

**Minerva Public Library Board of Trustees  
Minutes of the November 18, 2021 Regular Meeting  
November 18, 6:30 pm in the Community Meeting Room**

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

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

**Adjustments to the Agenda:** Mr. Dillie asked that the approval of the permanent appropriation be postponed until the December meeting.

**Public Participation:** none

**Minutes:** Mr. Dillie noted that the new bank account approved in 21-10-01 was a savings account rather than checking. The minutes have been corrected. Ms. Birks moved to approve minutes of the October 28, 2021 Regular Board Meeting as presented. Ms. Repella seconded. Motion carried unanimously.

**Ongoing Business**

Mr. Dillie will provide updates on the following topics.

**Ohio Governor's Imagination Library Update:** the library has about 70% of eligible kids registered still more than any other library in Stark County. Mr. Dillie was a guest, along with the other county library directors, on podcast hosted by Brock Hutchison, the Louisville Library Director. The topic was the imagination library.

**Library Service During Pandemic Update:** the library has distributed over 2800 at-home COVID test kits so far, and received another 600 this week. Demand has remained steady since school started up again, and is increasing as the holidays approach. Ms. Birks asked when the library would start doing programs again. Mr. Dillie said that outside groups were using the meeting rooms now, but he wants to wait until late winter/early spring before hosting adult library programs again.

**Financial Report**

Ms. Ruff moved to **Accept** the October, 2021 financial documents. Ms. Birks seconded. Motion carried.

**Fiscal Officer's Report:** Ms. Davies reported that the library is well ahead on revenue for the year and she is up to date with all the accounts. She met with visiting Fiscal Officer Mary Ellen Gooding on Saturday and worked through a number of questions regarding UAN and the library's financial records. Ms. Gooding recommends a different type of audit, if the contract auditor will do it, that should be cheaper than the audit the library has traditionally received. She also recommended some changes to the required end-of-year reporting. She and Ms. Davies discussed setting up the new bank accounts; managing the restricted donations from one year to the next in UAN; and how to manage the repayment of the unused COVID relief funds. Ms. Davies said she learned some new things about UAN including that it is possible try out things in UAN training mode without effecting the actual library accounts. Mr. Dillie met with them briefly at the end of the day. All in all it was a productive day.

Mr. Rutledge moved to **Approve** the November Fiscal Officer's report. Ms. Ruff seconded. Motion carried.

**Additional Financial Information:**

**PLF Distribution:** The November 2021 PLF receipts are \$63,238, 7% more than the \$58,700 received in November, 2020. PLF Receipts through November total \$709,844 which is \$95,215 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, and it seems very likely that we will meet or exceed that estimate.

**2021 General Revenue Net Operating Position**

October Revenue =	\$64,292	Total Year-to-Date Revenue =	\$655,755
October Expenses =	\$45,021	Total Year-to-Date Expenses =	\$644,105**
Difference	\$19,271		\$ 11,650

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

<u>2021 Appropriation**</u>	<u>Current 2021 Expenses**</u>	<u>As Percentage</u>
\$893,911	\$644,104	72%

\*\*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	\$464,105	65%

## **New Business**

**Executive Session:** Dr. Beard moved to enter executive session at 6:50 for discussion of the performance reviews of the Director and Fiscal Officer. Ms. Ruff seconded.

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

Mr. Dillie and Ms. Davies were excused.

Ms. Repella moved to return to end the executive session and return to regular meeting at 7:20. Ms. Ruff seconded. Motion carried.

Ms. Birks moved to **approve Resolution 21-11-01** to approve the performance evaluation of the Library Director as presented. Dr. Beard seconded. Motion carried unanimously. A signed copy of the performance evaluation is kept in the Director's personnel file.

Ms. Ruff moved to approve **Resolution 21-11-02** to approve the performance evaluation of the Library Fiscal Officer as presented. Ms. Repella seconded. Motion carried unanimously. A signed copy of the performance evaluation is kept in the Fiscal Officer's personnel file.

**COVID Relief Funds:** last year, each the library received \$25,000 from State of Ohio as part of the distribution of Federal COVID relief funds. Those funds were to assist libraries with expenses related to the pandemic, and unused funds must be now returned by the end of this year. The library used its funds for the purchase acrylic sneeze guards at the service desks; sanitizing supplies and equipment, and replacing the faucets and flush mechanisms in the public restrooms with touchless fixtures. At the beginning of this year, the 2021 appropriation a bit more money in the expense account for that relief fund. That appropriation must be adjusted before the repayment is made. Amending the appropriation requires at least five "aye" votes.

Dr. Beard moved **to approve Resolution 21-11-03:** to amend the 2021 appropriation reducing the amount appropriated to fund account 1000-990-990-2020 from \$14,000 to \$13,664.06. Ms. Repella seconded. Motion carried unanimously.

