

**Minerva Public Library
Board of Trustees Meeting Agenda
June 13, 2024 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley _____ X _____
Trustee: Jennifer Beard _____
Trustee: Casey Milano _____ X _____
Trustee: Rebecca Miller _____ X _____
Trustee: Sarah Repella _____ X _____
Trustee: Diane Ruff _____ X _____
Trustee: Richard Rutledge _____ X _____

Fiscal Officer: Heather Husted _____ X _____
Director: Brenda Griffith _____ X _____

Call to Order: Bartley - 6:29

Adjustments to the Agenda:

Public Participation:

Minutes: Motion to approve the minutes from the May 1, 2024 Board of Trustees work session, approve the minutes from the May 8, 2024 Board of Trustees work session, approve the minutes from the May 23, 2024 Regular Board of Trustees meeting. Milano-1st Miller -2nd

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – The date for our Dolly Parton Imagination Library graduation ceremony will be August 12, 2024 at 6:00 pm. We currently have 280 children registered under Minerva library. The Touch-a-Truck Dolly Parton Imagination Program fundraiser is this Saturday, June 15th.

Call for executive session: Repella-1st, Milano-2nd; Re: Personnel; time: 6:35
Out: Rutledge-1st; Ruff-2nd; time: 7:35

Fiscal Officer’s Report:

Motion to Accept: Monthly financial reports for May 2024, and the Fiscal Officer’s Monthly Report. Milano=1st/Repella-2nd

Motion to approve: To accept the health insurance rates of \$1,017.66 for single coverage and \$2,472.18 for family coverage for the period of July 1, 2024 to June 30, 2025 insurance year. Miller-1st/Ruff-2nd

Motion to approve: To set October 2024 as the premium health insurance holiday month. Repella/Rutledge-2nd

Motion to approve: The State-wide Delivery Contract cost for delivery service of library materials between State of Ohio Library System SEO member libraries totaling \$12,204.45 which is the same price we paid last year. In 2022 our library shipped 28,392 items and in 2023 we shipped 32,790 items. The 2022 contract cost per item to ship was .42 cents and the 2023 cost per item shipped reduced to .37 cent per item. Even though we shipped more items, this year's total contract price has remained the same. Milano/Repella 2nd

Motion to approve: Payment to the SCI Roofing LLC company for replacing the library roof totaling \$60,467.40 per the attached contract agreement. This does not include any repairs to the structure of the roof if needed. Rutledge/Ruff-2nd

Motion to approve: Updating our Minerva Public Library Webkit Template design through SEO to bring us current with the IT requirements to utilize current functionalities that the current Webkit cannot access. The conversion contract with SEO for this update will be \$500 which is a 50% discount available through June 30, 2024. Update Additional items here: Johnson controls Contract Repella/Rutledge-2nd, Discussions: Buckey HVAC- and Appropriations Meeting July 11 @ 6:30

Current Revenue:

PLF Distribution: The May 2024 PLF receipts are \$70,458.80, 12.61% less than the \$79,948.48 received in May 2023. The PLF funding for May 2024 was close to the projection, but the total calendar year so far is providing less than the projected monthly revenue by more than 8.96%.

2024 General Revenue Net Operating Position

| | | | |
|-------------|-------------|-----------------------|--------------|
| May Revenue | = \$ 72,690 | Total Annual Revenue | = \$ 324,548 |
| May Expense | = \$ 93,062 | Total Annual Expenses | = \$ 324,141 |
| Difference | (\$ 20,372) | | \$ 407 |

Operating Fund Expenses as Percentage of Appropriation on May 31, 2024

| | | |
|----------------------------|---------------|---------------|
| 2024 Appropriation Current | 2024 Expenses | As Percentage |
| \$996,706 | \$324,141 | 30.25% |

New Business

Tabled from May 2024: to approve the revised job descriptions for Library Associate Substitutes, Library Associate I Part-Time, Library Associate II Catalog, Library Associate II Information Technology, Library Associate II Early Childhood Programs, Library Associate II Early Childhood Associate. Milano/Ruff-2nd

Correspondence – listed below

Director’s Report:

Rutledge/Repella-2nd

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

More patrons are using online access in conjunction with in-house selections. Total circulation was **16,654**, **15.58%** below the May 2023 total circulation, though our Ohio Digital Library (Libby) was up by **17,76%**. This is with the new change in the formula from SEO. May 2024 door count was **7,188**, up **13.38%** from May 2023 which totaled **6,226**. In May 2024, **65** classrooms came to the library from the Minerva School and we went to the school classrooms for an additional **11** visits. In May **3,175** children served.

We added **360** new books, **11** new audio-visual DVD’s and 2 new Spark Kits in May.

Accept Financial Gifts—May 2024 Rutledge/Repella-2nd

Restricted Individual Contributions:
For the **Summer Reading Program:**

| | |
|--|---------|
| Bartley Funeral Home Inc. | \$50.00 |
| Unrestricted Individual Contributions to the General Fund: | \$50.00 |
| <hr/> | |
| Total Restricted and Unrestricted | \$50.00 |

In-kind Gifts for May 2024
112 Books donated
22 DVD’s donated
27 Books on CD donated

Motion to Adjourn: Milano/Repella-2nd

The next Regular Board Meeting will be July 25, 2024 at 6:30 pm in the Board Room.

