

**Minerva Public Library Board of Trustees
Minutes of the April 27, 2023 Regular Meeting**

Call to Order: Mr. Rutledge called the meeting to order at 6:30 pm in the Library's Community Meeting Room

Attendance: Library Trustees Casey Milano, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Heather Husted.

Adjustments to the Agenda: none

Public Participation: none

Ms. Repella moved to **Approve** the minutes of the March 23, 2023 Regular Board Meeting as presented. Ms. Milano seconded. Motion carried unanimously.

Ongoing Business

Dolly Parton Imagination Library of Ohio Update: Mr. Dillie reported that the Minerva service area has 252 kids registered with DPILO; that number has been pretty consistent for months now. Stark Library is organizing another "Touch a Truck" fundraiser for DPILO in the county which is scheduled for a Saturday in June at the Central Catholic High School parking lot.

Director Search Update: the job announcement was posted on the BMA website last week and is being rolled out on the various library job sites. BMA consultants will start direct recruiting for the position. Massillon completed its search and hired one of the internal candidates. Ms. Miller asked what the salary was and Mr. Dillie said the hiring range was \$90-100,000, and the new Director was hired at \$95,000.

State Budget Update: Mr. Dillie reported that the House has passed its budget bill with the PLF set at 1.7% of general revenue, but with income tax reductions that will reduce overall revenue and thus the PLF. OLC staff have testified several times regarding the budget and asked in the event there are cuts to general revenue that the PLF be adjusted to make up for the loss. The Senate is working on its budget bill response now.

Fiscal Officer's Report

Ms. Miller moved to **Accept** the Monthly financial report for March, 2023, and the Fiscal Officer's Report for April. Ms. Ruff seconded. Motion carried unanimously.

CDs: Ms. Husted reported that two the three CDs the library has out now have come due this week. Since the interest rates now are over 4% it would be a good time to renew these CDs at the higher rate.

Ms. Repella moved to **Approve Resolution 23-04-01** to renew the two CDs at Consumers for 11 months taking advantage of the higher interest rates. Ms. Milano seconded. Motion carried unanimously.

Sweep Account: Ms. Husted discussed with a banker at Consumers the idea of opening a sweep account to earn a bit more interest on the library's deposits. Consumers recommended instead converting the library's savings account to a money market account which would earn even more interest than a sweep account. The Board was in agreement that this seems a sensible idea.

Ms. Ruff moved to **Approve Resolution 23-04-02** to close the library's savings account at Consumers Bank and open a money market account instead. Ms. Miller seconded. Motion carried unanimously.

Chase Bank Accounts: Ms. Husted recommends closing the two Chase Bank accounts since there is no longer a local branch and the library has accounts with two banks in Minerva now. Mr. Rutledge pointed out that concentrating the library's money also puts the accounts over the FDIC insurance limit. Ms. Husted said that Consumers told her that in order to become authorized to accept Ohio government deposits, the bank must guarantee government accounts such as the library's above the FDIC amount. Consumers currently has the library insured at \$1,000,000. Ohio has a formula it requires banks to follow to come up with the insured amount for government entities. Once we move the money from Chase to Consumers, we would assume that insured amount would increase above 1 million.

Ms. Milano moved to **Approve Resolution 23-04-03** to close the checking and savings accounts at Chase Bank and redistribute that money among the library accounts at Consumers and Huntington. Ms. Repella seconded. Motion carried unanimously.

PLF Distribution: The April PLF distribution is \$55,085 which is just over the \$54,707 received in April last year. The PLF is running behind the July, 2022 estimate for this year, and running ahead of the lower December, 2022 estimate. So far this year the library has received \$262,932 compared to the \$251,822 received in the first four months of 2022.

2023 General Revenue Net Operating Position

Mar. Revenue =	\$62,883	Total Annual Revenue =	\$ 211,596
Mar. Expenses =	<u>\$59,704</u>	Total Annual Expenses =	<u>\$ 169,872</u>
Difference	\$ 3,179		\$ 41,472

General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 169,872	18.6%

*Includes \$100,000 transfer out to Capital

Unique Management: Unique Management's February invoice was \$68.95 for seven placements.

New Business

Cafeteria Plan Update: Section 125 of the Internal Revenue Code allows employees to pay for certain benefits pre-tax through payroll deduction. The Board does need to authorize including specific benefits in the plan. While the Board had authorized including the medical insurance in the Cafeteria Plan years ago, it was not asked to include either the supplemental insurance or the flexible spending account when those benefits were first offered to staff. The library does not subsidize the latter two benefits, but does allow employees to pay for them with payroll deduction.

Ms. Ruff moved to **Approve Resolution 23-04-04** to authorize supplemental insurance provided by Allstate through BOST Benefits and the Flexible Spending Account to be offered to employees through the library's Section 125 plan which allows employees to pay for or contribute to these benefits through pre-tax payroll deduction. The library does not fund or supplement payment of either of these benefits. Ms. Miller seconded. Motion carried unanimously.

