

**Minutes of the Minerva Public Library Board of Trustees
September, 2022 Regular Meeting
September 22, 6:30 pm in the Library Community Meeting Room**

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm, September 22, 2022 in the library's Board Room.

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

Adjustments to the Agenda: none

Public Participation: none

Minutes: Ms. Birks moved **to Approve** the minutes of the August 25, 2022 Regular Board Meeting. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that 242 young readers from Minerva's service area are registered with the program. This number has stayed the same now for awhile.

Library Service During Pandemic Update: The library continues to distribute at-home COVID test kits provided by the Ohio Dept. of Health. Demand has remained steady and we usually are about out of test kits by the time next automatic shipment arrives. The number of kits shipped is determined by the ODH based on the weekly reports submitted by the library of the number of kits handed out. There is no provision for the library to order more kits that allocated. ODH has said that it will continue to purchase kits for free distribution although there are no more kits being provided directly by the federal government.

Fiscal Officer's Report

Ms. Davies submitted a written report (Attachment A) which Mr. Dillie presented in her absence.

Ms. Miller moved to **Accept** the Monthly financial documents for August, 2022 and to **Approve** the monthly report from the Fiscal Officer. Dr. Beard seconded. Motion carried unanimously.

PLF Distribution: The September PLF receipts are \$72,544, 7% more than the \$67,783 received in September, 2021.

2022 General Revenue Fund Net Position

August Revenue	= \$60,130	Total Year-to-Date Revenue	= \$572,993
August Expenses	= \$57,161	Total Year-to-Date Expenses	= \$650,120*
	\$ 2,969		- \$ 77,127

*includes \$200,000 transfer out to capital

Regular Revenue/Expenses Year-to-Date

Revenue	\$572,993
Expenses	\$450,120
Difference	\$122,873

General Revenue Fund Expenses as Percentage of Appropriation on December 31

2022 Appropriation *	Current 2022 Expenses	As Percentage
\$939,814	\$650,120	69%

*includes \$200,000 total transfer out to Capital

Operating Expenses as Percentage of Appropriation

2022 Appropriation	Current 2022 Expenses	As Percentage
\$737,814	\$450,120	57%

Unique Management: billed the library \$118.20 for 12 placements in August.

New Business

Library Trustee Terms: the seven-year terms of both Ms. Birks and Ms. Miller expire at the end of his year. Ms. Miller has said that she is interested in serving another term on the Board. Ms. Birks ha said that she would like to finish her service on the Board with this term. The Board discussed possible candidates for the Trustee seat now held by Ms. Birks. Those interested will be asked to submit a letter of interest to Mr. Bartley to share at the next Board meeting.

Library Associate II: at its last meeting, the Board approved creating a Library Associate II, Program Associate position for Youth Services to replace the Librarian position formerly held by Sarah Pearson. After posting the new LA II position and reviewing the applicants, Mr. Dillie and Mrs. Heller decided the best choice was to hire Anna Minor, our newest LA I, for this job. Anna will continue to work some shifts in Adult Services while Mr. Dillie is on medical leave.

Ms. Birks moved to **Approve Resolution 22-09-01** to hire Anna Minor as Library Associate II, Program Associate, Youth Services at a starting wage of \$13.97 an hour, the base rate for that classification, and a start date of September 19, 2022. Ms. Miller seconded. Motion carried unanimously.

Correspondence

No correspondence 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. Miller seconded. Motion carried unanimously.

Library Statistics: the August door count was 4237, 33% more than the August, 2021 count and 36% less than the 2019 count. Checkouts in-house were up 8.3% over last year, while renewals were down 6% from last August; in-house checkouts to date are almost 6% ahead of January-August last year. Total circulation was up just slightly over August last year, and year-to-date total circ is less than 1% behind this time last year

Acknowledge Gifts—August

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 60.00*

Total Restricted and Unrestricted

\$ 60.00

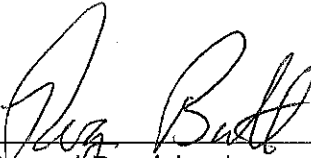
*includes \$32 from Empties for Cash for recycled inkjet cartridges

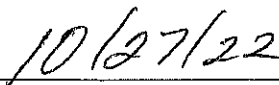
In-kind Gifts

Anonymous

3 hardcovers; 9 trade paperbacks;
2 mass market paperback; 5 DVDs

Ms. Repella **moved to Adjourn** the meeting at 7:35 pm. Ms Miller seconded. The next Regular Board Meeting will be held on October 13, 2022 at 6:30 pm in the Library Board Room.


Board President


Date

Attachment A, Minutes of the September 22, 2022 Board Meeting

Fiscal Officer Report

September 22, 2022

Cash Available-\$864,529.51

Capital Restricted-\$373,957.92

August Receipts-\$60,129.88

Appropriations-\$64,293.17

CD rates 1.9% for 20 months, asking the board to think what we would like to invest or wait on the rates. I would like to discuss at the October meeting.

Medical: I have received my results and will be meeting with the surgeons on Oct 11, 2022.

The library is in a great place financially.

Respectfully

Christina Davies

Fiscal Officer