

**Minerva Public Library Board of Trustees
Minutes of the August, 2021 Regular Meeting
August 26, 6:30 pm in the Community Meeting Room**

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

Attendance: Trustees Roger Bartley, Virginia Birks, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: none

Public Participation: none

Ms Repella moved **to Approve the Minutes** of the July 22, 2021 Regular Board Meeting. Ms. Birks seconded. Motion carried unanimously.

Ongoing Business

Mr. Dillie will provided updates on the following topics.

Ohio Governor's Imagination Library Update: the number of registered kids is 198 out of 294, or 67%. Minerva continues to lead the other library districts in the percentage of eligible children registered in the program.

Library Service During Pandemic Update: the library is not requiring visitors or staff to wear masks. Some staff have chosen to do so. Mr. Dillie has shared with staff information from the CDC about the current transmission COVID rate and mask recommendations and the updated quarantine guidelines. Staff were reminded that the Board approved extending through the end of this year the additional COVID-related sick leave required by federal order in 2020. Over the past couple of weeks there has been a surge in patron demand for the rapid at-home COVID tests provided by the Ohio Dept. of Insurance. Mr. Dillie ordered more, and so far the library has distributed 120 or test kits.

Air Conditioning Update: AC went out following a power outage on the 08/12; tech from Standard was out on the 08/12 and got it started again. Another compressor has died, leaving two usable compressors in one unit and one compressor in the other. AC was out again on the 08/14 and Standard was able to remotely start it again the morning of the 18th. Standard ordered the replacement condensers six weeks ago, and they have still not arrived in Canton. The AC was out again Monday morning 08/23 and was restarted for Tuesday. The library closed at 1:00 on Monday because of the heat.

Fiscal Officer's Report

Ms. Davies reported that she had closed the months of May, June, and July and completed the financial reports which are included in the packet. The library is doing very well when comparing current revenue to current expenses and should be able to manage another transfer out to Capital before the end of the year.

Ms Ruff **moved to Accept** the Fiscal Officer's Report. Ms. Miller seconded. Motion carried unanimously.

PLF Distribution: The August 2021 PLF receipts are \$57,256, 18% less than the \$70,084 received in August, 2020. However, last year's receipts were inflated because of the delay in the income tax collection. This month's distribution is almost 13% above the December 2020 estimate

2021 General Revenue Net Operating Position

May Revenue =	\$66,911	Total Year-to-Date Revenue =	\$303,225
May Expenses =	\$39,723	Total Year-to-Date Expenses =	\$320,937*
Difference	\$27,188		-\$ 17,712

June Revenue =	\$85,597	Total Year-to-Date Revenue =	\$388,821
June Expenses =	\$66,828	Total Year-to-Date Expenses =	\$467,765**
Difference	\$18,769		-\$ 78,944

July Revenue =	\$80,077	Total Year-to-Date Revenue =	\$468,899
July Expenses =	\$38,511	Total Year-to-Date Expenses =	\$506,276**
Difference	\$41,566		-\$ 37,377

Operating Expenses as Percentage of Appropriation as of July 31

<u>2021 Appropriation*</u>	<u>Current 2021 Expenses**</u>	<u>As Percentage</u>
\$813,910	\$606,276	66%

*includes \$100,000 total transfer out to Capital

**includes \$180,000 total transfer out to Capital

Chase Bank Account: Ms. Davies reported that the Minerva Credit Union is not registered with the State of Ohio to take public deposits, so once Chase closes its local branch, there will be two Minerva banking choices: Consumers and Huntington. Ms. Davies recommended opening a checking account at Huntington to handle the library's cash deposits. The Chase checking account could be maintained to handle most transactions since the library receives most of its PLF money electronically, and makes almost all its payments online as well. There was general discussion about the advantage of having a local checking account to handle actual cash, and a consensus the library wants to do

physical deposits in town, but certainly could keep the main checking at Chase for the majority of its business. Fiscal Officer Davies will present a formal proposal to the Board for any changes to the library's accounts at the next Regular Board meeting.

New Business

Executive Session: at 7:15 pm Ms. Miller moved that the Board enter Executive Session to discuss the job performance of a library employee. Ms. Birks seconded. Ms. Davies was excused from the meeting. Mr. Dillie conducted the roll call vote.

Roll Call: Bartley aye, Birks aye, Miller aye, Repella aye, Ruff aye, Rutledge aye.

Ms. Davies was invited to the Executive at 7:40 and Mr. Dillie was excused.

Mr. Rutledge to return to regular meeting at 7:50 pm. Ms. Ruff seconded. Mr. Dillie rejoined the meeting.

Correspondence

None this month.

Director's Report

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

Library Statistics: July door count was 3159, 32% higher than July last year. But 43% less than July, 2019. July checkouts were 8.5% above last year's, and renewals were up 4.8%. In-house circ was up 6.6% which included the largest number of Hoopla checkouts ever at 775. Total circ was up 11% and was 67% of July, 2019 total circ.

Acknowledge Gifts

Restricted Business Contributions to the General Fund	\$1675.00
Received this year in support of summer reading	

Restricted Individual Contributions to the General Fund	\$ 00.00
----------------------------------------------------------------	-----------------

Unrestricted Individual Contributions to the General Fund	\$ 680.16
Received in May, June, and July	

Includes: \$120 from Richard Myers for adult books; \$50 from Karla Bolanz for youth programs; \$100 from Chris and Dave Mikes for audio books in memory of Kay Hannah; \$100 from Jean Culp for adult books; and \$218.80 from JDZ sales for the sale of library discards.

In-kind Gifts July

Anonymous

2 hardcovers; 4 trade
paperbacks; 4 mass market
paper backs; 30 DVDs; 1
videogame

Adjourn: Ms. Miller moved to adjourn the meeting at 8:05 pm. Ms. Repella seconded.

The next Regular Board Meeting will be held on September 23, 2021 at 6:30 pm in the library's Community Meeting Room.

Board President

Date