

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

Attendance:

Trustee: Roger Bartley _____X_____

Trustee: Jennifer Beard _____X_____

Trustee: Casey Milano _____X_____

Trustee: Rebecca Miller _____X_____

Trustee: Sarah Repella _____X_____

Trustee: Diane Ruff _____Absent_____

Trustee: Richard Rutledge _____X_____

Interim Director/ Fiscal Officer: Heather Husted ___X___

Call to Order: 6:30

Adjustments to the Agenda:

Public Participation: None

Minutes: Approve the minutes from the July 1, 2024 Special Meeting **Sarah/ Dick 2nd** the July 11, 2024 Special Meeting **Jennifer/ Casey 2nd** and the June 13, 2024 Regular Board of Trustees meeting **Sarah/ Becky 2nd**

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 274 children registered under Minerva library.

Fiscal Officer’s Report:

Motion to Accept: Monthly financial reports for June 2024, and the Fiscal Officer’s Monthly Report. **Casey/ Sarah 2nd**

Current Revenue:

PLF Distribution: The June 2024 PLF receipts are \$75,331.46, 6.5% less than the \$80,538.27 received in June 2023. The PLF funding is behind about 3% from the budget.

2024 General Revenue Net Operating Position

June Revenue	= \$ 77,720.67	Total Annual Revenue	= \$ 404,268.45
June Expense	= \$ 128,621.62	Total Annual Expenses	= \$ 452,762.76
Difference	(\$ 50,900.95)		(\$ 48,494.31)

Roof was replaced for about \$60,000

Operating Fund Expenses as Percentage of Appropriation on May 31, 2024

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$1,071,706.00	\$452,762.76	42.247%

New Business

Stark County PLF Rate: Received email that the library directors in Stark County have agreed to continue with the same PLF distribution percentages as the last 5 years for the next 5 years. Included in the packet are the rates for the Stark County libraries for the last 5 years.

Approve Resolution 24-07-06: The Board of Trustees of Minerva Public Library will accept a fixed Stark County PLF distribution of 3.96610902 percent for the distribution years 2026-2030. **Dick/ Sarah 2nd**

Approve Resolution 24-07-07: to approve additional \$1,892.00 to SCI Roofing for roof replacement. **Casey/ Jennifer 2nd**

Required Fraud Reporting and Training: All employees and board members are required to complete Ohio Auditor of State Required Fraud Reporting Training by 12/29/24. It will need retaken every four years. Certificates will need to be turned into Fiscal Officer.

Approve Hiring of Library Associate I: Jersey Moss has been working as a substitute for about the last year and it is recommended to hire her at part-time status.

Approve Resolution 24-07-08: to accept the hiring of Jersey Moss as part-time Library Associate I at an hourly rate of \$11.11 effective with the pay period beginning 07/22/24. Sarah/ Becky 2nd

Reduced Hours/ Part- Status: Jen Baker has asked to reduce her hours at least till the end of September, which would put her below the required hours of 40-59 hours per pay period to remain at part-time status. It is recommended that her employment status be changed to a substitute for the weeks of reduced hours, and it be revisited in the future if she is available to work 20 hours a week again. She would no longer be able to accumulate paid time off as a substitute or paid holidays.

Approve Resolution 24-07-09: to change Jen Baker's employment status to substitute effective with the pay period starting 07/22/24. Jennifer/ Sarah 2nd

Organizational Chart/ Wages/ Family Insurance Proposal Discussion:

Organizational Chart- adding an LA II Leadership Team to the organizational chart. This team would consist of Nicole Weber, Jennifer Bates, Kendra Selby, and Laken Underwood. All four have picked up additional responsibilities within the last year and have significant roles in the daily operations of the library.

Wages- Increasing the wages of the Leadership Team to \$22.00 per hour and all LA I, Substitutes and Custodian a raise of 12.5%. The minimum wage is not legally \$15.00 per hour, but it is the starting rate in most of the employment market. Even with these raises, only 6 employees would be over \$15.00 per hour.

Family Health Insurance- Lowering the cost of family health insurance from \$1,000.00 per month to \$500.00 per month. Listed below are the monthly cost of other entities with Stark Council of Governments insurance:

- Minerva Local Schools \$370
- Sandy Creek Joint Fire District \$150
- Canton City Schools \$420
- North Canton Library \$740
- Louisville Library \$370

Approve Resolution 24-07-10: to have a 12.5% wage increase to Library Associates I, Library Associate II, Library Substitutes and Library Service Worker effective 07/22/24. Jennifer/ Sarah 2nd

Approve Resolution 24-07-11: to change the employee cost of family health insurance to \$700.00 per month effective August 2024. Dick/ Jennifer 2nd

Approve Resolution 24-07-12: to renew CDAR at Huntington for 26 weeks at the current rate. Sarah/ Casey 2nd

Approve Resolution 24-07-13: to accept the resignation of Coral Abel. **Becky/ Sarah 2nd**

Discussion: Johnson Controls did inspection on sprinkler system and fire extinguishers. The cost to replace expired fire extinguishers is \$675.00.

Approve Resolution 24-07-14: to approve \$675.00 to replace fire extinguishers. **Casey/ Jennifer 2nd**

Discussion: Phone on the elevator is not working. The cost from the elevator maintenance company is \$2,205 with two years of service. Interim Director will get price from phone company.

Director Search/ Interim Director Discussion: at the July 11th Special Meeting, the trustees authorized Mr. Bartley to appoint a three member ad hoc committee of the Board to work on the Director Search process; review timeline, Library Director Job Description (revised 2023), and hiring ranges.

Approve Resolution 24-07-15: to authorize the ad hoc Director Search Committee- Casey Milano, Becky Miller, Sarah Repella to act for the Board of Trustees in all aspects of the search process, including the selection of the final Director candidates to present to the Board. **Dick/ Jennifer 2nd**

Approve Resolution 24-07-16: to post the Library Director's position August 1- August 30th with a hiring range between \$55,000- \$70,000. MLS Degree preferred. **Casey/ Sarah 2nd**

Approve Resolution 24-07-17: approve Interim director wage at \$34.66 per hour 07/22/24. **Jennifer/ Dick 2nd**

Correspondence:

Director's Report:

Motion to Accept the monthly report from the Director included in the packet **Becky/ Casey 2nd**

Total circulation was **15,670**, **13.36%** below the June 2023 total circulation. Inhouse circulation was **11,545** in June 2024, down **19.03%** from June 2023. The door count was **3,540**, down **1.47%** from June 2023 which totaled **3,592**.

Accept Financial Gifts—June 2024

Restricted Individual Contributions:
For the **Summer Reading Program:**

Minerva Bowling	\$25.00
Unrestricted Individual Contributions to the General Fund:	\$ 512.55
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Total Restricted and Unrestricted	\$537.55
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In-kind Gifts for June 2024

91 Books donated

Motion to Adjourn: Becky/ Sarah 2nd

The next Regular Board Meeting will be held on August 22, 2024 at 6:30 pm in the Board Room.

