

**Minerva Public Library
Board of Trustees Meeting Minutes
December 19, 2024 at 6:30 pm, Board Room**

Attendance:

Trustee: Roger Bartley _____ Yes _____

Trustee: Jennifer Beard _____ No _____

Trustee: Casey Milano _____ Yes _____

Trustee: Rebecca Miller _____ No _____

Trustee: Sarah Repella _____ Yes _____

Trustee: Diane Ruff _____ No _____

Trustee: Richard Rutledge _____ Yes _____

Fiscal Officer: Heather Husted _____ Yes _____

Director: Jason Bumbico _____ Yes _____

Call to Order: 6:30 pm

Adjustments to the Agenda:

Public Participation:

Minutes: Motion to approve the minutes from the November 21, 2024 Regular Board of Trustees meeting.

Approved: First – Repella | Second - Rutledge

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update: we have not yet received the December statistics.

Fiscal Officer's Report:

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

Approved: First – Milano | Second - Rutledge

Current Revenue:

PLF Distribution: The November 2024 PLF distribution is **\$67,812.73** which is **3.41%** less than the **\$70,205.12** received in November 2023. The PLF funding is behind about **3.3%** from the budget.

2024 General Revenue Net Operating Position

November Revenue =	\$70,342.64	Total Annual Revenue =	\$759,579.46
November Expense =	<u>\$61,457.37</u>	Total Annual Expenses =	<u>\$748,635.52</u>
Difference	\$8,885.27		\$10,943.94

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

<u>2024 Appropriation</u>	<u>Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
	\$1,071,706.00	\$748,635.52	69.855%

Executive Session:

Discussion of Staffing Decisions for 2025

EXECUTIVE SESSION - 6:36 PM in, 6:50 out

New Business:

Transfer of Funds: Transfer funds to office supplies to complete the purchases for the end of the year.

Approve Resolution: 24-12-01: Transfer of \$750 from Contingencies #1000-930-930-0000 to Office Supplies 1000-230-451-0007.

Approved: First – Milano | Second – Rutledge
(One Vote for 24-12-01, 24-12-02, 24-12-03, 24-12-04)

Transfer of Funds: Transfer of unused funds in Contingencies to the Transfers-Out Fund for Capital Projects

Approve Resolution: 24-12-02: Transfer of \$5,000 from Contingencies #1000-930-930-0000 and transfer to Transfers-Out to Capital Projects #1000-910-910-000.

Transfer of Funds: Transfer of unused funds in Medical Insurance to the Transfers-Out Fund for Capital Projects.

Approve Resolution: 24-12-03: Transfer of \$30,000 from Medical Insurance 1000-110-221-000 and transfer to Transfers-Out to Capital Projects #1000-910-910-000.

Transfer of Funds: Transfer of unused funds in Non-Professional Salaries to the Transfers-Out Fund for Capital Projects.

Approve Resolution: 24-12-04: Transfer of \$15,000 from Salaries (Non-Professionals) and transfer to Transfers-Out to Capital Projects #1000-910-910-000.

Transfer of Funds: Transfer funds to Capital Projects to finish year.

Approve Resolution: 24-12-05: Transfer of \$100,000 from Transfers- Out to Capital Projects #1000-910-910-000 and transfer to Capital.

Approved: First – Milano | Second – Repella

HVAC Maintenance Agreement: With the completion with Standard Heating & Plumbing agreement with the library to provide maintenance for the HVAC system, we will need to find a new service provider. Buckeye Mechanical & Controls' proposal presents a economical, local alternative as a service provider.

Approve Resolution: 24-12-06: To enter into an agreement with Buckeye Mechanical & Controls Inc. for them to provide quarterly maintenance of the library's HVAC equipment at a rate of \$1,575 per visit.

Approved: First – Rutledge | Second – Milano

Carpet Cleaning: After speaking with a number of local carpet cleaning service providers, Brad's Carpet Cleaning presented the best offer in terms of quality, scheduling and price. We would like to contract with them to clean the carpets on the main floor this coming month.

Approve Resolution: 24-12-07: To contract with Brad’s Carpet Cleaning to clean the main floor carpets (\$0.20 per square foot) and the library’s armchairs (\$35.00 per chair) for the cost of \$2,500.

Approved: First – Rutledge | Second – Repella

Trash Pickup: The library has continually been running out of space in our dumpster which has caused periodic backups and made clearing out storage spaces difficult. After contacting other local waste management companies, and speaking with our current provider, Solid Water & Recycling Services, the best option to expand our service would be to increase the frequency of our pickups from once every two weeks to a weekly service. This increase would raise the rate \$55.00 from \$120.00 per month to \$175.00 per month.

Approve Resolution: 24-12-08: To update our service agreement with Solid Waste & Recycling Services to a weekly service in 2025 at a rate of \$175 per month.

Approved: First – Milano | Second – Repella

Youth Services Printer: To better help the Youth Services Department with their daily tasks, we have been looking at options for installing a new printer with accompanying service agreement downstairs in their workroom. Lake Business Products sent a proposal for a desktop copier/printer/scanner to purchase for \$2,117.32, with a fee of \$60.40 per month for maintenance and supplies. The agreement includes an allowance for 1000 mono and 500 color images per month. This compares very favorably with the proposal from our present service provider.

Approve Resolution: 24-12-09: To enter into the agreement with Lake Business Products to purchase a printer for the Youth Services Department and to enter into a management print service with them for maintenance and supplies.

Temporary Budget Revenue Approval: The projected 2025 total operations revenue is **\$839,720.00**. The total projected 2024 operating revenue with carryover is **\$1,185,812.23**. The total projected 2025 Revenue with carryover and capital is **\$1,714,889.00**.

Approve Resolution: 24-12-10: Request the approval of the 2025 Budget Revenue-Temporary Appropriation.

Approved: First – Rutledge | Second – Repella

Temporary Budget Appropriations Approval: The operating expenses for 2025 are proposed at **\$898,725.50** Total Expenditure/Appropriation including Capital Projects total **\$1,189,725.50**.

Approve Resolution: 24-12-11: Request the approval of the 2025 Budget-Temporary Appropriations.

Approved: First – Repella | Second – Rutledge

2025 Pay Rate Increase: In response to cost of living increases and continued quality service, we are proposing a 3% pay increase for staff.

Approve Resolution: 24-12-12: To approve a 3% hourly rate increase across the board for all current employees, not including the Director and the Fiscal Officer. The pay increase is effective with the first pay in January 2025.

Approved: First – Rutledge | Second – Repella

Correspondence:

None

Director's Report:

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

Approved: First – Repella | Second – Milano

November 2024 Library Statistics:

In-house circulation was **13,790**, which is about **12.5% below** the November 2023 total circulation of 15,763. Total circulation was **17,824**, which is about **10.4%** below the November 2023 total circulation of **19,893**. The November 2024 door count was **6,035**, **down about 18%** from November 2023, when it totaled **7,143**. In November 2024, **53 classrooms** came to the library from the Minerva School, serving **986 children**.

Accept Financial Gifts—November 2024:

Restricted Individual Contributions:
Virginia Birks \$500.00

Unrestricted Individual Contributions to the General Fund:
Book Sale \$37.00

Total Financial Gifts \$537.00

In-kind Gifts for November 2024

- 26 Books Donated - Mary L Miller

Motion to Adjourn:

Approved: First – Rutledge | Second – Repella

The next Regular Board Meeting will be January 23, 2025 at 6:30 pm in the Board Room.