

**Minerva Public Library Board of Trustees
Minutes of the September 28, 2023 Regular Meeting**

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm in the Library's Board Room.

Attendance: Library Trustees Roger Bartley, Jennifer Beard, Casey Milano, Becky Miller, Sara Repella, Diane Ruff, Dick Rutledge; Library Director, Brenda Griffith; Fiscal Officer Heather Husted.

Adjustments to the Agenda: Mrs. Griffith indicated there will be additional business and resolutions requested for new business due to the arrival of ongoing information.

Public Participation: none

Minutes: Ms. Milano moved to **Approve the minutes of the August 24, 2023 Regular Board Meeting.** Ms. Miller seconded. Motion carried unanimously.

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update: Mrs. Griffith indicated that we receive an email at the beginning of each month and this month there was no updates.

Fiscal Officer's Report:

Mrs. Beard moved to **Accept** the monthly financial reports for August, 2023, and the Fiscal Officer's Monthly Report as presented. Ms. Milano 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 2023 PLF distribution is \$60,989 which is 3% more than the \$59,210 received in August 2022. This month's state PLF receipts are 14% below the December, 2022 estimate of \$53,203.

2023 General Revenue Net Operating Position

August Revenue = \$62,893 Total Annual Revenue = \$ 514,390

August Expenses	= \$60,655	Total Annual Expenses	= \$ 464,883
Difference	\$ 2,238		\$ 49,507

General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 489,008	53.479%

*Includes \$100,000 transfer out to Capital

New Business:

Minerva Public Library Closing for inclement weather. When the Minerva Public School System is closed for inclement winter weather, the library will also be closed. Staff scheduled to work during an inclement weather closing day would receive their scheduled pay if they are scheduled to work the day of the closing. Employees would not be required to make up the time they receive compensation for a inclement weather closing. Employees not scheduled to work when the library is closed for inclement winter weather will not receive any additional compensation. This would be a revision to section 440 of the Employee Handbook.

Minerva Public Library closed when the Minerva Public School closes for inclement winter weather. Ms. Ruff moved to **Approve Resolution 23-09-01** to close the library when the Minerva Public School closes for inclement winter weather. Employees scheduled to work when the library closes for inclement winter weather will still receive their regularly scheduled pay. Ms. Beard seconded. Motion carried unanimously.

The Organizational Chart is now updated. Ms. Beard moved to **Approve Resolution 23-09-02** to accept the revised organizational chart as of September 28, 2023. Ms. Ruff seconded. Motion carried unanimously.

The Asset Listing has been updated as of September 2, 2023 (included in packet.) Ms. Milano moved to **Approve Resolution 23-09-03** to accept the revised Asset Listing from inventory review performed by the Fiscal Officer Husted and retiring director Mr. Dillie. Ms. Ruff seconded. Motion carried unanimously.

The Security Alarm System is in need of updates. Ms. Repella moved to **Approve Resolution 23-09-04** to update the security alarm system with 21st Century Alarm accepting their quote total of \$4,717.50. (see attached) Ms. Beard seconded. Motion carried unanimously.

The Consumer Bank Credit Card application requires board signature and resolution. Ms. Miller moved to **Approve Resolution 23-09-05** to allow Director Griffith to submit for a Minerva Public Library credit card issued in Director Griffith's name from Consumer's Bank to support purchases when deemed necessary. Ms. Repella seconded. Motion carried unanimously.

Life Insurance Benefit for full-time employees. Ms. Beard moved to **Approve Resolution 23-09-06** to provide all full-time employees a life insurance benefit of \$50,000 exclusive of their annual salary. Ms. Ruff seconded. Motion carried unanimously.

Director Dillie has retired as on September 30, 2023. Mr. Rutledge moved to **Approve Resolution 23-09-07** to recognize Director Dillie's 15 years of service to the Minerva Public Library and have a certificate created. Ms. Repella seconded. Motion carried unanimously.

Minerva Public Library Saturday open hours will change effective October 7, 2023 from 10:00 am through 5:00 pm to open hours of 9:00 am through 1:00 pm due to low patron attendance after 1:00 pm. Ms. Milano moved to **Approve Resolution 23-09-08** to change the Minerva Public Library open hours on Saturdays to open from 9:00 am through 1:00 pm effective beginning Saturday, October 7, 2023. Ms. Beard seconded. Motion carried unanimously.

Moving line-item funding. Director Griffith along with Fiscal Officer Husted suggest we transfer \$4,775 from Maintenance and Repair of Facilities to Land Improvement for the outside patio and water display renovation. Also requesting to transfer \$3,500 from Contingencies with \$3,000 to transfer in Supplies for Programming and \$500 to transfer to Other-Information Technology. Ms. Milano moved to **Approve Resolution 23-09-09** to move the requested funds to the designated account as requested. Ms. Repella seconded. Motion carried unanimously.

Correspondence

Conference call with Don Winland, Infrastructure and Security Specialist from the State Library of Ohio, Serving Every Ohioan. Jennifer Bates and myself met with Don to discuss the process for moving the library's Workflows Access which is our check-in / out cataloging system to a new platform. Our current SEO platform will be dissolving at the end of October. Don had simplified the login and we moved through the demonstration process pretty quickly. Jennifer (our IT employee) will assure that all computers will be formatted to the new site/URL by the deadline of October 31st.

Brenda contacted Evan Struble at SEO to add Minerva Public Library to the waiting list for SEO's assistance with creating a new Strategic Plan. We are 8th on the wait list. We are projected to begin the process with the assistance of SEO during the summer of 2024.

Director's Report

Accept the Director's monthly report for August. attached

August 2023 Library Statistics: In-house circulation was 13,470, 3.6% above that of last August. As has been true all year, renewals made up more of the in-house circ than initial checkouts. Total circulation was 20,075, 8.01% above August 2022. Door count was 3,773, -11.0% below that of last August 2022. There was only one children's event in August 2023 which accounts for the lower door counts and in-house circulation.

Acknowledge Gifts—August

Unrestricted Individual Contributions to the General Fund

	\$ 30.20
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Total Restricted and Unrestricted	\$ 30.20

In-kind Gifts

Anonymous	9 books; 48 trade paperbacks; 32 DVDs
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Ms. Milano moved to **Adjourn** at 7:30 pm. Ms. Repella seconded.

The next Regular Board Meeting will be held on October 26, 2023 at 6:30 pm in the Board Meeting Room.

Board President	Date
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Board Vice-President	Date
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