

Minerva Public Library Board of Trustees
Minutes of the February 23, 2023 Regular Meeting

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm in the Community Meeting Room.

Attendance: Trustees Roger Bartley, Jennifer Beard, Casey Milano, Sarah Repella, and Dick Rutledge, (Diane Ruff and Becky Miller joined the meeting at 7:08); Library Director Tom Dillie, Fiscal Officer Heather Husted.

Adjustments to the Agenda: none

Public Participation: none

Presentation from Arts Council: Diane Evans and Denise Freeland from the Minerva Arts Council presented a proposal to the Board for the installation of a new statue of William Powell on library grounds. The statue is nearing completion and the Arts Council has been hard pressed to find a suitable location. The suggested site on library grounds is near the Sarah's Pencils sculpture and facing toward the elementary school. The Arts Council would be responsible for the cost of installation, including pouring a footer and building a brick plinth, and would then transfer ownership to the library. There was much general discussion among the Trustees about the location and whether this was the best site for the statue. Ms. Evans, Ms. Freeland, and Mr. Rutledge, who is also on the Arts Council, explained the other sites that had been considered, but were turned down by either the property owners or Renee Powell. If the library were to accept the donation, the statue would be installed sometime this spring or early summer. Mr. Dillie said he would check with the library's insurance broker about coverage for the statue, and also suggested that it would be good time to clarify who owns Sarah's Pencils. Dr. Beard asked to have an artist's rendering or a photo of the statue shared with the Board and Ms. Evans said she would provide that. The Trustees thanked the Arts Council representatives for their presentation and said they would address this question formally at the March Board meeting. Ms. Freeland and Ms. Evans left the meeting at 6:50.

Ms. Repella moved to approve the **Minutes** of the January 19, 2023 Regular Board Meeting and the 2023 Organization Meeting. Ms. Milano seconded. Motion carried unanimously.

Ongoing Business

Dolly Parton Imagination Library of Ohio Update: Mr. Dillie reported that 252 eligible children from the library's service area are registered with DPILO. The Director of Stark Library, which acts as the fiscal agent for DPILO in Stark County, contacted Mr. Dillie recently to ask if the library could make a donation toward

the program. He did ask if there was now expectation for regular contributions and how much those contributions might be. The reply was that there was no set frequency but that libraries had been donating something. The total annual cost of Minerva's registrations is \$3276.00. Mr. Dillie checked with the other libraries in the county and found that some had been providing substantial using funds from their Friends groups, or targeted donations directly from patrons. Others had send aside a fixed amount of money. During general discussion someone suggested earmarking a portion of the book sale proceeds for this program. Mr. Dillie said that would be easy to do, and that the Spring and Fall book sales usually bring in between \$1000 and \$1200 each. Mr. Rutledge mentioned that Minerva Rotary has a long-standing commitment to supporting activities to promote literacy and has made donations of various kinds to Minerva Local Schools over the years. He suggested that Rotary might be interested in supporting DPILO and that he would talk to the chapter President about the idea.

Library Service During Pandemic Update—Mr. Dillie reported that the library continues to distribute the at-home COVID test kits provided by the Ohio Dept. of Health. Demand is stead but not overwhelming.

Fiscal Officer's Report

Ms. Repella moved to **Accept** the monthly financial reports for December, 2022, January, 2023, and the Fiscal Officer's monthly report. Mr. Rutledge. Motion carried unanimously. Ms. Husted presented her monthly report of activities [Attachment A].

PLF Distribution: The February PLF distribution is \$79,560 which is \$5,061 or 6% more than the \$74,499 received in February last year. The overall PLF receipts are running a little behind the July, 2022 estimate but well ahead of the revised, lower, December, 2022 estimate.

2022 Year End Position

General Fund (carryover)	\$342,792
Capital Projects	\$589,147

Mr. Dillie pointed out that the library again finished the year with more carryover than the intended \$250,000 thanks to the greater than expect PLF revenue. The library transferred \$300,000 into capital in 2022, and has budgeted a transfer out of \$100,000 for 2023. The current carryover alone will cover almost the entire transfer out scheduled for this year.

2023 General Revenue Net Operating Position

Jan. Revenue =	\$70,462	Total Annual Revenue =	\$ 70,462
Jan. Expenses =	\$46,500	Total Annual Expenses =	\$ 46,500
Difference	\$23,962		\$ 23,962

General Fund Expenses as Percentage of Appropriation

2023 Appropriation	Current 2023 Expenses	As Percentage
\$914,401	\$ 46,500	5.0%

Re-certified Revenue Estimate for 2023: Mr. Dillie reported that the Stark County Auditor's Office has, for the first time, recertified the library's PLF revenue based on the newer, December, estimate from the Dept. of Taxation. The revenue certified earlier, based on the July, 2022 estimate was \$670,553, and that was the amount used in the permanent appropriation. This new certification is for \$635,549. We have not received revised certifications from Carroll or Columbiana counties. Columbiana County has at least once restated the Certificate of Resources based on the December estimate; Carroll County has said in the past, when asked, that they will not restate. The Stark County Certificate inflated the PLF revenue from "other sources" namely the other two counties, in order make the total certified revenue appropriation match Minerva's submitted budget. That's a unique solution, but not the right one. Mr. Dillie may ask the Board late this year to amend the 2023 revenue appropriation, not expenses, to reflect the new certification from Stark County.

