

Minerva Public Library

Board of Trustees

June 26, 2025

2025 Monthly Regular Meeting Minutes

Minerva Public Library
Board of Trustees Meeting Agenda
June 26, 2025 at 6:30 pm, Board Room

Attendance:

Trustee: Roger Bartley___X_____
Trustee: Brad Sayre___X_____
Trustee: Casey Milano___X_____
Trustee: Rebecca Miller__X_____
Trustee: Sarah Repella___X_____
Trustee: Diane Ruff_____abs_____
Trustee: Richard Rutledge___abs_____

Fiscal Officer: Heather Husted__X____
Director: Jason Bumbico_____X_____

Call to Order: 6:33 pm

Adjustments to the Agenda:

Public Participation:

Minutes: Motion to approve the minutes from May 22, 2025.

1st Milano | 2nd Sayre

Ongoing Business:

Ohio Governor's Imagination Library Update: Dolly Parton Imagination Library of Ohio Update – We have not received the most recent statistics from Stark County Library.

Discussion

None

Executive Session 1st Repella | 2nd Miller

In: 6:47 pm

Out: 7:05 pm

Fiscal Officer's Report:

Motion to Accept: Monthly financial reports for May 2025, and the Fiscal Officer's Monthly Report. 1st Miller | 2nd Sayre

MPL Board Agenda 6/26/25

1

Current Revenue:

PLF Distribution: The May 2025 PLF distribution is **\$75,227.55** which is **6.77%** more than the **\$70,458.80** received in May 2024. The PLF funding is down about 2.67% from the budget.

2025 General Revenue Net Operating Position

May Revenue = \$ 77,332.10 Total Annual Revenue = \$ 357,187.19 May Expense = \$ 82,939.89 Total Annual Expenses = \$ 322,153.43 Difference - **\$ 5,607.79** \$ 35,033.76

Operating Fund Expenses as Percentage of Appropriation on February 31, 2025

2025 Appropriation Current 2025 Expenses As Percentage **\$1,198,425.00**
\$239,213.54 26.877%

New Business

Approve Resolution: 25-06-01: To accept the resignation of Peyton Selby, effective 4/27/2025. 1st Repella | 2nd Miller

Approve Resolution: 25-06-02: To accept the resignation of Jersey Moss, effective 5/21/2025. 1st Repella | 2nd Miller

Approve Resolution: 25-06-03: To pay the invoice for our Statewide Delivery Service through SWRS, to the State of Ohio for the amount of \$12,204.45. 1st Milano | 2nd Sayre

Approve Resolution: 25-06-04: To pay the invoice for our Ohio Plan Risk Management Inc. insurance plan, to the Whitaker-Myers Group for the amount of \$10,868.00. 1st Sayre | 2nd Repella

Approve Resolution: 25-06-05: To approve the new BOST Benefits contract offered through Allstate to provide cancer, critical illness, disability and life insurance benefits to staff. 1st Milano | 2nd Sayre

Approve Resolution: 25-06-06: To increase the Consumer's Bank online bill pay limit to \$15,000 per day for Fiscal Officer, effective 6/9/2025. 1st Repella | 2nd Miller

Approve Resolution: 25-06-07: To contract with Johnson Controls to update the sprinkler system to bring it to code for the quoted cost of \$6,943.78. 1st Sayre | 2nd Milano

2

MPL Board Agenda 6/26/25

Approve Resolution: 25-06-08: To accept the health insurance rates of \$1,066.94 for single coverage and \$2,591.88 for family coverage for the period of July 1, 2025 to June 30, 2026 insurance year through the Stark County COG. 1st Sayre | 2nd Milano

Approve Resolution: 25-06-09: To set October 2025 as the premium health insurance holiday month. 1st Miller | 2nd Repella

Approve Resolution: 25-06-10: To reclassify Anne Tokos to the position of Library Aide Substitute at her current rate of pay, effective July 7, 2025. 1st Milano | 2nd Sayre

Approve Resolution: 25-06-11: To revise the library staff policy on accumulated vacation time to be the following:

Vacation credit may be accumulated up to a maximum of 220 hours for full-time staff working 40 hours per week, 165 hours for part-time staff working between 20 and 30 hours per week, and 110 hours for part-time staff working up to 20 hours per week. Credit in excess of this maximum will be eliminated from the employee's vacation balance. 1st Miller | 2nd Repella

Approve Resolution: 25-06-12: To revise the library staff policy on accumulated sick time to be the following:

All employees are credited with 0.0575 hours of medical leave per 1 hour paid at the end of each pay period in a medical leave account up to a total maximum accrual of 180 days. For full-time employees a day will equal 8 hours. For part-time employees working 20-30 hours a week, a day will equal 6 hours, and

for those working less than 20 hours a week, a day will equal 4 hours. The medical leave accrual rate does not increase with length of service.

