

**Minerva Public Library
Special Board Meeting Minutes
Thursday, November 12, 6:30 pm
Via Zoom**

Mr. Bartley **called the meeting to order** at 6:30 pm.

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

2021 Budget: Mr. Dillie reviewed the proposed 2021 budget with the Board using the documents provided to the Trustees in advance of the meeting. This packet is posted on the library website as is available in hard copy at the library with the Board Packet files. Due to careful spending, reductions in staffing, and the unexpected strength of the PLF during the pandemic, the library is well ahead on operating revenue vs. expenses. Even after transferring \$100,000 from General Revenue to Capital this year, the carryover on January 1 should be around \$400,000. Revenue for 2021 is uncertain. The expected decline in tax collections that did not occur this year may well show up in the first half of 2021.

The library has three open part-time positions now, for a total of 60 hours a week of staffing. Since patron traffic is so slow, those positions can remain unfilled for now; the budget does fund two of those positions for the entire year. Since staff have worked under a severe reduction in hours since June 1, and the library's revenue position is very good, the budget includes a 4% raise for all staff, as well as a service award equivalent to 1% of the normal 2020 annual pay for all hourly staff. Staff will return to their regular hours of work on January 11; however, if there is a dramatic drop in library revenue, another reduction in hours worked may be necessary sometime in 2021.

Other than staffing costs, expenses for next year are budgeted much the same as this year. The materials budget shifts more money to downloadable content from physical materials, reflecting the increased use of Hoopla, and the addition of the Kanopy service. Capital projects for 2021 include replacing all library computers and further landscaping improvements. The latter project will be covered by the McConnell Fund.

Trustees had some general discussion about the information presented but suggestions for changes. The budget will be presented for approval at the December Regular Board Meeting.

Ms. Miller moved to **Adjourn** at 7:35 pm. Dr. Beard seconded.

Roger Bartley

Date