

**Minerva Public Library Board of Trustees  
Minutes of the October 28, 2021 Regular Meeting**

**Call to Order:** Mr. Bartley called the meeting to order at 6:35 pm in the Community Meeting Room.

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

**Adjustments to the Agenda:** none

**Public Participation :** none

**Minutes:** Ms. Miller moved to the Approve minutes of the September 23, 2021 Regular Board Meeting. Ms. Birks seconded. Motion carried.

**Ongoing Business**

Mr. Dillie will provide updates on the following topics.

**Ohio Governor's Imagination Library Update:** currently 201 kids of 294 eligible are enrolled in the Imagination Library program. That is a higher percentage than any other local library district, but it has stalled at that number for several months now. Stark Library has not requested any additional funding support this year. If there is a request, the plan would be approach community organizations for support rather than use operating funds.

**Library Service During Pandemic Update:** as of this meeting, the library has distributed around 2200 at-home COVID test kits. The Ohio Dept. of Health is changing how it provide kits for distribution in part because out of the 1.7 kits handed out in September, only 117,000 or so were used for proctored test sessions. Dr. Beard mentioned that she had watched the teleconference from the ODH, and the most of the kits distributed in the future will have the same test, but will not offer the proctored option. It is likely that many people are using the tests without proctoring already. The library will continue tests under the guidelines from the ODH.

**Air Conditioning Update:** Standard Plumbing finished the air conditioner installation on October 14, with some final work completed the following week. Unfortunately, the first two weeks of October were unusually warm, and Mr. Dillie closed the library early three days during the installation when the temperature upstairs was approaching 80. This work should mean no more out of the ordinary service calls for air conditioning for some years to come.

**Financial Report**

Ms. Birks **moved to Accept** the September, 2021 financial documents. Dr. Beard seconded. Motion carried.

Mr. Rutledge **moved to Approve** the October Fiscal Officer's report. Ms. Miller seconded. After hearing the report below, the motion carried.

Ms. Davies reported that she has a meeting scheduled at the library next week with UAN Visiting Clerk Mary Ellen Gooding to talk over the questions about the accounting software. Mary Ellen has suggested that the library set up a revenue fund account specifically for the carryover at the end of the year. Mr. Dillie would also like to see about setting a contingency fund account in the expense appropriation.

Ms. Davies reported on the plans to create new accounts at both Consumers Bank and Huntington in light of Chase closing its local office. She has talked with Teresa Linder at Consumers and would like to set up a checking account there to handle the libraries small amounts of cash transactions—mostly daily receipts for printing and faxing, and donations or book sale money. She also would also like to set up a savings account at Huntington. As CDs mature, she plans to rebalance the money deposited in the various banks so that the library's accounts in any one bank don't exceed the \$250,000 insured limit. Carroll County should begin electronic deposit of the PLF, rather than paper checks, with the November distribution. Because the library receives its PLF money through electronic transfer and pays almost all its bills with bank-issued checks, we can leave the main checking account at Chase even when the local branch closes. Ms. Davies presented two resolutions.

Mr. Rutledge **moved to Approve Resolution 21-10-01**: The Board of Trustees of the Minerva Public Library authorizes the Minerva Public Library Fiscal Officer to open a savings

account for the library at Consumers National Bank, 614 E. Lincoln Way, Minerva, Ohio with an initial deposit of \$100.00. The account will be used to daily receipts. The authorized users are Roger Bartley, Board President; Dick Rutledge, Vice President; and Christina Davies, Fiscal Officer. **Ms. Miller seconded. Motion carried unanimously.**

Ms. Birks **moved to Approve Resolution 21-10-02**: The Board of Trustees of the Minerva Public Library authorizes the Minerva Public Library Fiscal Officer to open a savings account for the library at Huntington Bank, Consumers National Bank, 622 E. Lincoln Way, Minerva, Ohio with an initial deposit of \$50,000.00. The account will be used for savings. The authorized users are Roger Bartley, Board President; Dick Rutledge, Vice President; and Christina Davies, Fiscal Officer. **Dr. Beard seconded. Motion carried unanimously.**

**Additional Financial Information:**

**PLF Distribution:** The October 2021 PLF receipts are \$63,722, 14% more than the \$55,776 received in October, 2020. PLF Receipts for through October total \$646,570 which is \$31,941 over the December 2020 estimate of \$614,629 for this year's total 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 Depart of Taxation has issued its first estimate for 2022. Minerva's PLF is estimated at \$737,953. The Stark County Auditor's Office has certified the library's 2022 PLF distribution at \$568,295.

