

**Minerva Public Library
Board of Trustees Meeting Minutes
March 28, 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 _____

Trustee: Richard Rutledge _____ X _____

Fiscal Officer: Heather Husted _____ X _____

Director: Brenda Griffith _____ X _____

Call to Order:

Adjustments to the Agenda:

a few additions at the end of the agenda by the Director

Public Participation: None

Motion: Approve minutes from the February 22, 2024 Regular Board Meeting by Casey Milano, 2nd by Jennifer Beard, motion carried unanimously.

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – still considering what or if we will participate in the Touch-a-Truck event in June 2024. All libraries have been requested to hold a graduation ceremony for children reaching age 5 and who age out of the reading program. The date for our ceremony will be August 12, 2024 at 6:00 pm. We currently have 280 children registered under our library which is a 9.1% increase from last year.

Fiscal Officer's Report:

Motion to Approve the monthly financial reports for February 2024, and the Fiscal Officer's Monthly Report by Sarah Repella, 2nd by Richard Rutledge, motion carried unanimously.

Resolution 24-03-01: Motion to approve the renewal of our two Certificate of Deposit (CD's) held at Consumers National Bank that have matured for a 7 month period by **Richard Rutledge, 2nd by Jennifer Beard, motion carried unanimously.**

Resolution 24-03-02: Motion to approve the effective date of the promotions of Sue Barrick and Rhonda Grogg from a LAI Sub to an LAI part-time employee to be effective beginning Monday, March 4, 2024 by **Sarah Repella, 2nd by Casey Milano, motion carried unanimously.**

Motion to Confirm that only the employees attending the Friday, March 29th Staff Inservice Training will be compensated at their normal hourly rate. Employees not attending have the option to use leave if they wish.

Discussion tabled until the next meeting: If the Director approves and has adequate staffing coverage for the normal library hours to allow LA11 full-time employees a reduction in total hours for a specific period of time during the summer months to work at least 30 hours per week, but less than 40 hours being paid for only the number of hours worked. They would still be considered full-time working 30 hours so the accrual of leave would not be affected.

Discussion tabled until the next meeting: If the Director approves and has adequate staffing coverage for the normal library hours to allow LA1 part-time employees a reduction in total hours for a specific period of time during the summer months to work less than 20 hours per week and only accrue leave for actual time worked. If they only work 10 hours each week than it would take 2 weeks to reach 20 hours and their normal accrual of leave time.

Current Revenue:

PLF Distribution: The February 2024 PLF receipts are \$74,383.99, 7.9% less than the \$79,559.94 received in February 2023. The PLF funding is providing less than the projected monthly revenue on average by 8.5%.

2024 General Revenue Net Operating Position

Feb. Revenue	=	\$76,746	Total Annual Revenue	=	\$ 137,696
Feb. Expenses	=	\$66,168	Total Annual Expenses	=	\$ 107,993
Difference		\$10,578			\$ 29,703

Operating Fund Expenses as Percentage of Appropriation on February 29, 2024

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$996,706	\$107,993	9.229%

New Business

Resolution 24-03-03: Motion to approve the 1/2 percent increase from the performance review increase to all hourly employees who completed their performance review effective with the pay increase beginning on March 31, 2024. **by Casey Milano, 2nd by Jennifer Beard, motion carried unanimously.**

Resolution 24-03-04: Motion to approve the landscaping and maintenance of our grounds contract with Down to Earth Lawn & Landscaping, LLC. The **estimate** for the full 2024 season is \$7,000 depending on how many times they mow and how many hours they actually spend on maintenance. This estimate is based on last year's activities at this year's rate. We will be invoiced monthly for work performed. **by Richard Rutledge, 2nd by Rebecca Miller, motion carried unanimously.**

Resolution 24-03-05: to approve payment to Independent Elevator, LLC for repair and replacement of the elevator motor March 5, 2024. The verbal estimate was between \$4k and \$6k. This did not include the service call for when the motor originally broke on February 20, 2024. The total amount of invoice 96930 for purchase of the new motor, two days of service calls preparing the elevator for the motor replacement, and the service call the day the motor went out of service totals \$6,628.00 **by Sarah Repella, 2nd by Casey Milano, motion carried unanimously.**

Resolution 24-03-06: to discard and remove from inventory the broken hazardous waste items including Minolta RP503 Microfilm Reader that previously caught fire, Magna Reader the enlarges print for viewing, and a non-inventory donated TV we used to check DVDs to see if they played appropriately, but stopped working **by Rebecca Miller, 2nd by Jennifer Beard, motion carried unanimously.**

Resolution 24-03-07: to approve payment to Stark Electronics Recycling a total amount of \$60 to pick-up and remove the hazardous electronic items discarded from inventory including a Minolta RP503 Microfilm Reader, Magna Reader, and a non-inventory donated TV **by Jennifer Beard, 2nd by Rebecca Miller, motion carried unanimously.**

Resolution 24-03-08: to approve Stark Electronics Recycling to set a metal recycling bin on our site where patrons can dispose of their broken electronic items as a library hosted electronic recycling event for a specific period of time yet to be determine **by Rebecca Miller, 2nd by Casey Milano, motion carried unanimously.**

Resolution 24-03-09: to approve the Solar Eclipse Day, April 8, 2024 as a paid day for employees with the library closed this day. The rate of pay will be the same as if they were being paid for a holiday by Sarah Repella, 2nd by Jennifer Beard, motion carried unanimously.

Resolution 24-03-10: to approve Director Griffith to attend the Northeast Ohio Regional Library System Ohio Notary full-day training at a cost of \$130 classroom fee on Tuesday, April 23, 2024 at Geauga County Public Library by Richard Rutledge, 2nd by Casey Milano, motion carried unanimously.

Discussion on the American Heart Association grant opportunity. Due to the uncertainty of internal design changes, I will be delaying this opportunity until next year to make sure there is space and that it is something we want to provide.

Passed out the current Compassionate Leave policy: waiting for the recommendation from the Policy Committee on any changes.

Discussion on future updating of job descriptions and the results of the employee survey administered to the employees.

Correspondence - none

Director's Report

Motion to Accept: monthly report from the Director included in the packet by Rebecca Miller, 2nd by Jennifer Beard, motion carried unanimously.

February 2024 Library Statistics: Renewals are 24% greater than in-house circulation initial checkouts. More patrons are using online access. February 2024 total circulation was 21,849, 7.3% below February 2023. February 2024 door count was 6795, up 22.4% from February 2023 which totaled 5552. In February 2024, 75 classrooms came to the library from the Minerva School and we went to the school classrooms for an additional 9 visits totaling 2,311 students served.

We added 310 new books to our collection and had 3 label changes.

Accept Financial Gifts—February 2024

Restricted Individual Contributions:

From Minerva Rotary Club for the Summer Reading Program	\$ 500.00
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Unrestricted Individual Contributions to the General Fund: None

\$ 0.00

Total Restricted and Unrestricted

\$ 500.00

In-kind Gifts for February 2024

54 Books donated

0 DVD's donated

19 Books on CD donated

Adjourn

The next Regular Board Meeting will be held on April 25, 2024 at 6:30 pm in the Board Room.

Roger Bartley, Board President

Date

Richard Rutledge Board Vice-President

Date