

**Minerva Public Library Board of Trustees
September 24, 2020 Regular Meeting Minutes
via Zoom**

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

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sarah Repella, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Christina Davies.

Dr. Beard moved to Approve the Minutes of the August 26, 2020 Regular Board Meeting. Ms. Birks seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: As of the end of August, 113 of 294 (39%) eligible kids were enrolled in the program. That participation rate is higher than any other local service area except that of Rodman Public Library. As yet, the library has not been billed for any registrations. Stark Library continues to pay all registration fees from the county-wide donations.

Library Service During Pandemic Update: Visits to the library are much lower than usual. Drive-up window service was 79% higher in August than in August, 2019. There is no afterschool traffic to speak of in the library. As Mrs. Heller describes in her report, Youth Services is finding new ways to provide programs and to continue to connect with kids. Although there are some class visits to the library, more teachers than not are choosing to keep their classes at school. The library has received its \$25,000 CARES Act grant. So far, eligible expenses are about \$4500; the library will report its expenses in October and again at the end of December. Unused funds will be returned. Mr. Dillie mentioned that he will ask Catlett Plumbing for a price to add water bottle filling stations to the driving fountains. The fountains are now shut off, and it would be helpful to offer patrons a way to get water while visiting the library.

Fiscal Officer's Report

Accept: Monthly financial reports for August , 2020.

PLF Distribution: the September distribution was \$64,956 a 5.1% increase from the \$61,768 received last September. At the state level, the PLF was 6% above September 2019, and 9.4% above the revised Ohio Dept. of Taxation estimate for the month.

2020 General Revenue Net Operating Position

August Revenue = \$95,871*

Total To-date Revenue = \$483,243

August Expenses = \$49,045	Total To-date Expenses = \$440,101
Difference = \$46,826	Difference \$ 43,142**

*Includes \$25,000 CARES Act grant

**Includes \$25,000 CARES Act grant to revenue, \$50,000 transfer to capital in expenses.

Operating Expenses as Percentage of Appropriation

2020 Appropriation	Year-to-Date Expenses	As Percentage
\$767,172	\$440,101	57.3%

Unique Management: \$161.10 for 18 placements.

New Business

HVAC Upgrades: Standard Plumbing has submitted several proposed improvements to the HVAC system. A copy of the proposal is included for discussion. Mr. Dillie reviewed the two options available for finally fixing the control system. Mr. Bartley pointed out that if the cheaper plan to simply repair the existing controls failed, the library would have spent \$14,000 and still need to then spend another \$60,000 to solve the problem. Mr. Rutledge asked what the terms are for the warranty on the new controls, since it does cost over \$1000. Mr. Dillie will find out. Dr. Beard asked if doing the work now, when the weather is getting colder, would require the library to close because of lack of heat. Mr. Dillie said there was no suggestion from Standard that there would be any disruption in service, but he would check to make sure. The library does have the money available in the Capital Fund, but choosing the full replacement requires amending the appropriation to make money available to spend. Mr. Dillie also suggested if the Board wished to proceed with the project that amending the appropriation should also include adding an additional transfer out from General Revenue to Capital. More discussion followed.

Mr. Rutledge moved to **approve Resolution 20-09-01:** to the amend the 2020 Appropriation and add \$47,000 to Capital Projects—Maintenance and Repair of Facilities 4001-760-331-0000. Dr. Beard seconded. Motion carried unanimously.

Ms. Birks moved to **approve Resolution 20-09-02:** to amend the 2020 Appropriation to show an additional transfer out of \$50,000 from General Revenue to Capital Projects. Ms. Repella seconded. Motion carried unanimously.

Ms. Birks moved to **approve Resolution 20-09-03:** to approve the proposal presented by Standard Plumbing and Heating to replace the existing HVAC

control system and to recommission the whole building humidifier at a total estimated cost of \$62,000. Mr. Rutledge seconded. Motion carried unanimously.

Kanopy: Mr. Dillie reviewed information included in the Board Packet about the Kanopy streaming service. The pricing model is pay only for what is used, similar to Hoopla's and the collection complements what is offered by Hoopla and Overdrive. There is no contract, just a month to month agreement, and the product is web-based with no IT demand on the library.

Correspondence

Letter from Alliance City Schools thanking the library for a book donation.

Director's Report

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

Annual Library Statistics: August doorcount was 61% less than August, 2019. In-house circ was down only 22.8% from last August, thanks to a healthy boost in automatic renewals. The delivery service resumed normal operations in August, and loans to other libraries are still below normal. Overall circ was 22% below this month last year.

Accept Gifts

August Restricted Individual Contributions to the General Fund

\$0.00

July Unrestricted Individual Contributions to the General Fund

\$17.00

In-kind Gifts

None

Ms. Repelled moved to **Adjourn** the meeting at 7:40 pm. Mr. Rutledge seconded. The meeting was adjourned.

The next Regular Board Meeting will be held on October 22, 2020 at 6:30 pm, the venue to be determined.