

**Minerva Public Library Board of Trustees
August 26, 2020 Regular Meeting Minutes
via Zoom**

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

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sarah Repella, Diane Ruff; Library Director Tom Dillie, Fiscal Officer Christina Davies. Trustee Becky Miller joined the meeting at 6:35.

Ms. Birks **moved to Approve** the minutes of the July 29, 2020 Regular Board Meeting, and August 12, 2020 Special Board Meeting. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that at the end of July the library has 97 kids from its service area registered for the program; that number is 33% of the eligible children. Stark Library continues to fund all registrations from the county-wide donations.

Library Service During Pandemic Update: As indicated by the statistics reported later in the agenda, traffic remains slow at the library. Circulation has picked up a bit, but still is well below 2019. Almost all patrons visiting have pitched in and worn facial coverings, and most have brought their own masks. The library does provide free disposable masks for patrons who need one. School resumed on August 20, and almost no kids are stopping by the library after school. The library provided Minerva Local with a text for an all call message that Gary Chaddock did send out; the Middle School also posted the same message on its Facebook page, as did the library. Press releases also went to the three weekly papers.

Fiscal Officer's Report

Ms. Miller moved to **Accept** the monthly financial reports for July, 2020. Ms. Repella seconded. Motion carried. In general discussion Mr. Dillie pointed out that the library's net general revenue position remains positive. The year-to-date deficit is the caused by transferring money from general revenue to capital, rather than any expenditure. Setting aside the transfer cost, the library is still ahead over \$16,000 in current revenue due to savings from two unfilled positions, the cut in staff costs caused by the reduction in hours of work as of June 1, and a cut in materials expenditures. PLF revenue is also better than was estimated. Ms. Davies said that at this rate, it's likely can make another transfer to capital this year.

PLF Distribution: the August distribution was \$70,084, a 29.5% increase from the \$54,120 received last August. At the state level, the PLF was 37.4% above August 2019, and 14.7% above the revised Ohio Dept. of Taxation estimate for the month. The large increase in August revenue is likely mostly from the receipt of the delayed 2019 income tax payments which finally came due in July.

2020 General Revenue Net Operating Position

July Revenue = \$65,131	Total To-date Revenue = \$367,372
July Expenses = \$59,978	Total To-date Expenses = \$401,056
Difference = \$ 5,153	Difference (\$ 33,634)*

*Includes \$50,000 transfer from general revenue to capital projects.

Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$767,172	\$401,056	52.3%

Unique Management: \$17.90 for two placements.

New Business

Carroll County Budget Hearing: Mr. Dillie and Ms. Davies attended the virtual budget hearing on August 11. Mr. Dillie explained to the Budget Commission the measures the library took this year so far to reduce expenditures in light of reduced revenues, pointed out the positive revenue position that resulted, explained that the library is transferring money from general revenue to capital to reduce carryover and prepare for future capital improvements, and explained that the presented tax budget would be revised to reduce expense for the 2021 appropriation. As has been the case in previous hearings, the Budget Commissioners asked no questions and made no comments. If the Commission follows past practice, the Auditor should issue a Certificate of Resources for 2021 soon.

Ms. Birks moved to **Approve** hiring Laken Hamilton as Library Associate II, Early Childhood Associate in the Youth Services Department. Ms. Ruff seconded. Motion carried unanimously. Mr. Dillie reported that he and Mrs. Heller had interviewed five candidates and selected Laken as the best fit for this new position.

Coronavirus Relief Fund (CRF) Public Library Assistance Program: earlier in the pandemic, federal money was made available to each of the states to assist state and local governments in their response to COVID-19. Public libraries were

not included in that original funding. More recently, the Ohio Senate has been working to provide some money for public libraries, and that funding was recently released by the Controlling Board. Each public library building in Ohio is eligible to receive \$25,000 toward expenses related to pandemic response. This money is a grant with specific restrictions and can be used by the library to reimburse itself for any qualified expenses accrued since the end of March. December 31, and unspent money must be returned. So far, this library has spent about \$3,500 on eligible supplies and equipment. Mr. Dillie mentioned that additional bookcarts, a better camera for filming remote programs, water bottle filling stations are things we can use. There will still be money to return at the end of the year. The Auditor of State has advised setting up a specific fund account to track the grant money, and the Board must approve accepting the grant as well.

Dr. Beard **moved to approve** Resolutions 20-08-03, 20-08-04, and 20-08-05. Ms. Birks seconded. Motion carried unanimously.

Resolution 20-08-03: to approve applying for and accepting money provided by the Coronavirus Relief Fund within the program's restrictions and stipulations.

Resolution 20-08-04: to create a Special Revenue Fund to track the receipt and expenditure of CRF funds.

Resolution 20-08-05: to amend the 2020 revenue appropriation adding \$25,000 from the CRF.

Changing Board meeting date: for many years the library Board has met on the fourth Wednesday of the month for its regular meeting. The library will be open on Monday and Thursday evenings beginning September 10. In anticipation of meeting in-person sometime in the next few months, the meeting date should move to an evening when the library is open. There was general agreement among the trustees that the fourth Thursday would work.

Ms. Miller **moved** to set the regular Board meeting date as the fourth Thursday of the month at 6:30 pm beginning September 24, 2020. Ms. Birks seconded. Motion carried unanimously.

OLC Trustee Dinners: the OLC has moved its annual Trustee dinners to an online presentation. Mr. Dillie reminded the Trustees that this is a free online event and encouraged them to attend.

Ms. Birks commented that she thought the landscaping improvements at the front of the building looked very good.

Correspondence

None this month.

Director's Report

Ms. Miller **moved to Accept** monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Dr. Beard seconded. Motion carried.

Annual Library Statistics: July doorcount was 56% less than July, 2019, which is no surprise. In-house circ was down 34% from last July, and because there was very little going out to other libraries, overall circ was down 40%. However, it's worth pointing out that circ decline is much less than the drop in doorcount which suggests that patrons who use the collection more also returned to the library more quickly than the casual user.

Accept Gifts

July Restricted Individual Contributions to the General Fund

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\$105.93

Includes \$95 from Marcia and Larry Tarbet in honor of Bill Pilati's 95th birthday

In-kind Gifts

Anonymous

10 hardcovers; 5 trade paperback; 7 mass market paperback

Adjourn

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