

**Minerva Public Library  
Board of Trustees Meeting Agenda  
September 26th, 2024 at 6:30 pm, Board Room**

**Attendance:**

Trustee: Roger Bartley\_\_\_\_X\_\_\_\_\_

Trustee: Jennifer Beard\_\_\_\_\_

Trustee: Casey Milano\_\_\_\_X\_\_\_\_\_

Trustee: Rebecca Miller\_\_\_\_\_

Trustee: Sarah Repella\_\_\_\_X\_\_\_\_\_

Trustee: Diane Ruff\_\_\_\_X\_\_\_\_\_

Trustee: Richard Rutledge\_\_X\_\_\_\_\_

Interim Director/ Fiscal Officer: Heather Husted\_\_\_\_X\_\_\_\_

**Call to Order:** 6:26 pm

**Adjustments to the Agenda:**

**Public Participation:** *None*

**Minutes:** Approve the minutes from the August 22nd, Regular Board of Trustees meeting and September 18<sup>th</sup>, Special Board of Trustees meeting.

Milano – 1<sup>st</sup>

Rutledge – 2<sup>nd</sup>

**Ongoing Business:**

**Dolly Parton Imagination Library of Ohio Update** – We currently have 278 children registered under Minerva library.

**Fiscal Officer's Report:**

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

Repella – 1<sup>st</sup>

Ruff – 2<sup>nd</sup>

**Current Revenue:**

**PLF Distribution:** The August 2024 PLF receipts are \$61,134.21, 0.2% more than the \$60,989.16 received in August 2023. The PLF funding is behind about 2% from the budget.

**2024 General Revenue Net Operating Position**

August Revenue	=	\$ 67,209.20	Total Annual Revenue	=	\$ 549,382.89
August Expense	=	\$ 43,413.85	Total Annual Expenses	=	\$ 569,316.49
Difference		\$ 23,795.35			(\$ 19,933.60)

\*Roof was replaced for about \$60,000\*

**Operating Fund Expenses as Percentage of Appropriation on August 31, 2024**

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$1,071,706.00	\$569,316.49	53.122%

**New Business**

**Audit/ Wages:** the auditor requires that proof of wage rates be provided during an audit from the board minutes. The easiest way to do that is to list employees with their approved wages. Attached is a report of all wages and raise resolutions for 2024.

**Approve Resolution 24-09-01:** to approve the 2024 wage raise report.

Ruff – 1<sup>st</sup>  
Repella – 2<sup>nd</sup>

**Part Time Status Jen Baker:** Jen Baker will be available again to work 20 hours a week, making her eligible for part time status and benefits.

**Approve Resolution 24-09-02:** to approve Jen Baker to part time with the pay period starting September 30<sup>th</sup>.

Repella – 1<sup>st</sup>  
Milano – 2<sup>nd</sup>

**Hiring Substitutes:** we have interviewed candidates for substitute positions and recommend the hiring of Trista Howe and Rachael Carmine. Trista has experience cleaning the library and the extra cleaning hours would be beneficial to the library.

**Approve Resolution 24-09-03:** to hire Rachael Carmine as a substitute at a rate of \$12.00 per hour.

Rutledge – 1<sup>st</sup>  
Repella – 2<sup>nd</sup>

**Approve Resolution 24-09-04:** to hire Trista Howe as a substitute at a rate of \$12.00 per hour and a service worker rate of \$13.75.

Rutledge – 1<sup>st</sup>  
Repella – 2<sup>nd</sup>

**Landscape Improvement Discussion:** talked with Russ Thorn about cleaning up some landscape that is blocking the windows and he provided a quote with additional items he recommends. He also recommended we contact Mike's Tree and Landscape, LLC about cleaning up the large tree outside the staff entrance.

**Approve Resolution 24-09-05:** to approve up to \$1,750.00 for Mike's Tree & Landscape, LLC to clean up the Oak tree between the staff entrance and parking lot.

Ruff - 1<sup>st</sup>  
Repella – 2<sup>nd</sup>

**Approve Resolution 24-09-06:** to approve up to \$3,250.00 for Down to Earth Lawn and Landscaping LLC to make landscape improvements.

Rutledge – 1<sup>st</sup>  
Milano – 2<sup>nd</sup>

**Director Candidate Travel Reimbursement:** during the last director search candidates traveling from out of town were reimbursed for their hotel and mileage at the federal rate.

**Approve Resolution 24-09-07:** to pay Jason Bumbico for mileage for his travel to the Minerva Public library on September 18<sup>th</sup>, 2024 at the federal mileage rate.

Repella – 1<sup>st</sup>  
Milano – 2<sup>nd</sup>

**Contingency:** we have some appropriation accounts that are running low and recommend moving some money now from contingency (\$19,456.50) before they run out.

**Approve Resolution 24-09-08:** To move from Contingencies #1000-930-930-0000

- \$1,000.00 Programming #1000-110-450-0015
- \$2,000.00 Downloadable Content #1000-120-413-1007
- \$1,000.00 Rents and Leases #1000-230-351-0000
- \$1000.00 Office Supplies #1000-230-451-0007
- \$500.00 Travel & Meeting Expense #1000-230-312-0000

Rutledge – 1<sup>st</sup>  
Repella – 2<sup>nd</sup>

**Books Sale Discussion:** recommend having the book sale in the Fireside Reading Room from October 19<sup>th</sup> to 26<sup>th</sup> with half of the proceeds continuing to go to Stark County Library for the Dolly Parton’s Imagination Library of Ohio.

**Deputy Fiscal Officer Discussion:** fiscal officer will gather more information and discuss at next meeting.

**Director Search Discussion:** start date (October 21) and contract will be sent to Stark County Prosecutor for review.

**Approve Resolution 24-09-09:** To approve Independent Elevator to replace elevator seal for \$2,400.

**Personnel Discussion:** staff communicated concerns to personnel committee, general discussion.

Rutledge – 1<sup>st</sup>  
Repella – 2<sup>nd</sup>

**Correspondence:**

**Director's Report:**

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

Total circulation was **16,218**, **6.91%** below the August 2023 total circulation. Inhouse circulation was **11,927** in July 2024, down **11.46%** from August 2023. The door count was **3,629**, down **4.52%** from August 2023.

**Accept Financial Gifts—August 2024**

Restricted Individual Contributions:	\$0.00
Unrestricted Individual Contributions to the General Fund:	\$ 23.77
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Total Restricted and Unrestricted	\$23.77

**In-kind Gifts for August 2024** **94 Books donated**

**Motion to Adjourn:** 7:12 pm

Milano – 1<sup>st</sup>  
Repella – 2<sup>nd</sup>

The next Regular Board Meeting will be held on October 24th, 2024 at 6:30 pm in the Board Room.

