

**Minerva Public Library Board of Trustees  
Minutes of the June 29, 2023 Regular Meeting  
June 29, 6:30 pm in the Library Community Meeting Room**

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

**Note:** the original scheduled meeting date was June 22, 2023; due to lack of a quorum, this regular meeting was rescheduled for June 29.

**Attendance:** Trustees Roger Bartley, Jennifer Beard, Casey Milano, Becky Miller, Sarah Repella, Diane Ruff, and Dick Rutledge; Library Director, Tom Dillie, Fiscal Officer, Heather Husted.

**Adjustments to the Agenda:** Mr. Dillie noted that there would be discussion and resolutions regarding the interviews with the final candidates for the Director position.

**Public Participation:** none

**Minutes:** Dr. Beard moved to Approve minutes of the May 25, 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 there are 252 kids from the library's service area registered for the program; registrations have stayed near that number for months now. Just under 56% of the eligible kids in the county are now registered with the program. The state supplement for the program registration fee continues in the new budget, so the program continues to be affordable for small libraries. Stark Library sponsored a "Touch a Truck" fundraiser on June 10 that was quite successful.

**State Budget Update:** Mr. Dillie reported that as of this morning most of the differences between the House and Senate budget proposals have been resolved in Conference Committee. The PLF remains set at 1.7% of General Revenue and this would be a change to permanent law which now provides 1.66% of GRF to fund the PLF. Because of the tax reductions and other revenue changes proposed in the budget, OLC is urging the legislature to increase the PLF to 1.74% to make up for the estimated reduction in overall revenue.

**Director Search Update:** the Search Committee--Ms. Milano, Ms. Miller, and Ms. Repella--reported on the search for the next Library Director. The library received eight applications, the Committee selected four candidates for initial

interviews, which were conducted on June 28. They then selected three candidates to invite to the library for final, in-person interviews on July 13. Ms. Miller and Mr. Dillie then met with Brian Hare from BMA to discuss the schedule for the interview day. There will be an opportunity for each candidate to meet with the staff that morning, as well as get a building tour and meet with Mr. Dillie and Ms. Husted; Denise Freeland the Director of the Chamber Commerce will give each candidate a brief tour of the community. Each candidate will then interview with the Board beginning at 2:00. Board discussions will follow the interviews.

**Fiscal Officer's Report**

Ms. Ruff moved to **Accept** the Monthly financial reports for May, 2023, and the monthly Fiscal Officer's Report which are included in the Board Packet. Ms. Repella seconded. Motion carried unanimously.

**Current Revenue**

**PLF Distribution:** The June PLF distribution is \$80,538 which is 9% more than the unusually high distribution of \$73,659 received in June last year. This month's state PLF receipts are 6.7% above the December, 2022 estimate. The Dept. of Taxation had said that it expected May's receipts to recover the shortfall in April's revenue, and that prediction has proved correct. For the state fiscal year which ends June 30 revenues are still head of estimates.

**2023 General Revenue Net Operating Position**

May Revenue =	\$82,815	Total Annual Revenue =	\$ 351,208
May Expenses =	<u>\$72,372</u>	Total Annual Expenses =	<u>\$ 305,643</u>
Difference	\$10,443		\$ 45,565

**General Fund Expenses as Percentage of Appropriation**

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 306,643	33%

\*Includes \$100,000 transfer out to Capital

**New Business**

**Health Insurance Premium Increase:** SCOG has provided the premium rates for the 2023-24 insurance year which will begin on July 1. As discussed at last month's meeting, these rates mark the second year of substantial increases. Mr. Dillie did not recommend an increase at this time in the amount the library pays to subsidize the employees' premiums. He suggested that during the next

budget cycle or the next round of premium increases, the next Director and the Board may want to review the options for sharing the cost of premiums between the library and the employees. SCOG is providing one premium holiday month in the 2023-2024 insurance year. The library has usually scheduled those holiday months for months which include three library payrolls; the savings on the premium helps offset the expense of the additional payroll in that month.

Ms. Repella moved to **Approve Resolution 23-06-01**: to accept the health insurance rates of \$956.87 for single coverage and \$2,324.47 for family coverage for the July 1, 2023 to June 30, 2024 insurance year. Ms. Miller seconded. Motion carried unanimously.

Ms. Milano moved to **Approve Resolution 23-06-02**: to set November, 2023 as the premium health insurance holiday month. Ms. Repella seconded. Motion carried unanimously.

**Updated Library Substitute Job Description**: we had hoped to hire someone to work just a substitute; that plan fell through. However, the job description for that position needs some minor updates and we can just as well take care of it now. The job requirements are the same as those in the current Library Associate I job description, except the Substitute position is specifically described as occasional work and scheduled only as needed. A copy is included in the Board Packet.