Dr. Beard moved **to approve Resolution 21-11-04:** to authorize the Fiscal Officer to repay the unused relief funds to the Ohio Office of Budget and Management in an amount estimated at \$7450.55 from fund account 1000-990-990-2020. Ms. Ruff seconded. Motion carried unanimously.

**2022 Holiday Calendar:** Mr. Dillie reported that that the library currently closes for nine paid holidays. It does not close for Martin Luther King, Jr.'s Birthday, Juneteenth, Columbus Day, or Veteran's Day. Some libraries close for all federal holidays, some close for a selection of holidays, and some also provide floating holidays for the staff. Mr. Dillie would prefer not close the building to the public any more days than we already do, but would like to provide the staff with some additional paid time off. The floating holidays proposed would provide staff in effect with two additional paid vacation days a year. To make scheduling easier, one day would be used in the first half of the year, and the other in the second half; these days would not carryover. Mr. Dillie also suggested taking the opportunity to make a couple of small changes to the Holiday Leave and Closings policies to bring them up to date. Additions and changes are noted in *Attachment A*.

Ms. Repella moved **to approve Resolution 21-11-05:** to approve as presented the addition of floating holidays to the staff benefits effective January 2, 2022, and the other changes to Sections 702 and 703 of the Employee Handbook effective immediately. Ms. Birks seconded. Motion carried unanimously.

**2021 Open Hours Adjustment:** the library is open regular hours December 27-30, 2021. In the interest of ease of scheduling, because a number of staff have requested days off that week, Mr. Dillie asked during that week only the library drop the Monday and Thursday evening hours and open 10-5 each day.

Dr. Beard moved **to approve the temporary adjustment of library open hours** from December 27-30, 2021. Ms. Repella seconded. Motion carried unanimously.

**Contingency Fund:** as we discussed last month, Mr. Dillie recommends setting a contingency fund in the expense appropriation which would allow the library to have an appropriated cash reserve fund from which money could be transferred, with Board approval, to specific accounts as needed during the budget year. This fund would allow the administrators to supply extra money directly to fund accounts that unexpectedly run short; rather than the current practice which is to hunt for surplus funds in other accounts and hope not to need those funds later. Ms. Davies said that she discussed this option with the Visiting UAN Clerk and can set up the new fund account.

Mr. Rutledge moved to approve **Resolution 21-11-06:** to authorize the Fiscal Officer to create a Contingency Fund account beginning with the 2022 Permanent Appropriation. Dr. Beard seconded. Motion carried unanimously.

**New Wage Table:** as was detailed during the budget discussions, next year's budget assumes an increase in the wage scale for all classified positions. The

proposed increases were reviewed and discussed last month, and are included again in this month's Board packet. *Attachment B*

Ms. Repella moved **to approve Resolution 21-11-07**: to approve the new wage table for classified positions as presented to take effect December 27, 2021. Ms. Ruff seconded. Motion carried unanimously.

**Wage Increase for 2022**: as was detailed during the budget discussions, next year's budget assumes a 5% raise for all classified positions. The dollar value of a raise is calculated from the midpoint of the wage range for each classified position.

Ms. Repella moved **to approve Resolution 21-11-08**: to approve a 5% raise for all classified positions to take effect with the new pay year beginning on December 27, 2021. Dr. Beard seconded. Motion carried unanimously.

Mr. Dillie informed the Board that he had recently discovered that when the wage table was last increased, at the beginning of the 2020 pay year, he gave the Fiscal Officer the incorrect hourly rate for three employees. Instead of being at the base rate of \$9.52 an hour for Library Associate I, they were paid at \$9.25. One staff member was promoted to a higher paying position in 2020. For the other two, this year's raise was added to the incorrect base rate they were paid last year, and so their hourly rate this year was also short. The total cost for the short wages for the three employees is \$1,137.39. Each of these employees will receive a check for the shortfall with the last pay check of this year. The money will come from the fund account that pays this job classification and, like all the wage accounts, this fund is well under budget because staff were on shortened hours until August this year.

### **Correspondence**

A long-time library patron has written to each of the library Trustees expressing her appreciation for the library's continued service. *Attachment C*

### **Director's Report**

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

**Library Statistics**: October's door count was 4270, 24% higher than October last year. But 57% less than October, 2019. October checkouts were 3% lower than last year's, but for some reason renewals were down 22.5%. In-house circ was down then 22% mostly because of the drop in renewals. Total circ was down 16% which included a large decrease in the number of items loaned to other libraries.

**Acknowledge Gifts**

**Restricted Individual Contributions to the General Fund**           \$   0.00

**Unrestricted Individual Contributions to the General Fund**       \$  19.60

**In-kind Gifts October**

Anonymous

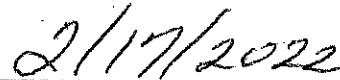
7 hardcovers; 7 trade  
paperbacks

Ms. Repella moved to **Adjourn** meeting at 7:55. Ms. Ruff seconded.

The next Regular Board Meeting will be held on December 16, 2021 at 6:30 pm  
in the Community Meeting Room.



