

**Minerva Public Library
Board of Trustees
October 26, 2023
Board Meeting Minutes**

Attendance:

Trustee: Roger Bartley ___X___
Trustee: Jennifer Beard ___X___
Trustee: Casey Milano ___X___
Trustee: Rebecca Miller ___X___
Trustee: Sarah Repella ___X___
Trustee: Diane Ruff ___X___
Trustee: Richard Rutledge ___X___

Fiscal Officer: Heather Husted ___X___
Director: Brenda Griffith ___X___

Call to Order:

Adjustments to the Agenda: there will be several adjustments following the fiscal officer report

Public Participation: No one from the public attended

Minutes: Approve minutes from the September 28, 2023 Records Commission Board Meeting. **Motion to approve by Sarah Repella, 2nd by Rebecca Miller**

Minutes: Approve minutes from the September 28, 2023 Regular Board Meeting. **Motion to approve by Sarah Repella, 2nd by Rebecca Miller**

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – we are maintaining our 257 registrations.

Accept:

Monthly financial reports for September, 2023, and the Fiscal Officer's Monthly Report. **Casey Milano moved to accept the financial reports for September 2023, 2nd by Diane Ruff. Motion carried unanimously. Resolution 23-10-01**

Discussion occurred on changing the employee payment for health care coverage to a fixed rate per pay of \$150 for single coverage and \$500 per pay for a family plan. This will be presented at the next board meeting for approval.

Discussion also took place on potential COLA increase beginning in January 2024 for employees. The projected COLA nationally is 3.2%. The Director suggested a 2.5% increase and having performance reviews with a possible individual increase based on performance and where an individual fell on the wage rate schedule when compared to the midpoint. Will be discussed again at the next meeting.

Current Revenue:

PLF Distribution: The September 2023 PLF distribution is \$76,798.25 which is 5.8% more than the \$72,543.65 received in September 2022. This month's state PLF receipts are 44% above the December, 2022 estimate of \$53,203.

2023 General Revenue Net Operating Position

September Revenue	= \$78,726	Total Annual Revenue	= \$ 656,009
September Expenses	= \$56,181	Total Annual Expenses	= \$ 545,190
Difference	\$22,545		\$ 110,819

General Fund Expenses as Percentage of Appropriation

2023 Appropriation*	Current 2023 Expenses	As Percentage
\$914,401	\$ 545,190	59.623%

*Includes \$100,000 transfer out to Capital

New Business:

Certificate of Appreciation: Request and present a resolution recognizing past director Mr. Tom Dillie for his dedication and 15 years of service to Minerva Public Library. – **Hold until November 16th board meeting.**

Library Closing: I am requesting to schedule a Staff Day for training and cleaning the carpets and upholstered chairs on the Wednesday before Thanksgiving, November 22nd. The Minerva school is also closed on Wednesday so we will not have any classes coming from the school. We will be closed on Thursday for Thanksgiving as usual. I would also ask for the library to be closed on Friday as a non-paid day to give the carpets time to dry. We will be open on Saturday as usual. The total estimated cost for Wednesday is less than \$500. We will be working on team building as our training focus for this event. **Approve the closing of the Library Wednesday, November 22nd and 24th, 2023 as requested. Motion to approve by Richard Rutledge, 2nd by Jennifer Beard. Motion carried unanimously. Resolution 23-10-02**

Approve the employment of three new Library Associate I Substitutes at the rate of \$10.50. The three new hires are Sue Barrick, Coral Abel, and Rhonda Grogg and have all passed the background check and will complete training. **Motion to approve by Sarah Repella, 2nd by Rebecca Miller. Motion carried unanimously. Resolution 23-10-02**

Approve request to update the camera system: Quote included from 21st Century Alarm for \$8,279.00 to replace and update 9 interior cameras and add one exterior camera. (Quote attached) **Motion to approve by Casey Milano, 2nd by Diane Ruff. Motion carried unanimously. Resolution 23-10-03**

Upcoming Holidays: We will be turning the Fireside Reading Room into a Winter Wonderland between Thanksgiving and New Years with a welcoming room for patrons to sit, read and enjoy the holiday atmosphere. Santa will be visiting the library on Saturday; December 9th and the community is welcome to visit Santa as well as take pictures with Santa. We will also have crafts and book readings of holiday stories from 9:00 am to 1:00 pm.

Correspondence

Communicated with Heather Miller, Library Relations & Training Development Manager from SEO and she will be visiting the library on Tuesday, November 21st to meet with staff and myself at 9:00 am. You are welcome to attend also.

Past Director Tom Dillie sent a thank you card to the board. (Brenda will share)

Director's Report

Accept the Director's monthly report. (attached)

September 2023 Library Statistics: In-house circulation was **15,436, 5.6% above** that of last September. As has been true all year, renewals made up more of the in-house circ than initial checkouts. Total circulation was **22,280, 16.29% above** September 2022. For **September 2023 the door count was 6730, up 54%** from that of last September 2022 which totaled 4371. We now have all classes in the Elementary except for 4th grade receiving services from MPL.

Acknowledge Gifts—August

Unrestricted Individual Contributions to the General Fund

	\$ 0.00
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Total Restricted and Unrestricted	\$ 0.00

In-kind Gifts

Anonymous

84 books; 0 trade paperbacks;
0 DVDs

Adjourn

The next Regular Board Meeting will be held on Thursday, November 16, 2023 at 6:30 pm in the Board Meeting Room. **Dianne Ruff motioned to adjourn, 2nd by Casey Milano. Motion carried unanimously**

Roger Bartley, Board President

Date

Richard Rutledge Board Vice-President

Date