Minerva Public Library Board of Trustees Meeting Agenda August 22nd, 2024 at 6:30 pm, Board Room

Attendance:

| Trustee: Roger BartleyX | | | | | | |
|---|--|--|--|--|--|--|
| Trustee: Jennifer BeardX | | | | | | |
| Trustee: Casey MilanoX | | | | | | |
| Trustee: Rebecca MillerX | | | | | | |
| Trustee: Sarah RepellaX | | | | | | |
| Trustee: Diane RuffX | | | | | | |
| Trustee: Richard RutledgeX | | | | | | |
| | | | | | | |
| Interim Director/ Fiscal Officer: Heather HustedX | | | | | | |
| | | | | | | |
| Call to Order: Roger Bartley, 6:30 | | | | | | |
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Adjustments to the Agenda:

Public Participation: Brad Sayre

Minutes: Approve the minutes from the July 25th, Regular Board of Trustees meeting.

• Beard/Ruff-1st/2nd

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update –We currently have ____ children registered under Minerva library.

Fiscal Officer's Report:

Motion to Accept: Monthly financial reports for July 2024, and the Fiscal Officer's Monthly Report.

Milano/Repella-1st/2nd

Current Revenue:

PLF Distribution: The July 2024 PLF receipts are \$75,655.16, 5.13% less than the \$79,745.95received in July 2023. The PLF funding is behind about 2% from the budget.

2024 General Revenue Net Operating Position

| July Revenue | = | \$ 77,905.24 | Total Annual Revenue | = \$ 482,173.69 |
|--------------|---|--------------|-----------------------|-----------------|
| July Expense | = | \$ 73,139.88 | Total Annual Expenses | = \$ 525,902.64 |
| Difference | | \$ 4,765.36 | | (\$ 43,728.95) |

^{*}Roof was replaced for about \$60,000*

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

| 2024 Appropriation Current | 2024 Expenses | As Percentage |
|----------------------------|---------------|---------------|
| \$1,071,706.00 | \$525,902.64 | 49.072% |

New Business

Stale Checks Discussion: Two open checks for Laken Underwood are over six months old and should no longer be cashed by the bank. It is recommended that these be reissued at this time.

Approve Resolution 24-08-01: to reissue payroll check #7007 and mileage check #582-2023 to Laken Underwood.

Rutleldge/Miller, 1st/2nd

Mary Ellen Gooding Invoice Discussion: an additional \$43.50 will need moved to account #1000-110-390-0000 to pay for Mary Ellen Gooding's invoice.

Approve Resolution 24-08-02: to move \$43.50 from Contingency account #1000-930-930-0000 to Other- Purchased and Contracted Services account #1000-110-390-0000.

Beard/Repella, 1st/2nd

2022 & 2023 Agreed Upon Procedures Discussion: The Ohio Auditor of State's office has reached out for the 2022 & 2023 audit. We are eligible for Agreed Upon Procedures instead of a full audit.

Approve Resolution 24-09-24: to approve engagement letter of the Agreed Upon Procedures from the Ohio Auditor of State.

Milano/Ruff, 1st/2nd

Hiring Substitutes Discussion: Need a partime person in the youth department. The Interim Director would like to hire 2-3 substitutes for the youth department. New Director may make the decision to hire one of the substitutes as part time.

Director Search Discussion: Phase 2 of The Director's Search. Posted and actively recruiting candidates - August 1 - 30th. Three websites - Ohio Library Council (OLC), Library Jobline, and American Library Association Joblist (National). Review the announcement, and five candidates to date. Phase 3 Semifinals -September 3 - 13th with Search Committee via Zoom. Phase 4 Finals - Week of Sept 16. Bring onsite with employees. Then Negotiations completed by Sept 23. Hopeful to bring a new Director to Sept 26th Board meeting.

Correspondence:

Director's Report:

Motion to Accept the monthly report from the Director included in the packet

Total circulation was **16,626**, **5.59**% below the July 2023 total circulation. Inhouse circulation was **12,016** in July 2024, down **11.89**% from July 2023. The door count was **3,690**, up **3.25**% from July 2023.

Accept Financial Gifts—July 2024

| Restricted Individual Contributions: | \$0.00 | |
|--|----------|--|
| Unrestricted Individual Contributions to the General Fund: | \$ 32.65 | |
| Total Restricted and Unrestricted | \$32.65 | |

In-kind Gifts for July 2024

9 Books donated

Motion to Adjourn: Milano/Repella, 1st/2nd

The next Regular Board Meeting will be held on September 26th, 2024 at 6:30 pm in the Board Room.