Board President



Date

### 702 - Holiday Leave

(page revised December 20, 2006, December 16, 2009, November 20, 2013, November 28, 2018, November 18, 2021)

The Library will be closed to the public on the following holidays if that holiday falls on a Monday through Friday. If the holiday falls on a Sunday, the Library will be closed for that holiday on the following Monday or the next day of the week that the Library was scheduled to be open. If the holiday falls on a Saturday, the Library will be closed on that Saturday and those employees not scheduled to work that Saturday will be eligible to take another scheduled work day off. The day off must be taken within the pay period preceding the holiday, the pay period of the holiday, or the pay period following the holiday provided that that pay period is paid within that calendar year.

To be entitled to holiday pay, an employee must complete his last scheduled work day prior to the holiday and his first scheduled work day following the holiday unless the employee is on paid leave these days, (i.e. if unpaid leave is used, the employee will not be entitled to holiday pay) or the employee is on previously approved unpaid medical leave.

If a recognized holiday falls within an employee's paid leave, the employee shall receive pay for the holiday rather than using a day of other paid benefit time.

Holiday leave is not carried over from year to year.

New Year's Day, January 1  
Presidents Day, Third Monday in February  
Memorial Day, Last Monday in May  
Independence Day, July 4  
Labor Day, First Monday in September  
Thanksgiving Day, 4<sup>th</sup> Thursday in November  
Christmas Eve Day, December 24  
Christmas Day, December 25  
New Year's Eve Day, December 31

**Two floating holidays are granted each calendar year to all regular employees. The first floating holiday may be used between January 2 and June 30, and the second between July 1 and the Saturday preceding Thanksgiving. Floating holiday leave does not accrue or carryover, and is lost if not used within the designated time period. Staff will schedule their floating holiday leave with their supervisor in the same way they would schedule regular vacation leave.**

Two (2) paid personal days are granted each pay year to full and regular part-time employees. Paid personal days may be used as the employee desires, are not cumulative, and may not be carried over. The crediting of paid personal leave to a new hire will be pro-rated based upon the date of employment and remaining pay periods to be worked that year.

The value of a day's paid leave is calculated by dividing the employee's regular hours worked per pay period by ten in order to calculate the value of one regular day's work, e.g. an employee whose regular hours of work per pay period is 80 will receive 8 hours of pay for each day of paid leave.

### 703 - Closings

The Library will be closed to the public on the holidays listed above, ~~excluding Paid Personal days.~~

The Library will close early on ~~Good Friday~~, the day before Thanksgiving Day and the day of the Minerva Homecoming Parade.

The Library will be closed on Staff Development Day, so that all staff may participate. The date of Staff Development Day is set annually by the Library Board based on the recommendation of the Director.

The Board of Trustees reserves the right to close additional times when appropriate.

**Attachment B Minutes of the November 18, 2021 Regular Board Meeting  
Wage Table 2012 Implemented 2013 Pay Year**

Classification	Base	Midpoint	Top	Spread	Spread as
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$8.65	\$10.10	\$11.65	\$2.90	24.89%
Library Associate II	\$11.55	\$13.48	\$15.40	\$3.85	25.00%
Deputy Fiscal Officer	\$14.21	\$16.58	\$18.95	\$4.74	25.01%
Manager	\$15.50	\$18.08	\$20.66	\$5.16	24.98%

**2013 Wage Table with Librarian Position Added 04-15**

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$8.65	\$10.10	\$11.65	\$2.90	24.89%
Library Associate II	\$11.55	\$13.48	\$15.40	\$3.85	25.00%
Librarian	\$13.48	\$15.78	\$18.08	\$4.60	25.40%
Deputy Fiscal Officer	\$14.21	\$16.59	\$18.95	\$4.74	25.01%
Manager	\$15.50	\$16.58	\$18.05	\$4.74	26.26%

**Wage Table Effective for Pay Year 2020**

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$10.05	\$11.73	\$13.40	\$3.35	25.00%
Library Associate I	\$9.52	\$10.98	\$12.70	\$3.20	25.20%
Library Associate II	\$12.70	\$15.43	\$18.15	\$5.45	30.03%
Librarian	\$13.61	\$15.88	\$18.15	\$4.54	25.40%
Manager	\$18.15	\$21.18	\$24.70	\$6.55	26.52%

**Wage Table Effective for Pay Year 2022 10%**

Classification	Base	Midpoint	Top	Spread	Spread as % of Top
Custodians	\$11.05	\$12.90	\$14.74	\$3.69	25.03%
Library Associate I	\$10.47	\$12.22	\$13.97	\$3.50	25.05%
Library Associate II	\$13.97	\$16.97	\$19.96	\$5.99	30.01%
Librarian	\$14.97	\$17.47	\$19.96	\$4.99	25.00%
Manager	\$20.00	\$23.21	\$26.42	\$6.42	24.30%