

Minerva Public Library Board of Trustees
Minutes of the September 23 , 2021 Regular Meeting
September 23, 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, Diane Ruff, Dick Rutledge; Library Director Tom Dillie. Absent: Trustees Jennifer Beard, Becky Miller, Sarah Repella; Fiscal Officer Christina Davies.

Adjustments to the Agenda: none

Public Participation: none

Minutes: Ms. Birks **moved to Approve** the minutes of the August 26, 2021 Regular Board Meeting. Ms. Ruff seconded. Motion carried unanimously.

Ongoing Business

Mr. Dillie provided updates on the following topics.

Ohio Governor's Imagination Library Update: new registrations from the Minerva service area have stalled over the summer and total registration is just under 68% of eligible kids in our area. That's still well ahead of the other library districts in the county. The county-wide registration total is just under 38% of eligible children.

Library Service During Pandemic Update: traffic continues to be very slow at the library. There has been a big surge in demand for rapid COVID tests. The library has distributed these test kits since the spring, but in the past few weeks demand has taken off. At the time of this meeting, the library has distributed over 700 kits, most of that in the last few weeks. Mr. Dillie has ordered another 1000 kits from the Ohio Dept. of Health. These kits are provided free by the State to public libraries for distribution.

Air Conditioning Update: Standard Plumbing has the condenser units on hand and planned to start installation this week. However, the rain the past two days seems to have delayed their work.

Fiscal Officer's Report

Accept Financial Documents: Mr. Rutledge moved to accept the August finance reports. Ms. Ruff seconded. Motion carried unanimously.

In the absence of the Fiscal Officer and with no submitted report, the Trustees did not move to accept a Fiscal Officer Report for September.

Mr. Dillie reported on the PLF distribution.

PLF Distribution: The September 2021 PLF receipts are \$67,783, 4% more than the \$64,956 received in September, 2020. PLF Receipts for the first three quarters of this year total \$582,848 which is 94% of the December 2020 estimate of \$614,629 for this year's PLF. The Ohio Department of Taxation issued a revised 2021 PLF estimate in July, taking into account the first six months of actual distribution and making a new estimate for July-August 2021. Under this new estimate, the library's total receipts for 2021 will be \$760,952.

2022 PLF Distribution: The Dept of Taxation has issued its first estimate for 2022. Minerva's PLF is estimated at \$737,953. The Carroll County Budget Commission has issued the library a certificate of resources for next year that is 15% of the county's PLF estimate, as expected. The Dept. of Taxation will issue a revised 2022 estimate in December. However, the County Auditors' offices will certify the library's 2022 distribution based on this July's estimate, and that is the revenue estimate the library will use for budgeting.

2021 General Revenue Net Operating Position

August Revenue =	\$58,743	Total Year-to-Date Revenue =	\$527,642
August Expenses =	\$47,023	Total Year-to-Date Expenses =	\$553,299**
Difference	\$22,720		-\$ 25,657

General Fund Expenses as Percentage of Appropriation on August 31

<u>2021 Appropriation**</u>	<u>Current 2021 Expenses**</u>	<u>As Percentage</u>
\$893,911	\$553,300	61%

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

Operating Expenses Only as Percentage of Operating Appropriation

<u>2021 Appropriation</u>	<u>Current 2021 Expenses</u>	<u>As Percentage</u>
\$713,911	\$373,300	52%

Chase Bank Account: the local Chase Bank branch will remain open until December.

New Business

Executive Session: At 7:00 pm Ms. Birks moved to enter Executive Session to discuss the job performance of the Fiscal Officer. Mr. Rutledge seconded. Mr. Dillie called the roll.

Roll Call: Mr. Bartley yes__Ms. Birks yes__Ms Ruff yes __ Mr. Rutledge yes __

At 7:40 pm Mr. Rutledge moved to return to regular session. Ms. Ruff seconded.

Trustee Terms Ending: the seven-year Board terms of Mr. Bartley and Mr. Rutledge end on December 31. Both Trustees said that they were not sure about another seven term. There was a general discussion among the Trustees and Mr. Dillie about a need for continuity on the Board for the next year or two. Mr. Bartley and Mr. Rutledge were both willing to request another term on the Board with understanding that neither of them would likely serve a full seven years.

Resolution 21-09-01: Ms. Ruff **moved to request** the Minerva Local Schools Board of Education reappoint Mr. Bartley and Mr. Rutledge to new terms as library Trustees to commence at the January, 2022 Library Board Meeting. Ms. Birks seconded. Motion carried unanimously .

Mr. Dillie will send a letter to Mr. Chaddock, the school superintendent requesting that the re-appointment be added to a School Board agenda in the next month.

Cash in Lieu of Health Insurance: In June, 2019, following a suggestion from library staff, the Board approved providing monthly cash payment in lieu of the health insurance subsidy for eligible employees. Since the library increased the health insurance subsidy at the June, 2021, it is appropriate to revisit the rate for the cash-in-lieu-of payment. Mr. Dillie reminded the Trustees that the payment was set at \$250 a month and library's health insurance subsidy for single coverage was \$519. Since the subsidy rate has been raised to \$619, Mr. Dillie recommended raising the monthly cash-in-lieu payment to \$300.

Resolution 21-09-02: Ms. Birks **moved to raise** the cash-in-lieu of health insurance monthly payment from \$250 and month to \$300 a month effective with the October payment. Ms. Ruff seconded. Motion carried unanimously.

Records Commission Meeting: the Board will plan to meet as the Records Commission immediately prior to the October Regular Meeting.

Correspondence

None this month.

Director's Report

Mr. Rutledge 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: August door count was 3197, 23% higher than August last year. But 52% less than August, 2019. August checkouts were 10% above last year's,

but renewals were down 9%. In-house circ was down less than 1%, and total circ was down 6.5%. Most of the latter decline is likely due to the problems with the delivery service which resulted in far fewer items than usual loaned to other libraries in August.

Acknowledge Gifts

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

Unrestricted Individual Contributions to the General Fund **\$ 259.57**

Includes \$128.95 from JDZ Sales for online sale of discards

In-kind Gifts August

Anonymous

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

Mr. Dillie mentioned that the daughters of the late Gaye Powell, who was an active library patron, have donated \$3000 in memory of their mother. Mr. Dillie has set that money aside to use in support of library programs for adults and families since Gaye was a regular attendee of library programs while she was able to do so. Since this donation was received in September, it will appear in the gift list on the Agenda for the October Meeting.

Adjourn: Ms. Ruff moved to adjourn the meeting at 7:50 pm. Ms. Birks seconded.

The next Regular Board Meeting will be held on October 28, 2021 at 6:30 pm in the library Board Room. The Board will meet as the Records Commission immediately before the Regular Board Meeting.

Board President

Date