Unique Management: Unique Management's December invoice was \$19.70 for 2 placements, and the January invoice was \$59.10 for six placements.

New Business

State Budget Update: Mr. Dillie provided an update on the State Budget process which has just started up this month. The Governor provided his Blue Book to the legislature which includes leaving the PLF at 1.7% of General Revenue rather than letting it fall back to 1.66% as stated in permanent law. His budget also includes the same funding for the DPLO as appeared in the last budget which means the state would continue to subsidize roughly half the cost of registering kids with the program. The House has started working on its budget response with the intent to pass something on to the Senate in April. It is very early days yet, but the House has already introduced HB 1, a bill to set a flat income tax in Ohio, and make numerous changes to the property tax structure. The former would affect the amount of money collected for the General Revenue fund and thus the PLF; the latter would not affect the library because we do not have a property tax levy, but it would affect many different units of local government.

This is very early days and what if any parts of HB 1 are incorporated into the budget remains to be seen.

Agreement with Search Firm: at the January meeting the Board agreed to accept the donation of services from Bradbury Miller Associates . A copy of the signed agreement for these services is included in the Board Packet. [Attachment B]

Director Search Committee: at the January meeting the Trustees authorized Mr. Bartley to appoint a three-member ad hoc committee of the Board to work with Bradbury Miller Associates on the Director Search process. Ms. Milano, Ms. Miller, and Ms. Repella will make up the Search Committee. The latter two Trustees and Mr. Dillie had a Zoom meeting with Brian Hare, the BMA consultant on 02/20 to discuss a timeline for the search. The agreed upon timeline is included in the Board Packet [Attachment C]. Mr. Dillie explained that the only time commitment for the full Board would be interviews with the final candidates on either July 12 or 13. The interviews would likely begin later in the afternoon, and would require, along with a follow-up Board discussion, perhaps four hours. Trustees agreed that those dates were acceptable, with Dr. Beard saying she would be available for activities that started in the afternoon but not in the morning.

Dr. Beard moved to **Approve Resolution 23-02-01** to authorize the ad hoc Search Committee to act for the Board of Trustees in all aspects of the search process including the selection of the final Director candidates to present to the Board. Ms. Miller seconded. Motion carried unanimously.

Director's Job Description: Mr. Dillie met with the Personnel Committee on 02/08 to discuss the Director's job description and a hiring range for the job announcement. The current job description dates to at least 2007 and possibly earlier and needs revision and updating. Mr. Dillie drafted a new job description putting it into same format as the descriptions for other library positions and stating the essential duties at a more professional level. Both the current and revised descriptions are provided. [Attachments D & E].

Ms. Miller moved to **Approve Resolution 23-02-02** to approve the updated job description for the Director as presented. Ms. Ruff seconded. Motion carried unanimously.

Hiring Range and Preferred Qualifications: as part of the job announcement BMA would like to post a hiring range. Doing so makes the job more attractive to applicants. Mr. Dillie and the Personnel Committee discussed the hiring 02/08, reviewing the current salaries of Directors of libraries of comparable budgets to Minerva. The data gathered for 42 other libraries shows little correlation between individual salaries and years of experience, education, or size of

budget. There is a ballpark range that is reasonable to advertise. The new job description approved by the Board states the educational qualifications as either the professional library degree, MLS or MLIS, or a BA with relevant education and experience. The can state a preference for hiring and Personnel Committee and Mr. Dillie recommend giving preference to candidates with the professional library degree.

Dr. Beard moved to **Approve Resolution 23-02-03:** to post the Library Director's position with a hiring range between \$55,000 and \$70,000, and to state in the job announcement that the MLS or MLIS degree is preferred. Mr. Rutledge seconded. Motion carried unanimously.

Annual Report: the draft 2022 Annual Report was included in the Board Packet [Attachment F].

Ms. Miller moved to **Approve Resolution 23-02-03:** to accept the 2022 Annual Report of the Minerva Public Library as presented. Ms. Repella seconded. Motion carried unanimously.

Ms. Ruff moved to **Approve Resolution 23-02-04:** to thank Virginia Birks for her service on the Library Board via a Resolution of Thanks and Appreciation. [Attachment G] Ms. Miller seconded. Motion carried unanimously.

Correspondence

None

Director's Report

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

January Library Statistics: In-house circulation was 17,609, 27.5% above that of last January. Total circulation was 24,213, 30.7% above that of last January. This month had the most checkouts of downloadable content ever, 2560, or 10% of total circ. Door count was 5,284, 27.7% above last January, with most of the increase coming from more class visits.

Accept Gifts—December, January

Restricted Individual Contributions to the General Fund

\$ 500.00

From Alan Moser for adult materials

Unrestricted Individual Contributions to the General Fund

\$ 491.67*

Total Restricted and Unrestricted

\$ 991.67


*Includes \$80 from Jenny and John Greco, memory of Margene Krall; \$100 from Jim and Dee Arnold in memory of Ruth Salzar; and \$100 from Richard and Ann Myers for adult books.

In-kind Gifts

21 hardcovers; 3 trade
paperbacks; 5 mass
market paperbacks;
5 DVDs

Ms. Repella moved **Adjourn** the meeting at 8:05 pm. Dr. Beard seconded.
Motion carried.

The next Regular Board Meeting will be held on March 23, 2023 at 6:30 pm in the
Community Meeting Room.


Board President


Date
