

**Minerva Public Library
Board of Trustees Meeting Minutes
April 25, 2024 at 6:30 pm, Board Room**

Trustee: Roger Bartley _____X_____

Trustee: Jennifer Beard _____X_____

Trustee: Casey Milano _____X_____

Trustee: Rebecca Miller _____X_____

Trustee: Sarah Repella _____X_____

Trustee: Diane Ruff _____X_____

Trustee: Richard Rutledge _____X_____

Fiscal Officer: Heather Husted _____X_____

Director: Brenda Griffith _____X_____

Call to Order:

Adjustments to the Agenda:

Public Participation: none

Motion to move to: Executive Session called for Personnel Reasons at 6:32 by **Rebecca Miller. Role Call, Roger Bartley – yes, Jennifer Beard – yes, Casey Milano – yes, Rebecca Miller – yes, Sarah Repella – yes, Diane Ruff – yes, Richard Rutledge – yes.**

Motion to adjourn from: Executive Session at 8:52 by **Rebecca Miller. Role Call, Roger Bartley – yes, Jennifer Beard – yes, Casey Milano – yes, Rebecca Miller – yes, Sarah Repella – yes, Diane Ruff – yes, Richard Rutledge – yes.**

Motion: Approve minutes from the March 28, 2024 Regular Board Meeting by **Casey Milano, 2nd by Jennifer Beard, motion carried unanimously.**

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – The date for our Dolly Parton Imagination Library graduation ceremony will be August 12, 2024 at 6:00 pm. We currently have 277 children registered under Minerva library. We are waiting for Stark County District Library to let us know the number of students graduating.

Fiscal Officer’s Report:

Motion to Approve the monthly financial reports for March 2024, and the Fiscal Officer’s monthly report by **Jennifer Beard, 2nd by Diane Ruff, motion carried unanimously.**

No Approval on: Discussion tabled from last meeting on allowing LA11 full-time employees a reduction in total hours for a specific period of time during the summer months to work at least 30 hours per week, but less than 40 hours being paid for only the number of hours worked. The Director has the authority to allow this now. The board supports this action.

Request denied on: Discussion tabled from last meeting on allowing LA1 part-time employees a reduction in total hours for a specific period of time during the summer months to work less than 20 hours per week.

Current Revenue:

PLF Distribution: The March 2024 PLF receipts are \$47,039.73, 21.6% less than the \$59,977.91 received in March 2023. The PLF funding is providing less than the projected monthly revenue on average by more than 9%.

2024 General Revenue Net Operating Position

March Revenue =	\$ 64,415	Total Annual Revenue =	\$ 202,111
March Expense =	\$ 57,391	Total Annual Expenses =	\$ 165,384
Difference	\$ 7,024		\$ 36,727

Operating Fund Expenses as Percentage of Appropriation on February 29, 2024

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$996,706	\$165,384	16.593%

New Business

Resolution 24-04-01: Motion to approve the renewal of our one-year insurance protection plan from Whitaker-Myers for \$10,207.00 from the Ohio Plan Risk Management Inc. group by **Sarah Repella, 2nd by Rebecca Miller, motion carried unanimously.**

No action taken on discussion on the proceeds from the book sale that occurs twice a year will have 50% of the donations sent to Stark County District Library Dolly Parton Imagination Library Program to help cover Minerva enrolled children's costs.

Resolution 24-04-02: Motion to appropriate \$75,000 to cover the cost or replacing the library roof and will provide copies of three estimates obtained to replace the entire shingled roof on the library and other information to the board for consideration by **Casey Milano, 2nd by Rebecca Miller, motion carried unanimously.**

Resolution 24-04-03: Motion to approve the Minerva Public Library a table Sponsor at the cost of \$50 for one table for the 2024 Annual Dinner Meeting and Community Salute Awards by **Richard Rutledge, 2nd by Rebecca Miller, motion carried unanimously.**

Discussion on the Library's responsibility for installation a new water meter provided by the Village. No action taken.

Resolution 24-04-04: Motion to approve the ^{name} ~~Personnel~~ Committee's recommended changes to the Compassionate Leave policy by **Sarah Repella, 2nd by Diane Ruff, motion carried unanimously.**

Correspondence - none

Director's Report:

Resolution 24-04-05: Motion to approve the Director's monthly report including financial gifts by **Richard Rutledge, 2nd by Rebecca Miller, motion carried unanimously.**

Renewals make up more of the in-house circulation than initial checkouts. A large reason why is we now have automatic renewal up to 4 times. More patrons are using online access in conjunction with in-house selections. Total circulation was **23,524, 3.7%** below the March 2023 total circulation. This is with a new change in the formula from SEO. March 2024 door count was **6,161**, up 2.3% from March 2023 which totaled 5940. In March 2024, **66** classrooms came to the library from the Minerva School and we went to the school classrooms for an additional **8** visits totaling **2,500** children served.

