

**Minerva Public Library
Board of Trustees Meeting Minutes
May 23, 2024 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley _____X_____

Trustee: Jennifer Beard _____

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: Roger Bartley

Adjustments to the Agenda: Executive session after ongoing business

Public Participation: none

Minutes: Motion to approve the minutes from the April 25, 2024 meeting **by Casey Milano, 2nd by Richard Rutledge, 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 280 children registered under Minerva library. We are waiting for Stark County District Library to let us know the number of students graduating who will be attending our Minerva August 12, 2024.

Call for executive session: see the attached document from Rebecca Miller.

Fiscal Officer’s Report:

Resolution 24-05-01: Motion to Approve the monthly financial reports for April 2024, and the Fiscal Officer’s Monthly Report by **Rebecca Miller, 2nd by Sarah Repella, motion carried unanimously.**

Discussion: How to handle open checks not cashed. Options include stop payment and reissue, reissue, wait till checks are 6 months old and then reissue?

Resolution 24-05-02: Motion to Approve the transfer of \$500 from the Contingency Fund 1000-930-930-0000 to the Travel and Meeting Expense fund 1000-230-312-0000 **by Casey Milano, 2nd by Rebecca Miller, motion carried unanimously.**

Current Revenue:

PLF Distribution: The April 2024 PLF receipts are \$47,039.73, **15.76%** less than the \$55,085.20 received in April 2023. The PLF funding is providing less than the projected monthly revenue on average between **8% to 9%**.

2024 General Revenue Net Operating Position

April Revenue =	\$ 51,747	Total Annual Revenue =	\$ 253,857
April Expense =	\$ 65,696	Total Annual Expenses =	\$ 231,080
Difference	(\$ 13,949)		\$ 22,777

Operating Fund Expenses as Percentage of Appropriation on April 30, 2024

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$996,706	\$231,080	24.72%

New Business

Motion to Table: for further review on the revised job descriptions for Library Associate Substitutes, Library Associate I Part-Time, Library Associate II Catalog, Library Associate II Information Technology, Library Associate II Early Childhood Programs, and Library Associate II Early Childhood Associate by **Richard Rutledge, 2nd by Sarah Repella, motion carried unanimously.**

Resolution 24-05-03: Motion to approve replacing the roof on the library using an estimate from SCI Roofing Services LLC totaling \$60,467.40 for a shingled roof of similar color to be replaced as soon as possible by **Sarah Repella, 2nd by Rebecca Miller, motion carried unanimously.**

Correspondence – listed below

1. Dave Tomsco from ABDO Publishing sent Thank You

Director’s Report:

Resolution 24-05-04: Motion to approve the monthly report from the Director included in the packet by **Casey Milano, 2nd by Diane Ruff, motion carried unanimously.**

Resolution 24-05-05: Motion to approve the Director attending the OLC Ballot Issues Virtual Workshop on June 12th at a cost of \$75.00 by **Richard Rutledge, 2nd by Diane Ruff, 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 **20,065, 5.05%** below the April 2023 total circulation. This is with a new change in the formula from SEO. April 2024 door count was **8,117**, up 25.26% from April 2023 which totaled 6,067. In April 2024, **65** classrooms came to the library from the Minerva School and we went to the school classrooms for an additional **11** visits. In April **2,983** children served.

We added **223** new books to our collection and **15** new audio-visual DVD’s.

Accept Financial Gifts—April 2024

Restricted Individual Contributions:

For the **Summer Reading Program:**

1. Minerva Area Chamber of Commerce	\$ 100.00
VFW Auxiliary to Post 4120	\$ 150.00
<u>YMCA of Central Stark County</u>	<u>\$ 150.00</u>
Total	\$ 400.00

2. Delilah Arnold: for Staff appreciation day \$ 100.00

Unrestricted Individual Contributions to the General Fund: \$ 0.00

Total Restricted and Unrestricted \$ 500.00

In-kind Gifts for April 2024

153 Books donated
8 DVD's donated
0 Books on CD donated

Motion to Adjourn:

The next Regular Board Meeting will be held on June 27, 2024 at 6:30 pm in the Board Room.