Ms. Repella moved to **Approve Resolution 23-06-03**: to approve the Library Associate I—Substitute job description as presented. Ms. Miller seconded. Motion carried unanimously.

**Standard Plumbing HVAC Maintenance**: now that Standard has tried to address the problem of the much higher electricity and gas usage that began last September, we can renew the quarterly maintenance agreement. It now includes air filters in the price. Previously the library had purchased air filters for techs to install. It's easier just to have Standard bring the supplies with them. The quarterly maintenance had not increased for the three years the library has worked with Standard, and this increase is nominal.

Mr. Rutledge moved to **Accept** the Standard Plumbing and Heating quarterly maintenance agreement at an annual cost of \$6,830.00. Dr. Beard seconded. Motion carried unanimously.

**Restricted Fund Investment**: the library received a large bequest from the estate of Herb Eglie in 2022 which the Board placing in a restricted Capital Fund with the intention to use it as part of a future remodel or renovation. Since the money is not needed soon, and interest rates are now better than they have been in years, it would be prudent to invest that fund. The interest earned

would be added into the Eglie Fund to increase its value. Mr. Dillie noted that Herb Eglie was a savvy investor (hence the generous gift to the library) and would have appreciated the effort to maximize the value of his donation.

Ms. Milano moved to **Approve Resolution 23-06-04**: Approve investing \$75,013.46 from the Eglie Fund to purchase an 11-month term CD from Huntington Bank at the current rate. The interest from this investment will be considered non-pooled to the Eglie Fund within the Capital Projects Fund. Ms. Miller seconded. Motion carried unanimously.

**Special Board Meeting**: the Board will meet on July 13 to conduct final interviews with candidates for the Library Director position. This is a public meeting but the interviews will take place in Executive Session. Staff will have the opportunity to meet with each candidate that morning and provide feedback to the Board.

Dr. Beard moved to **Approve Resolution 23-06-5**: to call a Special Board Meeting on Thursday, July 13, at 2:00 pm in the Community Meeting Room for the purpose of interview candidates for the Library Director position. Ms. Repella seconded. Motion carried unanimously.

Mr. Rutledge moved to delay opening the library until noon on July 13 in order to provide all staff with time to meet with each candidate for the Director position. Ms. Miller seconded. Motion carried unanimously.

**Reimbursement for Travel and Lodging**: two of three candidates will need to travel to the area Wednesday in order to arrive at the library Thursday morning, and the library should reimburse them for lodging costs. All three candidates will also be reimbursed for mileage. The Travel and Meeting fund account needs additional money to cover these costs and to cover mileage and meeting reimbursement for staff for the remainder of the year.

Dr. Beard moved to **Approve Resolution 23-06-06**: to transfer \$1,000.00 from the Contingencies Fund (1000-930-930-0000) to the Travel and Meeting Fund (1000-230-312-000). Ms. Ruff seconded. Motion carried unanimously.

**Update to Mileage Reimbursement**: library policy states that the Board determines the mileage reimbursement rate. The rate stated on the form that staff use to ask for mileage reimbursement now sets that rate at 40 cents per mile, which suggests that it has not been changed for some time. Mr. Dillie proposed that the library use the current IRS mileage rate for business travel; that rate varies periodically and changes are posted by the IRS.

Ms. Miller moved to **Approve Resolution 23-06-07** to maintain the library's mileage reimbursement rate at the current IRS business mileage reimbursement rate. Ms. Milano 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.

**May Library Statistics:** In-house circulation was 15,458, 15.9% above that of last May; all of that came from increased renewals. Total circulation was 23,280, 20% above May last year. Door count was 6,146, 44% above last May. May had the second highest Ohio Digital Library circ ever, and second highest Hoopla circ as well.

**Acknowledge Gifts—May**

**Unrestricted Individual Contributions to the General Fund**

	\$ 1,570.00 *
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Total Restricted and Unrestricted	\$ 1,570.00

\*Includes \$190.00 from the New Albany Walking Club in memory of Freda E. Hudson; and \$988 from the spring book sale.

**In-kind Gifts**

Anonymous	7 hardcover; 4 trade paperbacks; 2 mass market DVD
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Ms. Milano moved to **Adjourn** the meeting at 7:40. Ms. Ruff seconded.

The Board will hold a Special Meeting at 2:00 pm on July 13, 2023 in the Community Meeting Room.

The next Regular Board Meeting will be held on July 27, 2023 at 6:30 pm in the Community Meeting Room.

  
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 Board President

7/27/23  
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 Date