

**Minerva Public Library
Board of Trustees Meeting Agenda
September 25, 2025 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley____**abs**_____
Trustee: Brad Sayre_____**X**_____
Trustee: Casey Milano_____**X**_____
Trustee: Rebecca Miller_____**X**_____
Trustee: Sarah Repella_____**abs**_____
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 August 21, 2025.

1st Sayre | 2nd Milano

Discussion: To review the main points in the Strategic Planning Report provided by the Ohio State Library and to talk about next steps in the process.

Fiscal Officer's Report:

Motion to Accept: Monthly financial reports for August 2025, and the Fiscal Officer's Monthly Report.

1st Miller | 2nd Ruff

Current Revenue:

PLF Distribution: The August 2025 PLF distribution is **\$67,527.01** which is **9.46%** more than the \$61,134.21 received in August 2024. The PLF funding is just about even with the budgeted amount.

2025 General Revenue Net Operating Position

August Revenue	= \$ 70,017.43	Total Annual Revenue	= \$ 580,068.65
August Expense	= \$ 103,958.30	Total Annual Expenses	= \$ 561,108.92
Difference	- \$ 33,940.87		\$ 18,959.73

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

2025 Appropriation	Current	2025 Expenses	As Percentage
	\$1,198,425.00	\$561,108.92	46.82%

New Business

Approve Resolution: 25-09-01: To renew matured CDAR at Huntington at the current rate for **3.6% / 26 Months**.

1st Milano | 2nd Ruff

Approve Resolution: 25-09-02: To promote Andrew Heldreth to Library Assistant - Adult Services effective September 29th, 2025.

1st Sayre | 2nd Ruff

Approve Resolution: 25-09-03: to approve hiring the following employees beginning with their wage and hire date as listed below for each employee.

- **Megan Kindleberger** | Library Aide | Wage: \$12.75/Hr | Hire Date: 9/29/25
- **Kelly Phillips** | Library Aide | Wage: \$12.75/Hr | Hire Date: 9/29/25

1st Miller | 2nd Milano

Approve Resolution: 25-09-04: To revise section **1.83 - Time Sheets** of the Employee Handbook, from the following:

Before pay is issued, an employee is required to complete and sign in ink a time sheet, which indicates hours worked and time-off benefits taken. An employee

should update their time sheet at the end of each day they have worked. The time sheet should be completed no later than 8:00 a.m. on the Monday following the end of the pay period. Intentional falsification of time sheets is considered a criminal act and is grounds for dismissal and possible prosecution. In the event of an emergency, the Fiscal Officer will be authorized by the Director or his designee to issue a paycheck and to reconcile leave balances later when a properly completed time sheet is submitted.

The replacement text will be as follows:

1.83 - Timekeeping

*Staff are required to use the dedicated timekeeping ~~application~~ **method** to track their hours worked and the balance of time-off benefits. Employees should use the application to clock in and out for their scheduled hours and meal breaks. Errors in timekeeping should be reported to Coordinators or the Director promptly so as to maintain the accuracy of timesheets. At the end of the final shift of the payroll period, staff will indicate their approval of the timesheet via the ~~application~~ **method**.*

Intentional falsification of the hours worked is considered a criminal act and is grounds for dismissal and possible prosecution. In the event of an emergency, the Fiscal Officer will be authorized by the Director or his designee to issue a paycheck and to reconcile leave balances based on the hours worked.

1st Sayre | 2nd Ruff

Approve Resolution: 25-09-05: To authorize the payment of \$800 to support the Dolly Parton Imagination Library of Ohio out of account 1000-110-300-2017 - *Purchased & Contracted Services (DPILO)*.

1st Milano | 2nd Miller

Approve Resolution: 25-09-06: To accept the resignation of Lisa Lutes and to honor her over 23 years of service to Minerva Public Library and to the children of our community.

1st Ruff | 2nd Miller

Correspondence:

None

Director's Report:

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

1st Sayre | 2nd Miller

August 2025 Library Statistics:

Total circulation was **13,008**, **8.57%** below total circulation in August 2024. The August 2025 door count was **4,073** up **11.44%** from August 2024.

Accept Financial Gifts—August 2025:

Restricted Individual Contributions:

Tony & Cynthia Bumbico:	\$1,000.00
Roger Bartley:	\$139.69
Pool Party Fee:	\$35.00

Unrestricted Individual Contributions to the General Fund:

Book Sale Room:	\$142.14
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Total Financial Gifts:	\$1,316.83
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In-kind Gifts for August 2025

- **Book Donations: 44**

Motion to Adjourn:

The next Regular Board Meeting will be ~~September 25, 2025~~ **October 23, 2025** at 6:30 pm in the Board Room.

1st Milano | 2nd Miller