

**Minerva Public Library Board of Trustees
Minutes of the July, 2021 Regular Meeting
July 22, 6:30 pm in the library Board Room**

Call to Order: Mr. Bartley called the meeting to order at 6:35.

Attendance: Trustees Roger Bartley, Virginia Birks, Becky Miller, Sarah Repella, Dick Rutledge; Library Director Tom Dillie.

Approve Agenda: Mr. Bartley wished to add a discussion of the Fiscal Officer's job performance since the last Board Meeting. Mr. Dillie had information about a SEO service the library plans to add to discuss under New Business. Ms. Birks moved to approve the agenda as adjusted and approve the consent calendar as presented. Ms. Repella seconded. Motion was approved unanimously.

Public Participation: none

Minutes: Approve minutes of the June 22, 2021 Regular Board Meeting. Accept minutes of the June 29, 2021 Finance Committee Meeting.

Ongoing Business

Mr. Dillie provided updates on the following topics.

Ohio Governor's Imagination Library Update: As of the end of June, 196 out of 294 eligible children, 67%, are registered with the Imagination Library. That's a better registration rate than any other library district in Stark County.

Library Service During Pandemic Update: patron traffic remains lower than it was before the pandemic. Mr. Dillie plans to restore staff to full hours of work on August 23; however, the hours open will remain at the current reduced schedule. The very little traffic in the two evenings the library is open is no argument for adding two more open evenings. And the low traffic after lunch time on Saturday is no case for returning that day to a 10-5 schedule.

Ohio Biennial Budget: The new biennium budget does maintain the PLF at 1.7% of General Revenue. It does not include continuing authorization for public Boards to act in virtual meetings. Boards may certainly offer virtual access to their meetings, but Board members may only observe if they attend virtually. The Library Fiscal Officer or Director may attend virtually and participate as usual because they are not members of the Board.

Air Conditioning Update: the AC was out from June 19 to June 29. Fortunately the weather was mild much of that period; however, the temperature did get up to 80 upstairs on June 21 and 28, so the library closed at noon both days. Since the service call on the 29th, the air conditioning has been working well.

Fiscal Officer's Report

Fiscal Officer Davies submitted a written report (Attachment A) the afternoon of this Board meeting, but did not attend. The information in the report was discussed by the Trustees. However, because no supporting financial information was provided, the Trustees chose not to accept the Fiscal Officer's report this month. Christina has been coming into to the library to work and has worked with the UAN Visiting Clerk authorized at last month's Board meeting, and Mr. Dillie and Mr. Bartley had a phone conversation with that consultant just before this evening's meeting. The consultant described some of the problems she had helped Christina solve and expressed confidence that Christina is able to complete the work. General discussion among the Trustees concerned the lack of financial reports, and the delay in closing months. While the surprising increase in PLF revenue makes us confident that current revenue is well ahead of expenses, the Director and Board are in the dark as to the status of individual fund accounts.

PLF Distribution: The July 2021 PLF receipts are \$78,370, 22% more than the \$64,025 received in June, 2020. The Stark County Auditor's Office issued a new PLF distribution estimate for 2021 following the new revision of the Ohio Dept. of Taxation estimate for this year and including the actual receipts for the January through June. Minerva's new 2021 estimate for PLF receipts for Stark County is \$582,613, a 23% increase over the \$473,640 original estimate that was used for this year's budget.

New Business

Landscaping Project: Mr. Dillie shared with the Board a photo of the proposed fountain for the patio area and the price quote from Down to Earth Landscaping. Trustees liked the look of fountain, but Ms. Miller raised the question of whether the patio is used by anyone. Its location at the far end of the building is not easily accessible, and the library does not use it for programs. Ms. Miller suggested that reorienting the library's entrance to face that way, and swapping parking lots with the elementary school is worth thinking about. There was general discussion among the Trustees about this idea, which would require reorganizing the main floor. For the immediate future, Mr. Dillie suggest having the landscapers remove the waterfall feature and reduce the size of the landscape beds without installing a fountain. There was general agreement to proceed that way.