Public Service Policies Update: the library's Public Service Policies were fully revised in 2008 and then approved by the Board in 2008. While individual policies have been revised since then, the policy set as a whole has been reviewed. Mr. Dillie has updated the policies to include all the revisions since 2008, and replaced the *Materials Selection Policy* from 2008 with the revised policy approved by the Board at its April, 2022 Board Meeting. The marked-up draft is included in the Board packet for discussion. Mr. Dillie explained that there were minimal changes to the policies—mostly deleting practices the library has given up such as overdue fines, charging for replacement library cards, limiting checkouts for new patrons, charging for various kinds of damages to materials, etc.

Ms. Milano moved to **Approve Resolution 23-04-05** to approve the updated Public Service Policies as presented. Ms. Repella seconded. Motion carried unanimously.

Landscape Contractor: Down to Earth Landscaping has worked for the library for a number of years, and has proved a reliable and efficient contractor. The company charges by the service and the library signs an agreement each year. A copy of the agreement is included in the Board Packet.

Ms. Repella moved to **Accept** the 2023 Landscape/Maintenance Contract with Down to Earth Lawn and Landscaping. Ms. Miller seconded. Motion carried unanimously.

Patron Activity Summary: included in the Board Packet is a summary of door counts, circulation, and public PC usage from 2006-2022 for information and discussion. There was general discussion of the table of statistics. Mr. Dillie pointed out that although there had been a general decline in door counts, pre-pandemic the annual totals were still within the same general range the library had seen for decades. Circulation of materials at the desks has dropped steadily, with the loss made up only in part by a steady increase in downloadable content circulation. Mr. Rutledge asked whether the decline in computer use was due to pretty much everyone having smart phone. Mr. Dillie said that the use of library computers for entertainment purposes had dropped off dramatically since most patrons used their own devices for that purpose. But patrons still need productivity software and it is easier complete applications, fill out forms etc. on a desktop than on a phone or tablet.

Summer Hours: when the library re-opened to the public in June, 2020 following the COVID lockdown, the open hours on Saturday were set at 10:00 to 2:00, which remained the schedule until August, 2022. For this school year the library has been open 10:00-5:00 on Saturdays with no appreciable increase in traffic. It seems reasonable to resume shortened Saturday hours, at least for the summer. Mr. Dillie noted that many libraries shorten their weekend hours during the summer, and that traffic later on Saturday afternoons has not increased at all during this school year.

Ms. Ruff moved to **Approve Resolution 23-04-06:** to set 10:00 am to 2:00 pm as the open hours for Saturday beginning May 27, 2023, and continuing through September 2, 2023. Ms. Milano seconded. Motion carried unanimously.

Conflict of Interest?: Ms. Miller asked whether Mr. Rutledge should have abstained from voting last month on Resolution 23-03-04 to accept the donation of the Bill Powell sculpture from the Minerva Area Arts Council since he is a member of the Arts Council Board and has an interest in this question apart from his role as Library Trustee. And if he should have abstained from voting, what is

now the status of that vote. Mr. Rutledge said he had asked for advice from a retired local attorney who thought there was no conflict because there was no personal or financial benefit to Mr. Rutledge. The Trustees instructed Mr. Dillie to request an opinion on this question from the Stark County Prosecutor's Office.

Correspondence

None

Director's Report

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

March Library Statistics: In-house circulation was 18,339, 13.6% above that of last March; all of that increase came from increased renewals. Total circulation was 25,029, 19.4% above March last year. Door count was 5,940, 8% below last March. For the first quarter of the year the count is 10% above first quarter 2022, but is 37% less than first quarter 2019.

Acknowledge Gifts—March

Restricted Individual Contributions to the General Fund

\$ 00.00

Unrestricted Individual Contributions to the General Fund

\$ 782.00*

Total Restricted and Unrestricted

\$ 782.00

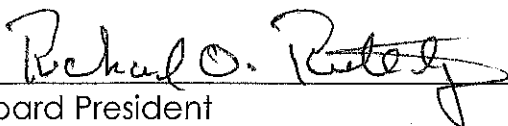
*Includes \$100 from Peg Paumier. \$575 in total from Jennifer Beard, Michael and Lisa Bowman, Bonnie Cady, Susan and Jim Crawford, Diane Evans, Melvin Hafner, Bob and Ruth Kirkman, Millbrook UMC, in memory of Linda Clark.

In-kind Gifts

9 hardcovers; 16 trade
paperbacks; 2 mass market
paperbacks; 5 DVDs

Ms. Repla moved to **Adjourn** the meeting at 7:40 pm. Ms. Miler seconded.

The next Regular Board Meeting will be held on May 25, 2023 at 6:30 pm in the Community Meeting Room.


Board President

6/29/23
Date