

**Minerva Public Library Board of Trustees
Minutes of the August 24, 2023 Regular Meeting**

Call to Order: Mr. Rutledge called the meeting to order at 6:30 pm in the Library's Community Meeting Room.

Attendance: Library Trustees Casey Milano, Becky Miller, Sara Repella, Diane Ruff, Dick Rutledge; Library Director, Tom Dillie; Fiscal Officer Heather Husted; guest, incoming Library Director Brenda Griffith.

Adjustments to the Agenda: Mr. Dillie indicated there is perhaps a need for additional resolutions in new business.

Public Participation: none

Ms. Repella moved to Approve the minutes of the July 27 Regular Board Meeting. Ms. Milano seconded. Motion carried unanimously.

Ongoing Business

Dolly Parton Imagination Library of Ohio Update: Mr. Dillie reported that local registrations for the program remain steady. The new state budget includes support for the Imagination Library which will continue to cover half of each child's registration cost.

Fiscal Officer's Report

Ms. Miller moved to **Accept** the monthly financial reports for July, 2023, and the Fiscal Officer's Monthly Report as presented. Ms. Repella seconded. Motion carried unanimously. [the monthly financial reports and Fiscal Officer's Report are included in the Board Packet]

Current Revenue

PLF Distribution: The August PLF distribution is \$60,989 which is 3% more than the \$59,211 received in August last year. This month's state PLF receipts are 1.8% below the December, 2022 estimate.

2023 General Revenue Net Operating Position

July Revenue =	\$81,168	Total Annual Revenue =	\$ 514,390
July Expenses =	\$56,149	Total Annual Expenses =	\$ 428,353
Difference	\$25,019		\$ 86,037

General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 428,353	46%

*Includes \$100,000 transfer out to Capital

New Business

Winter Holiday Closing: The library takes December 24 and 25 and December 31 and January 1 as holidays. This year those days are two successive Sundays and Mondays; since the library is closed on Sundays, the holiday closing for December 24 and 31 gets pushed forward to Monday, which in turn pushes the December 25 and January 1 holiday closing to Tuesday. Mr. Dillie suggested that for this set of winter holidays, the Christmas closed days remain Monday and Tuesday, December 25 and 26, and for the benefit of staff Saturday December 23 also be made a closed day this year. He also recommends that Saturday December 30 be made a holiday to substitute for moving the New Years Day closing forward to Tuesday, January 2. Staff will have the same number of paid holidays all within one pay period, plus one extra closed day.

Ms. Milano moved to **Approve Resolution 23-08-01** to adjust the holiday calendar this year and make Saturday, December 30 a paid holiday to substitute for Tuesday, January 2; the library will be open as usual on January 2. Saturday December 23 will be a closed day, but not a paid holiday. Ms. Ruff seconded. Motion carried unanimously.

Deputy Fiscal Officer: Mr. Dillie has also served as Deputy Fiscal Officer. Ms. Griffith has said she will take that role as well. Mr. Dillie pointed out that Brenda knows how to do things that a Fiscal Officer would do, and if needed can be more useful in the role that he would have been. Whitaker-Myers will arrange to transfer the bond to the new Director for the remainder of the bond's term.

Approve Resolution 23-08-02: to appoint Brenda Griffith Deputy Fiscal Officer effective September 4, 2023 through the January, 2024 Organization Meeting.

Ms. Miller moved that the Board enter **Executive Session** at 6:45 pm to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a library employee. Ms. Ruff seconded.

Roll Call: Mr. Bartley _absent_, Dr. Beard _absent_, Ms. Milano _aye_, Ms. Miller aye_, Ms. Repella _aye_, Ms. Ruff _aye_, Mr. Rutledge aye_.

At 7:10 pm Ms. Milano moved that the Board return to regular session. Ms. Repella seconded.