1st Miller | 2nd Repella

Approve Resolution: 25-06-15: To reschedule the next board meeting to July 14, 2025 to accommodate the upcoming county budget meetings. 1st Milano | 2nd Sayre

Correspondence:

The North County Trail Association sent a very nice letter thanking the library and staff for helping to host their meet-and-greet on Monday, May 21st.

3

MPL Board Agenda 6/26/25

Director's Report:

Motion to Accept the monthly report from the Director included in the packet.

1st Sayre | 2nd Miller

May 2025 Library Statistics:

Total circulation was **15,238**, **5.2%** below total circulation in May 2024. The May 2025 door count was **5,789** down **5.9%** from May 2024.

Accept Financial Gifts—May 2025:

Restricted Business Contributions:

For the **North Country Trail**: \$50.00

Unrestricted Individual Contributions to the General Fund:

Book Sale Room \$186.77

Total Financial Gifts \$236.77

In-kind Gifts for May 2025

- None

Motion to Adjourn: 1st Milano | 2nd Repella

The next Regular Board Meeting will be **July 14**, 2025 at 6:30 pm in the Board Room.

**Minerva Public Library
Board of Trustees Meeting Agenda
May 22, 2025 at 12:00 pm, Board Room**

Attendance:

Trustee: Roger Bartley _____ **X** _____

Trustee: Brad Sayre _____ **X** _____

Trustee: Casey Milano _____

Trustee: Rebecca Miller _____ **X** _____

Trustee: Sarah Repella _____ **X** _____

Trustee: Diane Ruff _____ **X** _____

Trustee: Richard Rutledge _____ **X** _____

Fiscal Officer: Heather Husted _____ **X** _____

Director: Jason Bumbico _____ **X** _____

Call to Order:

Adjustments to the Agenda:

Public Participation:

Minutes: Motion to approve the minutes from the April 24, 2025 Regular Board of Trustees meeting & the May 8, 2025 Special Board of Trustees Meeting. **First: Ruff**
| Second: Sayre

Ongoing Business:

Ohio Governor's Imagination Library Update: Dolly Parton Imagination Library of Ohio Update – We have not received the most recent statistics from Stark County Library.

Discussion

None

Fiscal Officer's Report:

Motion to Accept: Monthly financial reports for April 2025, and the Fiscal Officer's Monthly Report. **First: Repella | Second: Miller**

1

MPL Board Agenda 5/22/25

Current Revenue:

PLF Distribution: The April 2025 PLF distribution is **\$54,364.25** which is **15.5%** more than the **\$47,039.73** received in April 2024. The PLF funding is down about **1.23%** from the budget.

2025 General Revenue Net Operating Position

April Revenue = \$ 57,239.66 Total Annual Revenue = \$ 279,855.09 April Expense = \$ 61,753.68 Total Annual Expenses = \$ 239,213.54 Difference - **\$ 4,514.02 \$ 40,641.55**

Operating Fund Expenses as Percentage of Appropriation on February 31, 2025

2025 Appropriation Current 2025 Expenses As Percentage **\$1,198,425.00**
\$239,213.54 19.957%

New Business

Parking Lot Project: The major capital improvement that we have had planned for 2025 is the re-paving of the library parking lot, which is in need of substantial repairs. We received quotes from S & K Asphalt and Concrete, Inc., Milhoan Asphalt Maintenance, Inc., and the Vasco Asphalt Company. All three quotes were generally comparable in terms of price and we are recommending that we use Vasco due to the library's previous positive experience with their service.

Approve Resolution: 25-05-03: To contract with the Vasco Asphalt Company to re-pave the library's parking lot for a cost of \$37,677. **First: Rutledge | Second: Repella**

Independence Day Closure: Due to scheduling difficulties, we are proposing to close an additional day on Saturday, July 5th.

Approve Resolution: 25-05-04: To close Saturday, July 5th for the Independence Day holiday This will be considered an unpaid holiday. **First: Ruff | Second: Sayre**

Correspondence:

None

Director's Report:

Motion to Accept the monthly report from the Director included in the packet.

April 2025 Library Statistics:

Total circulation was **16,038**, **14.7%** below the April 2024 total circulation. April 2025 door count was **7,338** down **7.8%** from April 2024.

Accept Financial Gifts—April 2025:

Restricted Business Contributions:

For the **Summer Reading Program**: \$25.00

Unrestricted Individual Contributions to the General Fund:

Book Sale Room \$155.20

Total Financial Gifts \$180.20

In-kind Gifts for April 2025

- **None**

Motion to Adjourn:

The next Regular Board Meeting will be June 26, 2025 at 6:30 pm in the Board Room.

First: Sayre | Second: Repella