**2021 General Revenue Net Operating Position**

September Revenue	=	\$71,850	Total Year-to-Date Revenue	=	\$599,492
September Expenses	=	\$45,784	Total Year-to-Date Expenses	=	\$599,083**
Difference		\$26,066			-\$ 409

**General Fund Expenses as Percentage of Appropriation on Sept. 30**

2021 Appropriation**	Current 2021 Expenses**	As Percentage
\$893,911	\$599,083	67%

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

**Operating Expenses Only as Percentage of Operating Appropriation**

2021 Appropriation	Current 2021 Expenses	As Percentage
\$713,911	\$419,083	58%

**New Business**

Ms. Ruff **moved to enter Executive Session** to discuss the job performance of a library employee. Ms. Miller seconded.

Roll Call: Bartley \_aye \_Beard \_aye \_\_Birks \_aye \_\_Miller \_aye \_\_Repella \_aye \_\_Ruff \_aye \_\_Rutledge \_aye.

Ms. Davies was excused from the meeting. The Board entered Executive Session at 7:00 pm.

At 7:18 pm Dr. Beard moved to return to regular session. Ms. Repella seconded.

**Cleaning Service:** the library has used J&D Cleaning Service to clean library restrooms since 2019. The company has given notice to end their work here because they have not been able to find a new local worker to hire. Mr. Dillie has met with Home Cleaning Genie, a Minerva company, and wants to try them out for cleaning the restrooms.

**Ms. Repella moved to Approve Resolution 21-10-03:** to hire Home Cleaning Genie to clean the library restrooms beginning November 1, 2021, at a rate of \$377 a week. Ms. Ruff seconded. Motion carried unanimously.

**Administrator Performance Reviews:** the Board's Personnel Committee will meet prior to the November Board meeting to review the job performance of the Library Director and Fiscal Officer. Mr. Dillie will send the Committee members the evaluation documents shortly.

**Draft 2022 Budget Review:** Mr. Dillie reviewed with the Board the documents outlining a preliminary budget for next year that were included in the Board packet. As noted above, PLF receipts for this year are very good, well ahead of any of the preliminary estimates. Estimates for 2022 are also very good. Mr. Dillie reviewed the wage history for library employees and explained his reasoning for both an increase in the wage scale for each classified position and for a pay raise for all classified employees. The library is coming on target or under on this year's expenditures, and other than wages and a small increase in budget for contract services, there no major changes from this year to next in expenses. Because of the unexpected increase in PLF receipts this year, the library should finish the year with a large carryover, and Mr. Dillie recommends an equally large transfer out to Capital in 2022. Now that the HVAC work is complete, there are no large capital expected in the next year. The draft budget estimates a current revenue surplus of at least \$25,000 at the end of 2022. There was general discussion of the draft budget with Trustees in agreement that the increase in wages seemed reasonable.

### **Correspondence**

None this month.

### **Director's Report**

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

**Library Statistics:** September's door count was 3799, 29% higher than September last year. But 62% less than September, 2019. September checkouts were 4% above last year's, and renewals were up 4% as well. In-house circ was up 4,2% and total circ was down 2.3%. Most of the latter decline is likely due to the continuing problems with the delivery service, although the service certainly has improved since the summer.

**Acknowledge Gifts**

**Restricted Individual Contributions to the General Fund                    \$3000.00**

Given in memory of Gaye Powell by her daughters

**Unrestricted Individual Contributions to the General Fund                    \$ 178.95**

**In-kind Gifts September**

Anonymous

15 hardcovers; 16 trade  
paperbacks; 2 mass market  
paper backs; 3 DVDs; 1  
audiobook

**Adjourn:** Ms. Birks moved to adjourn the meeting at 8:11. Ms. Miller seconded. Motion carried.

The next Regular Board Meeting will be held on November 18, 2021 at 6:30 pm in the library Board Room.

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Board President

Date