

**Minerva Public Library Board of Trustees
2021 Annual Organization Meeting Minutes
January 28, 2021 Regular Meeting Minutes
via Zoom**

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

Attendance: Trustees Roger Bartley, Jennifer Beard, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge; Library Director Tom Dillie, Fiscal Officer Christina Davies. [Mr. Bartley left the meeting at 6:55]

Annual Organization Meeting Business

Election of Board Officers for calendar year 2021: Ms. Repella moved to re-elect the Officers who had served in 2020 to the same positions in 2021. Ms. Ruff seconded. Motion carried unanimously. The 2021 Officers are President: Roger Bartley; Vice President: Dick Rutledge; Secretary: Virginia Birks.

Mr. Bartley, as Board President, re-appointed the 2020 members of the various library Committees to their same positions in 2021 with the exception of that Ms. Repella will move from the Policy to the Personnel and Ms. Birks, at her request, will move from Personnel to Policy. The Committee assignments for 2021 are as follows:

Building & Grounds: Ms. Birks, Ms. Ruff, Mr. Rutledge
Finance & Audit: Mr. Bartley, Ms. Repella, Mr. Rutledge
Personnel: Ms. Repella, Ms Ruff, Mr. Rutledge
Policy Committee: Ms. Birks, Ms. Miller, Dr. Beard
Development Chair: Mr. Bartley

The Trustees agreed to meet as the Library Records Commission prior to the March 25 Regular Board Meeting.

Dr. Beard moved to **Accept** the monthly Regular Board Meeting calendar for 2021. Meetings will be held at 6:30 p.m. on the 4th Thursday of each month (except for the months of November and December when the meeting will be held the 3rd Thursday of the month) or otherwise as may later be scheduled by the Board. The 2021 regular meeting schedule is:

January 28	May 27	September 23
February 25	June 24	October 28
March 25	July 22	November 18
April 22	August 26	December 16

Mr. Rutledge seconded. Motion carried unanimously.

Note: A complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website prior to the monthly meeting.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2021, resolutions are numbered 21-01-01, 21-01-02, 21-01-03, etc.

Administering oath of Office to Fiscal Officer

Board President Bartley administered the oath of office to Fiscal Officer Davies.

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the Fiscal Officer of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?

Enabling Resolutions

Ms. Miller **moved to Approve Resolutions 21-01-01 through 21-01-05**. Dr. Beard seconded. Motion carried unanimously.

Resolution: 21-01-01: that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2021 and continuing through to the 2022 Organization Meeting.

Resolution: 21-01-02: that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2021 and continuing through to the 2022 Organization Meeting, as long as said expenditures fall within the 2021 or 2022 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 21-01-03: that the Library Director be authorized to approve travel expenses in an amount not to exceed \$500.00 per employee per event throughout fiscal year 2021 and continuing through to the 2022 Organization Meeting, as long as said expenditures fall within the 2021 or 2022 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 21-01-04: to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2021 and continuing

through to the 2022 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 21-01-05: that the Library Director be authorized to accept all “in-kind” gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2021 and continuing through to the 2022 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library’s collection or to be disposed of through the “Donation” book cart or otherwise. All individual “in-kind” gifts that the Director adds to the Library’s collection will be reported to the Board of Trustees at their next monthly regular meeting.

Ms. Repella **moved to Approve Resolutions 21-01-06 and 21-01-07.** Ms. Miller seconded. Motion carried unanimously.

Resolution:21-01-06: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2021 and continuing until the 2022 organizational meeting, as long as said bills fall within the 2021 or 2022 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2021 and continuing through to the 2022 Organization Meeting as approved by the Board.

Resolution: 21-01-07: that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2020 and continues through to the 2022 Organization Meeting.

Ms. Ruff **moved to Approve Resolutions 21-01-08 and 21-01-09.** Dr. Beard seconded. Motion carried unanimously.

Resolution 21-01-08: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2021 and continuing through to the 2022 Organization Meeting.

Resolution 21-01-09: to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2021 and through to the 2022 Organization Meeting.

Having concluded the Organization meeting business, the Board began its Regular Meeting at 6:45 pm.

Regular Meeting Business

Ms. Ruff moved to **Approve the Minutes** of the December 17, 2020 Board Meeting. Ms. Repella seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie informed the Board that 171 of the 294 eligible children in the Minerva service area are now signed up for the OGIL. The library is waiting on an invoice from Stark Library in order to transfer the \$1300 accumulated here to support the program. County-wide, 30% of eligible kids are signed up.

Library Service During Pandemic Update: Mr. Dillie had little new to report. The Youth Services Dept. continues to come up with new program ideas and has good success with make-and-take projects. Traffic in January has continued very slow.

HVAC Update: the controller project is finished. IT staff and contractors from Standard Plumbing were back in the library at the beginning of the month to create the web access to the control system. Library staff and technicians from Standard are now able to view online control panels that show system activity in real time. Jennifer Bates worked closely with the contractors and the library's firewall vendor to make all this come together.