Library Management: the Trustees discussed generally how to organize library management to best meet the needs of the community. It was agreed that a layer of the management between the Director and the staff seemed unnecessary and redundant given the small size of the staff and the fact that everyone works in one location. Mr. Dillie confirmed that staff in both departments were quite capable of handling daily operations on their own initiative, including youth programming and class visits, while relying on the Director to help sort out problems, and work out larger operations and planning issues with input from staff. Trustees agreed that this transition between Directors would be a good time to also straighten out the management structure of the library, allowing Ms. Griffith to have a clean slate to work with.

Ms. Ruff move to **Approve Resolution 23-08-03** to eliminate the Youth Services Manager and Adult Services Manager positions from the library. Ms. Miller seconded. Motion carried unanimously.

Disposition of Redundant Staff: because the Youth Services Manger position was eliminated by Board Resolution in support of restructuring library management, Kathy Heller is left without a role at the library. In recognition of her tenure at the library the Board wanted to provide some severance package. After discussion it was determined that the efficient means of providing another month's worth of health insurance would be to place Mrs Heller on paid administrative leave, continuing her wages and insurance for a set period.

Ms. Miller moved to **Approve Resolution 23-08-04:** to place Kathy Heller on paid administrative leave through September 30 when her employment with the library will terminate. During the administrative leave the library will continue to pay her for 40 hours a week of work at her current wage, and will continue to provide health insurance and paid leave accrual. She will not report to work at the library and will have no job-related duties except to provide information about library operations if requested to do so by library staff. Ms. Ruff seconded. Motion carried unanimously.

Transition between Directors: Mr. Dillie has filed his paperwork with OPERS with a last of day of work as September 30. Ms. Griffith will start work as Library Director on September 4. Mr. Dillie will be available to work as needed in September to assist with the transition, provide any necessary information, help with training the new Library Associate who starts work September 5, etc. It seemed a good idea to clarify what his employment status is during the transition period.

Mr. Rutledge moved to **approve Resolution 23-08-04** to employ Mr. Dillie to work as Temporary Librarian as requested by Ms. Griffith between from September 5

through September 30 at the rate of \$25.00 an hour. His employment with the library will then officially terminate on September 30, with payout for unused vacation leave and the permitted portion of unused sick leave included with the paycheck issued October 5. Ms. Milano seconded. Motion carried unanimously.

Direct Deposit: while using Paychex, the previous payroll service, the library was able offer employees the option to split their direct deposit between multiple accounts. UAN doesn't provide that service. So, the Employee Handbook needs a slight amendment.

Ms. Ruff moved to **Approve Resolution 23-08-05** to amend Section 283 of the Employee Handbook as presented (the struck-through text will be deleted). Ms. Repella seconded. Motion carried unanimously.

For security, financial, and administrative reasons, effective 03/31/2014, the Minerva Public Library requires that all employees use electronic direct deposit. ~~An employee may choose multiple depository accounts (e.g., bank checking, or savings, and/or credit union accounts) among which to split up his deposits.~~

Approve Hiring of Library Associate I: the library has hired two employees as part-time Library Associate I. Tabatha Peterson started on August 8, and Dianne Ferrell will start on September 5.

Ms. Milano moved to **Approve Resolution 23-08-07:** to accept the hiring of Tabatha Peterson and Dianne Ferrell as part-time Library Associate I at an hourly rate of \$10.47. Ms. Ruff seconded. Motion carried unanimously.

Correspondence

None

Director's Report

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

July Library Statistics: In-house circulation was 13,638, 23.8% above that of last July. As has been true all year, renewals made up more of the in-house circ than initial checkouts, usually between 55%-60% of the total. Total circulation was 20,205, 26.1% above July last year. Door count was 3,490, 8.2% above that of last July.

Acknowledge Gifts—July

Unrestricted Individual Contributions to the General Fund

	\$ 30.20
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Total Restricted and Unrestricted	\$ 30.20

In-kind Gifts

Anonymous

12 hardcover; 14 trade
paperbacks; 20 DVDs

Ms. Milano moved to **Adjourn** the meeting at 7:30 pm. Ms. Miller seconded.

The next Regular Board Meeting will be held on September 28, 2023 at 6:30 pm in the Community Meeting Room.

Board President

Date