

**Minerva Public Library Board of Trustees
December 17 , 2020 Regular Meeting Minutes
Via Zoom**

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

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

Adjustments to the Agenda: Ms. Birks requested that new business be moved to the front of the agenda because she would be able to stay for the whole meeting. There was general agreement to the change.

Ms. Birks **moved to approve minutes** of the November 12, 2020 Special Board Meeting, and the November 19, 2020 Regular Board Meeting. Ms. Repella seconded. Motion carried.

New Business

2021 Permanent Appropriation: the Board met in special session on November 12 to review the proposed budget. Updated documents are included in the Board packet for discussion. Mr. Dillie reviewed the updated revenue and expenditure appropriation. On the revenue side, restricted carried over contributions to the operating fund now show in their correct fund account, while the McConnell fund is listed separately as a restricted capital fund account. Carryover is now estimated at \$415,000.00 given the library's continued very positive revenue to expenditure ratio. On the expense side, money has been allocated to pay for a full audit in 2021 at the request of Fiscal Officer Davies. A separate account line has been added to refunding any unspent CARES Act money. The Ohio Dept. of Taxation had just released new estimates for the 2021 PLF showing much more revenue than the July estimate used for this appropriation. Mr. Dillie recommended approving the Appropriation as presented now, with the understanding that the Board would likely need to amend the revenue side early next year once the official revised county-level PLF estimates have been distributed. Ms. Davies mentioned that the Board will also likely want to amend the expenditure side to show another transfer out to Capital once we ascertain whether the estimated increase in revenue will arrive.

2021 Wages: the approved 2021 appropriation includes a 4% raise for all employees. Raises are calculated as a percentage of the pay range midpoint for all classified positions. The wage proposal was reviewed at the November special meeting and is reflected in the Permanent Appropriation

Mr. Rutledge moved to **Approve Resolution 20-12-01** to approve the 2021 Permanent Appropriation as presented and to approve **Resolution 20-12-02** to provide a 4% pay raise effective December 28 for all employees who have been in their current positions for at least six months, and to provide the same raise to newer employees once they reach their six month anniversaries in their current positions. And to provide special skills payments as appropriate. Dr. Beard seconded. Motion carried unanimously.

2021 Service Award: in acknowledgement of the difficult working conditions of 2020, the Board is awarding a one-time payment to each employee. This proposal was discussed at the November Special Meeting and is reflected in the appropriation.

Ms. Miller **moved to Approve Resolution 20-12-03:** to pay to each regular hourly employee a one-time service award the value of which is approximately 1% of what would have been the employee's regular 2020 total wage and will be paid in the second paycheck of the 2021 pay year. Ms. Birks seconded. Motion carried unanimously.

Staff Hours of Work: the staff have all worked under a percentage reduction in hours since June 1, 2020. While the Permanent Appropriation includes wages at full hours of work for 2021, Mr. Dillie reluctantly recommends continuing the 20% hours reduction into the new year. Door counts continue to run at 1/3 of normal, and traffic shows no sign of increasing. Returning to normal hours of work would add 64 public service staff hours a week to the schedule. Since much of this library's work is based on interacting with patrons, and so few of them are in the building, it does not seem appropriate to restore hours now.

Ms. Repella moved to **Approve Resolution 20-12-03:** to continue the 20% reduction in hours of work for all library staff, and to review the status of this plan at each Board meeting. Dr. Beard seconded. Motion carried unanimously.

Hiring Executive Staff: at its meeting last month, the Board reviewed the performance evaluations of the Director and Fiscal Officer, and agreed to entertain hiring resolutions at this month's meeting. Draft employment agreements for both positions are included in the Board Packet.

Ms. Birks moved to **Approve Resolution 20-12-04:** to hire Tom Dillie as Library Director from December 28, 2020 through the January 2022 Organization Meeting under the terms and conditions described in the employment agreement. Ms. Miller seconded. Motion carried unanimously.

Ms. Repella moved to **Approve Resolution 20-12-05:** to hire Christina Davies as Library Fiscal Officer from December 28, 2020 through the January 2022

Organization Meeting under the terms and conditions described in the employment agreement. Ms. Miller seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: as of the end of November, 162 (55%) of the 294 eligible children in the Minerva service area are registered with OGIL. This is the largest percentage registration for any service area in Stark County. For the county overall, 6,025 (29%) out of 20,878 kids are registered.

Library Service During Pandemic Update: as noted in the statistics report, traffic continues to be very slow at the library. Stark County going into condition purple for two weeks, and the usual slowdown during the holidays have likely decreased business even more. Some college students were in library early in the month finishing up classes or taking finals. The library did not change any practices when the County went purple: we have good cleaning procedures in place, there are few people coming in, the furniture arrangement enforces social distancing, and only a few visitors come in and stay a while.

HVAC Update: Standard Plumbing started work on the controller replacement on Wednesday, 12/9 and finished up pretty much the following Wednesday. As one might expect, the techs did discover some additional problems, described in the Director's Report, but nothing that impeded the work. There is a problem with the control panel for the air conditioning condenser, but that can wait to be fixed in 2021 since we are well into the heating season.

Fiscal Officer's Report

Accept: Monthly financial reports for November, 2020.

PLF Distribution: the December distribution was \$60,099 a slight increase from the \$58,482 received last December. At the state level, the PLF was 3% above December 2019. Minerva's total PLF receipt for the year is \$680,105, 1.2% less than the appropriation of \$688,479. For 2020, the state PLF total was only 1.25% below estimate and was only .2% less than the total 2019 distribution. The Dept. of Taxation has just issued a new PLF estimate for 2021, but has not released official certified estimates for each county. The preliminary revision shows much more PLF revenue for next year than estimate issued in July, 2020.

2020 General Revenue Net Operating Position

November Revenue = \$59,974	Total To-date Revenue = \$666,346
November Expenses = \$44,751	Total To-date Expenses = \$618,842
Difference = \$15,223	Difference \$ 47,504*

*Includes \$25,000 CARES Act grant in revenue, \$100,000 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>
\$842,17*	\$618,842	73%

*Amended to include additional \$50,000 transfer out to Capital

Unique Management: \$26.85 for 3 placements.

Correspondence

None

Director's Report

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

Annual Library Statistics: November door count was 67% less than November, 2019. Class visit headcount was down 83% and the upstairs count was down 66%. In-house circ was down 30% from last November; both checkouts and renewals were down . Overall circ was 25% below last year.

Gifts

November Restricted Individual Contributions to the General Fund

\$0.00

November Unrestricted Individual Contributions to the General Fund

\$75.50

In-kind Gifts

Anonymous 9 hardcovers; 21 trade paperbacks;
2 mass market paperbacks; 5 DVDs

Richard and Ann Myers 2 hardcovers

Ms. Miller moved to **Adjourn the meeting** at 7:20 pm. Ms. Repella seconded.

The next Regular Board Meeting and the Annual Organization meeting will be held on January 28, 2020 at 6:30 pm, via Zoom.