Fiscal Officer's Report

Ms. Ruff **moved to Accept** the monthly financial reports for December, 2020. Ms. Repella seconded. Motion carried unanimously.

PLF Distribution: The January 2021 PLF receipts are \$58,255, 6% more than the \$54,954 received in January, 2020. In December, the Ohio Dept. of Taxation substantially increased its 2021 PLF estimate from what it had certified in July. Minerva's 2021 certified estimate, received from the County Auditors' Offices last fall is \$614,620. The December, 2020 ODT estimate shows PLF revenue of \$695,684 an increase of \$81,064 over the July estimate. Once we receive new certificates of resources from the County Auditor's Offices, we should amend

the appropriation on the revenue side to reflect this increase, as well as show the unspent CARES Act that the library now will be able to spend this year.

2020 General Revenue Net Operating Position

Dec. Revenue = \$60,937	Total Annual Revenue = \$727,283
Dec. Expenses = \$46,096	Total Annual Expenses = \$664,938
Difference \$14,841	Difference \$ 62,345*

*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>Total 2020 Expenses</u>	<u>As Percentage</u>
\$842,172	\$664,938	78%

Carryover: As of December 31, the General Fund balance was \$429,497, a bit more than the \$415,000 carryover approved in the permanent appropriation.

Unique Management: Unique Management’s invoice was \$35.80 for 4 placements.

New Business

Replacing bonds with insurance: library administration had reviewed replacing surety bonds with insurance coverage as permitted under ORC 3.061, passed in 2019. The library will continue with surety bonds for those employees who require coverage for at least one more year.

Ms. Miller **moved to Approve Resolution: 20-01-10:** to renew the Public Official Bond in the amount of \$35,000 for Christina Davies, Fiscal Officer, for the period of one year upon expiration of the current bond. And to approve a Public Official Bond in the amount of \$35,000 for Library Director Tom Dillie acting in a limited capacity as Deputy Fiscal Officer for the period of one year upon expiration of the current bond. Ms. Repella seconded. Motion carried unanimously.

Extension of FFCRA sick leave: under the FFCRA, the Temporary Emergency Paid Sick Leave Act (PSLA) required many employers, including the library, to provide two weeks of paid sick leave to employees who needed to miss work because of various COVID-19 related events. This leave was in addition to any other leave the employee might accrue, and it expired on December 21, 2020. The Board is requested to extend that leave. Mr. Dillie explained that two employees did take time off because of required quarantine after secondary COVID exposure. Those employees chose to use their regular accrued sick

leave because they would have only been entitled to 2/3s pay under the FFCRA provisions. However, it is reasonable to extend the availability of this leave, at library expense, in case staff are required to quarantine and would like to reserve their own accrued sick leave. There is plenty of room in the appropriation to cover the cost of the leave.

Dr. Beard **moved to Approve Resolution 21-01-11**: to make available two weeks of paid sick leave to all regular employees under the same terms and conditions as provided by the 2020 Temporary Emergency Paid Sick Leave Act (PSLA). This leave is in addition to, and separate from, an employees' regular accrued sick leave. This leave may be used only for the reasons described by the PSLA, and will be paid at the specific full or partial hourly rates described by the PSLA. This leave will be available until December 31, 2021, or until the State of Ohio declares an end to the current health emergency, whichever event occurs first. This leave does not accrue or carryover. Ms. Miller seconded. Motion carried unanimously.

Correspondence

None this month.

Director's Report

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

Annual Library Statistics: Door count for 2020 was 43,199, 44% of the 98,569 count for 2019. Total in-house circulation (physical checkouts plus renewals) was 66% that of 2019. Total circulation, which includes loans to other libraries and downloadable content was 212,470, 74% that of 2019. Downloadable content saw another record year at 20,352 checkouts or 9% of total circulation. However, the increase from 2019 to 2020 is in line with year-to-year increases in previous years.

Accept Gifts

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 144.35

Total Restricted and Unrestricted

\$ 144.35*

Includes \$100.00 from Ann Myers for audiobooks

In-kind Gifts

Anonymous

10 hardcovers; 16 trade
paperbacks; 2 DVDs

Additional Discussion

Trustee Workshop: Mr. Dillie mentioned to the Board that the OLC was hosting an online Trustee Workshop on Saturday, March 6. The meeting is most of the day, and the library will pay for the registration of any Trustees who would like to attend. Mr. Dillie will forward the link to the Board. Dr. Beard mentioned that she had attend the last in-person workshop in Columbus and found it interesting and useful, although it was a long day.

COVID Vaccination for Staff: Dr. Beard asked where library staff might fall in the priority list get getting vaccinated. Mr. Dillie said that as yet, the state had not provided any information about whether library staff would be considered a higher priority compared to other occupations. The OLC is represented on one of the Governor’s vaccine committees and we are receiving updates from OLC.

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

The next Regular Board Meeting will be held on February 25, 2021 at 6:30 pm via Zoom.

Board President

Date