

Minerva Public Library Board of Trustees November 19, 2020 Regular Meeting Minutes

Call to Order: The Board met via Zoom. Mr. Bartley called the meeting to order at 6:30.

Attendance: Trustees: Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Sarah Repella, Diane Ruff. Library Director Tom Dillie; Fiscal Officer Christina Davies.

Ms. Birks moved to **Approve the Minutes** of the October 22, 2020 Regular Board Meeting as presented. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie informed the Board that as of the end of October, 153 of 294 eligible children in the library's service area were registered for the OGIL. That's 52% of the possible registrants compared to the county's registration percentage of 26.4%. Stark Library Director Mary Ellen Icaza contacted Mr. Dillie and asked if we would be able to contribute some funding to the program. Up to this point, all Minerva registrations have been paid for by county-wide donations. As yet, the library has not made any donation or sought any local donors. Ms. Davies informed the Board that that there was \$1300 in the OGIL revenue account, most of that money accrued from meeting room reservation fees. Because the meeting rooms are closed to the public, there have been no fees paid since March.

Ms. Miller **moved to transfer** the \$1300 set aside for OGIL to Stark Library for the purpose of funding OGIL registrations. Ms. Ruff seconded. Motion carried unanimously.

Library Service During Pandemic Update: Mr. Dillie reported that door counts continue much lower than usual, while circulation is not down nearly as much. The library had one instance of a harassing staff during the first week of November, before the new mask order was issued. That patron was trespassed from the library. Youth Services continues to come up with new ways of programming as described in Mrs. Heller's report. Adult Services has a fall reading club going on now, and will do a jigsaw puzzle give-away, rather than exchange, the week before Thanksgiving. Patrons appreciate that the library is open to the public and is providing all the services it can.

Fiscal Officer's Report

Ms. Repella moved to **Accept** the monthly financial reports for October, 2020. Dr. Beard seconded. Ms. Davies reported that the Audit was completed with no findings against the library and with some suggestions to change procedures. Ms. Davies has budgeted as summary audit for next year; although it is not required, she would like a review of the new procedures and practices sooner than two years from now. The library's general fund revenue vs. expenditure position continues to be very good, due to both the cuts in spending and the unexpected strength of the PLF receipts. After this discussion, the motion carried unanimously.

PLF Distribution: the November distribution was \$58,700, a slight increase from the \$58,209 received last November. At the state level, the PLF was 1.7% above November 2019, and 16.6% above the revised Ohio Dept. of Taxation estimate for the month.

2020 General Revenue Net Operating Position

October Revenue = \$57,085	Total To-date Revenue = \$606,420
October Expenses = \$43,882	Total To-date Expenses = \$524,765
Difference = \$13,203	Difference \$ 81,655*

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

Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$767,172	\$524,765	68%

Unique Management: \$8.95 for 1 placement.

New Business

Transfer Out: at its September meeting, the Board approved amending the 2020 Appropriation to include an addition transfer into Capital Projects.

Ms. Birks moved to **Approve Resolution 20-11-01** to transfer \$50,000 from General Revenue to Capital Projects. Ms. Repella seconded. Motion carried unanimously.

CARES Act Money from West Township: West Township has generously shared some of its federal grant money with local units of government that provide services in the Township. The library was provided with credit for purchases from

Damon Industries in Alliance related to COVID-19. Mr. Dillie reported that the library purchased cleaning supplies, paper products, and disposable masks for the public in the total amount of \$839 using this donation.

Dr. Beard **moved to Approve Resolution 20-11-02** to accept the donated money from West Township and to thank the Township Trustees for their generosity. Ms. Repella seconded. Motion carried unanimously.

Performance Evaluations for Director and Fiscal Officer: Ms. Birks **moved to enter Executive Session** at 7:05 pm to review the job performance of the Director and Fiscal Office. Dr. Beard seconded.

Roll Call: Bartley_ ✓ _ Beard_ ✓ __ Birks_ ✓ __ Miller_ ✓ __ Repella_ ✓ __ Ruff_ ✓ _
Rutledge: absent_

Dr. Beard **moved to leave** Executive Session at return to the Regular Board Meeting at 7:40 pm. Ms. Miller seconded.

Ms. Miller moved **to Accept the performance evaluations** of the Library Director and Fiscal Officer as presented. Ms. Ruff seconded. Motion carried unanimously. In general discussion the Trustees agreed informally to address hiring resolutions for these two positions at next month's meeting.

Correspondence

None

Director's Report

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

Annual Library Statistics: October door count was 65% less than October, 2019. Class visit headcount was down 75% and the upstairs count was down 63%. In-house circ was down 22.4% from last October; checkouts were much lower but renewals were slightly ahead of last year's. Overall circ was 18.2% below October last year.

Gifts

October Restricted Individual Contributions to the General Fund

\$0.00

October Unrestricted Individual Contributions to the General Fund

\$536.15*

*includes a \$500 from Maynard Miller for the purchase of library discards.

In-kind Gifts

Anonymous

15 hardcovers; 13 trade paperbacks

Richard and Ann Myers

2 hardcovers

Ms. Repella **moved to Adjourn** the meeting at 7:45 pm. Ms. Ruff seconded.

The next Regular Board Meeting will be held on December 17, 2020 at 6:30 pm, via Zoom.

Roger Bartley

Date