to the General Fund

Ann Myers	\$100.00
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In-kind Gifts

Anonymous	1 hardcover; 3 trade paperbacks, 5 mass market paperbacks
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Ms. Repella moved to **Adjourn** the meeting at 7:20 pm. Ms. Ruff seconded.

The next Regular Board Meeting will be held on July 22, 2020 at 6:30 pm, the venue to be determined.