Library Staffing Update: As mentioned earlier in the meeting, the library staff will return to full hours of work on August 23, and thus the Sharedwork program will be suspended. This year's budget included two of the three part-time positions

open at the end of 2020. Those positions remain unfilled. The return to full staffing should provide enough hours of work to manage any increase in traffic once school starts. However, it would be helpful to have another substitute or two who could work during the day.

Chase Bank Account: The library now has its savings and checking accounts and one CD with Chase Bank. Chase will close its Minerva Branch in October. Mr. Dillie said that he thought it was important to have the accounts in town which means moving them to Consumers Bank and Huntington; CDs could be maintained online with Chase. Mr. Rutledge inquired whether the Credit Union would be an option for library accounts. The Fiscal Officer will look into that.

Correspondence

None this month.

Director's Report

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

Library Statistics: Since the library building was closed last year until June 16, comparing 2020 to 2021 would not be useful. In comparison to June, 2019, last month's door count was 58%, a much better percentage than we have seen for months. In-house circ was 77% of 2019's, and total circ was 76%--very consistent with the trend so far this year.

Acknowledge Gifts

Information on monetary gifts was unavailable for this meeting

In-kind Gifts June

Anonymous

4 trade paperbacks; 2 mass market paper back

Adjourn: the meeting adjourned at 8:00.

The next Regular Board Meeting will be held on August 26, 2021 at 6:30 pm in the library Board Room.

Board President

Date

Attachment A—Minutes of the July 22, 2021 MPL Board Meeting

July 22, 2021
Minerva Public Library

Fiscal Officers Report

Fiscal Officer received the note from the Finance Committee and has been working to catch up after the error in April. The April error and adjustment to correct was made today. The data entry will be done next week to enter the accounts payable for May and June. That is the reason the financials are not in your packet.

1. The letter dated 6/24/2021 all items have been addressed. I still have boxed files at home to bring in. A letter from my primary care physician is in the mailbox of the library director.
2. Mary Ellen Gooding, UAN clerk, contract service, I had a phone call this am from 9-11 am. We fixed the mistake and discussed a list of things that will need to be updated in August. She stated she is writing a full report to Mr. Dillie
3. Christina moved back to the library July 12, 2021

Financials

All bills are paid to date. Chase has our checking, savings and a CD = \$493,907.09. Consumers has \$228,473.32 in CD's as of today. (Copy of bank statements enclosed).

All taxes were paid for Sales and Use Tax, PR taxes etc. The library had received a notice the Department of Taxation had not received the sales tax for 7/1/20-12/31/20. They billed us \$2987.78 and we owed only \$2.39. I appealed the claim with the proof of documentation and won. The Sales and Use Tax for 1/1/21-06/30/21 has been submitted and processed.

Shared Work, I have had no issues with the last 3 weeks submitting. I have heard no complaints from the staff.

The Bureau of Workman's Comp fell out of the prime premium rate, it was my error I missed putting in the Annual Payroll number for 2020. This has been fixed, our new Comp Management is Sedgwick Claims Management Center. We have a cheaper rate.

The 80,000.00 transfer from last months meeting was added to the budget, transferred into capital and the PO's were issued. The amended appropriation was sent to our three counties.

New Business:

Chase Bank our local bank is closing the Minerva Branch this fall. I will be closing our PO Box next week. I have reached out to Dick, Roger and Tom about

moving the funds to Consumers National Bank. I will bring the recommendation to the board next month.

Based upon review with Mary Ellen Gooding today, we will be working together again in August. I have a list to work on but my main priority is to get the data put in, balanced and closed May-July before I begin the process.

Personal:

I am sorry I am not with you, I thought yesterday was Thursday and made a commitment to keep my granddaughter tonight thru Sunday.

Respectfully

Christina