We added **133** new books to our collection and **9** new audio-visual DVD's.

Accept Financial Gifts—March 2024

Restricted Individual Contributions:

For the Summer Reading Program:

1. Summit Glove Inc.	\$ 100.00
2. Minerva Welding and Fabricating Inc.	\$ 500.00
3. Gotschall-Hutchison Funeral Home	\$ 50.00
4. Evanich Accounting & Tax LLC	\$ 50.00
5. <u>Crowl Lumber Co. Inc.</u>	<u>\$ 50.00</u>
Total	\$ 750.00

Unrestricted Individual Contributions to the General Fund: \$ 0.00

Total Restricted and Unrestricted	\$ 750.00
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In-kind Gifts for March 2024

- 134** Books donated
- 1** DVD's donated
- 29** Books on CD donated

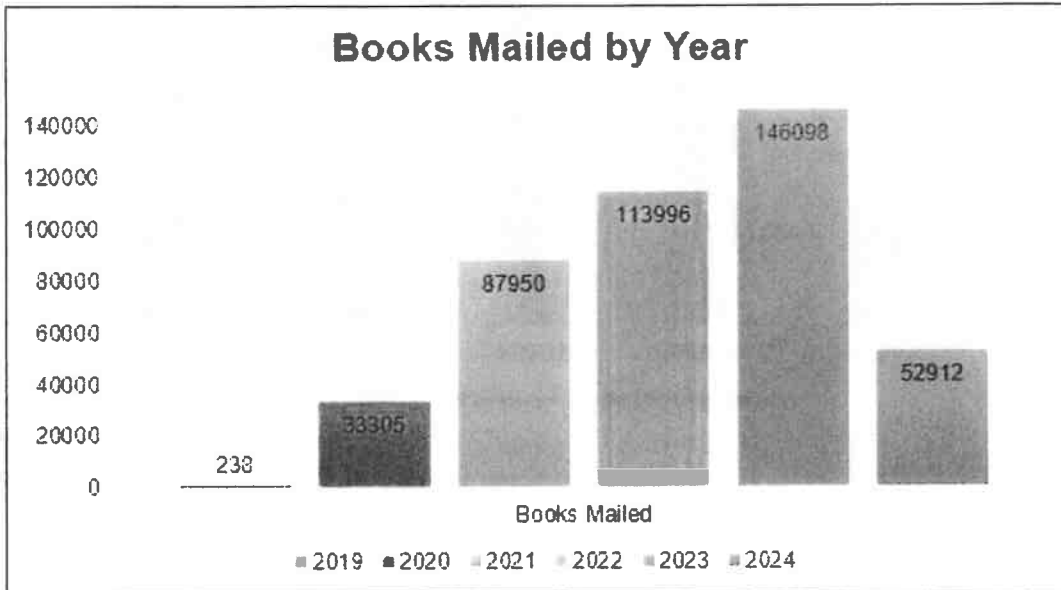
Motion to adjourn by Rebecca Miller, 2nd by Richard Rutledge, motion carried unanimously.

The next Regular Board Meeting will be held on May 23, 2024 at 6:30 pm in the Board Room.

Stark County Imagination Library Monthly Report - 05.01.24

School District	Registrations
Alliance CSD	849
Brown LSD	6
Canton CSD	2330
Canton LSD	446
Fairless LSD	411
Jackson LSD	1339
Lake LSD	672
Louisville CSD	719
Marlington LSD	442
Massillon CSD	1130
Minerva LSD	280
North Canton CSD	1019
Northwest LSD	341
Osnaburg LSD	230
Perry LSD	1086
Plain LSD	1613
Sandy Valley LSD	257
Southeast LSD	7
Tuscarawas Valley LSD	17
Tuslaw LSD	318
Total Registered	13512
Eligible Population	20211
Percent Registered	66.85%

Partner Affiliation	Registrations
Help Me Grow	28
Eastgate Center	4
Thrive	1
YWCA	19
Aultman	2959
ACH	26
Shipley Clinic	60
Diaper Bank	3
JRC	23
P&P	0
SCHD	24
SPARK	11
GW	7
Mercy	387



Stark County Imagination Library Monthly Report - 05.01.24

