

Minerva Public Library Board of Trustees
July 29, 2020 Regular Meeting Minutes
Via Zoom

Call to Order: the meeting was called to order at 6:30 pm.

Attendance: Trustees Roger Barley, Jennifer Beard, Virginia Birks, Becky Miller, Sarah Repella, Dick Rutledge. Library Director Tom Dillie.

Minutes: Dr. Beard moved to Approve the minutes of the June 24, 2020 Regular Board Meeting. Mr Rutledge seconded. No additions or corrections presented. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that as of the end of June, 61 of 294, or 20.7%, of eligible children were registered with the Imagination Library. As yet, Stark Library has asked for no matching funds from Minerva to support local registrations; the full cost is being paid through county-wide fundraising. Ms. Birks asked if donations made to Stark Library for this program were used to only support registrations for kids in the Stark Library service area? Mr. Dillie said that his understanding was that all fund-raising for the Imagination Library managed through Stark Library was funding the program for all participating agencies. While there was discussion among the library Directors of a percentage cap on registrations from each service area, it appears that enough money had been raised so far to support all registrations.

Library Service During Pandemic Update: Mr. Dillie reported that since the library re-opened for in-building service on June 16 doorcount has averaged 42% of the usual count for this period. The library is open two evenings a week rather than four, and closes at 2:00 rather than 5:00. No patrons have mentioned about the reduced hours, and evenings are very slow indeed. In light of new research on how low virus can detected on library materials, returned items are now held for four days on carts before being checked in.

Fiscal Officer's Report

Ms. Birks moved to **Accept** the monthly financial reports for June, 2020. Ms. Repella seconded. Mr. Dillie pointed out that the library was still in good shape when considering operating expenses vs. revenue. Savings from two unfilled positions, the reduced staffing hours that began June 1, and reduced materials expenditures have all helped keep the balance positive. Motion carried unanimously.

PLF Distribution: the July distribution was \$64,025, a 1.4% increase from the \$63,170 received last July. At the state level, the PLF was 2.2% above July 2019, and almost 15% above the revised Ohio Dept. of Taxation estimate for the month. At the end of June, the ODT issued revised estimates for the county PLF distribution for the rest of 2020. The estimate issued in December 2019 for 2020 showed Minerva's PLF receipts at \$688,479, which is the appropriated PLF revenue in the 2020 budget. The June estimate revision for 2020 shows Minerva's 2020 PLF receipts at \$635,596, a difference of \$52,883 less, or -7.7%.

PLF 2021 Distribution: the Dept. of Taxation has just issued its first PLF estimate by county for 2021. Calculating Minerva's distribution using the current percentages for Carroll and Columbiana counties and the proposed freeze percentage for Stark shows a 2021 distribution of \$614,620, a 10.7% decrease from the original 2020 estimate, and a 3.3% decrease from the revised 2020 estimate described above.

2020 General Revenue Net Operating Position

June Revenue = \$52,780	Total To-date Revenue = \$320,893
June Expenses = \$38,386	Total To-date Expenses = \$298,079
Difference = \$ 14,394	Difference = \$ 22,814

Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$767,172	\$298,079	38.8%

Unique Management: No placements in June.

New Business

Tax Budget: the library is required to file a tax budget with the County Auditors to summarize the library's spending plan for the coming year. The tax budget is a placeholder to confirm that the library expects to receive PLF money from the county and intends to spend it. It does not represent the library's intended budget since it is too early to work on that yet. The budget as presented shows expected revenue of \$628,116, which probably a little high, and expected operating expenses, less a transfer out to Capital Projects, of \$680,202, which is also higher than the final appropriation will be. However, It is likely that the 2021 appropriation will be in deficit just as the 2020 appropriation is.

Mr. Rutledge move to Approve **Resolution 20-07-01** to approve the 2021 tax budget as presented. Ms. Birks seconded. Motion carried unanimously.

Library Open Hours: the Board approved reduced summer open hours at its May meeting to run through August 23. Mr. Dillie recommended extending those reduced hours through December 30, 2020 because of much lower than usual patron activity the building. He will review door counts and service demands each month with the Board in order to determine if open hours should be expanded before the end of the year.

Ms. Birks moved to Approve **Resolution 20-07-02:** to maintain the reduced summer open hours through December 30, 2020. Library open hours will be Monday 10-8; Tuesday 10-5; Wednesday 10-8; Thursday and Friday 10-5; Saturday 10-2. Ms. Miller seconded. Motion carried.

Ms. Repella moved that the Board enter **Executive Session** to discuss employee hours of work and compensation at 7:00 pm. Ms. Miller seconded.

Roll Call: Bartley _Aye_; Beard_Aye_; Birks Aye__; Miller Aye__; Repella Aye; Rutledge Aye.

Ms. Repella moved to return to regular session at 7:22. Ms. Miller seconded.

Hours of Work Reduction: all regular staff are working reduced hours beginning June 1: full-time staff are working at 30% reduced; part-time staff at 25% reduced. Eligible staff are enrolled in a SharedWorkOhio plan. Mr. Dillie recommended continuing reduced hours through the end of the year, although with a less severe cut, with a review each Board meeting to determine if staffing hours needed to be increased to meet demand for service.

Ms. Birks moved to **Approve Resolution 20-07-03:** to reduced regular hours of work by 20% for all staff beginning August 24, 2020 and continuing through December 27, 2020. Ms. Miller seconded. Motion carried unanimously.

Mr. Rutledge moved to **Approve Resolution 20-07-04:** to provide staff with a least 10 years of service and a current pay rate at the base rate of their job classifications with a one-time wage adjustment as presented. Ms. Repella seconded. In order to make sure that new hires were not paid the same rate as veteran employees, Mr. Dille asked for this adjustment to make sure that veteran employees were moved off the base rates that had been adjusted at the end of last year. Motion carried unanimously.

After School Services: Mr. Dillie and the Trustees discussed ways the library might manage the crowds of kids who usually show up after school at the library. Mr. Dillie also shared staff concerns about how difficult it could be to keep social distancing and enforce mask wearing, especially after the kids have spent all day in school with more restrictions than usual on their freedom of movement.

School dismissal times remain the same, with the older kids dismissed 45 minutes before MES, creating the usual demand for a place for kids to wait for rides or to hang out before picking up younger siblings. While there are kids who check out materials after school, and others who come for library programs, most simply come to hang out, and the library will offer any after school in-person programs for a while.

Correspondence

None this month.

Director's Report

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

Annual Library Statistics: The library offered pick-up serviced only for the first two weeks of June, and then re-opened the building on June 16. Door count was 963, 39% of the 2472 for the comparable period in 2019. Total renewals for the month were almost the same as 2019. Total circ in-house was 39% below last year. There were very few loans to other libraries and downloadable content was similar to last year; therefore, total circ was 43% below 2019.

Accept Gifts

June Restricted Individual Contributions to the General Fund

None

June Unrestricted Individual Contributions to the General Fund

Peg Paumier	\$100.00
In honor of Bill Pilati's 95 th birthday	

In-kind Gifts

Anonymous	none
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Adjourn

The next Regular Board Meeting will be held on August 26, 2020 at 6:30 pm, the venue to be determined.