

**Minerva Public Library Board of Trustees
2024 Annual Organization and January 25, 2024
Board Meeting Minutes**

Attendance:

Trustee: Roger Bartley ___X___
Trustee: Jennifer Beard ___X___
Trustee: Casey Milano ___X___
Trustee: Rebecca Miller ___X___
Trustee: Sarah Repella ___X___
Trustee: Diane Ruff ___X___
Trustee: Richard Rutledge _____

Fiscal Officer: Heather Husted ___X___
Director: Brenda Griffith _____X_____

Call to Order at 6:30pm

Adjustments to the Agenda: there will be additions to the Directors report

Public Participation

The Board presented retired Minerva Public Library Director, Mr. Tom Dillie a plaque listing a Resolution of Appreciation and thanks for his 15 years of service to the Minerva Public Library.

Administering Oath to Board of Trustees: None - all board members are in a current term of office.

Annual Organization Meeting Business

Motion to elect Officers for calendar year 2024 as listed below.

President - Roger Bartley
Vice President - Dick Rutledge
Secretary - Rebecca Miller

Motion to approve by Sarah Repella, 2nd by Diane Ruff, motion carried unanimously.

Motion for the Appointment of Library Committee Members for organizational year 2024 as listed:

Building & Grounds: Beard, Milano, Ruff
Finance & Audit: Bartley, Repella, Rutledge

Personnel: Repella, Ruff, Rutledge
Policy Committee: Milano, Miller, Beard
Development Chair: Bartley

Motion to approve by Sarah Repella, 2nd by Diane Ruff, motion carried unanimously.

Establish meeting date for Records Commission which includes all 7 members of the Board, the Fiscal Officer, and the Director on September 26, 2024

Motion to approve by Jennifer Beard, 2nd by Diane Ruff, motion carried unanimously.

Accept: Monthly regular Board meeting calendar for 2024. Meetings will be held at 6:30 p.m. on the 4th Thursday of each month or the third Thursday of the month if it falls on a holiday (or otherwise as may later be scheduled by the Board. The 2024 regular meeting schedule is listed below:

January 25	May 23	September 26
February 22	June 27	October 24
March 28	July 25	November 21
April 25	August 22	December 19

Motion to approve by Sarah Repella, 2nd by Diane Ruff, motion carried unanimously.

Note: A complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website prior to the monthly meeting.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g., in January 2023, resolutions are numbered 23-01-01, 23-01-02, 23-01-03, etc.

Motion for Executive Session: discuss the performance evaluation of the Fiscal Officer.

Motion Beard Second Repella Time: 6:30pm

Roll Call: X Bartley X Beard X Milano X Miller X Repella X Ruff
 Rutledge

Return to Regular Session at 6:57pm.

Motion Miller Second Ruff Time: 6:57pm

Resolution 24-01-01: Motion to hire Heather Husted as the Fiscal Officer of the Minerva Public at the salary and under the conditions stated in the employment agreement, from January 1, 2024 through January 2025 Organization Meeting. **Motion by Jennifer Beard, 2nd by Sarah Repella, motion carried unanimously.**

Administering oath of Office to Fiscal Officer

Board President Bartley administered the oath of office to Fiscal Officer Husted.

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the Fiscal Officer of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?

Enact enabling resolutions:

Resolution: 24-01-02: That the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2024 and continuing through to the 2025 Organization Meeting, as long as said expenditures fall within the 2024 or 2025 Appropriation Resolution(s) adopted by the Board of Trustees. **Motion by Rebecca Miller, 2nd by Casey Milano, motion carried unanimously.**

Resolution: 24-01-03: to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2024 and continuing through to the 2025 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting. **Motion by Rebecca Miller, 2nd by Casey Milano, motion carried unanimously.**

Resolution: 24-01-04: that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2024 and continuing through to the 2025 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the library's collection or to be disposed of through the "Donation" book cart or otherwise. All individual "in-kind" gifts that the Director adds to the library's collection will be reported to the Board of Trustees at their next monthly regular meeting. **Motion by Rebecca Miller, 2nd by Casey Milano, motion carried unanimously.**

Resolution: 24-01-05: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2024 and continuing

until the 2025 organizational meeting, as long as said bills fall within the 2024 or 2025 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2024 and continuing through to the 2025 Organization Meeting as approved by the Board. **Motion by Jennifer Beard, 2nd by Diane Ruff, motion carried unanimously.**

Resolution: 24-01-06: that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2024 and continues through to the 2025 Organization Meeting. **Motion by Jennifer Beard, 2nd by Diane Ruff, motion carried unanimously.**

Resolution: 24-01-07: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2024 and continuing through to the 2025 Organization Meeting. **Motion by Casey Milano, 2nd by Sarah Repella, motion carried unanimously.**

Resolution: 24-01-08: to appoint the Library Director to act as the Compliance Officer for the library credit card for Fiscal Year 2024 and through to the 2025 Organization Meeting. **Motion by Casey Milano, 2nd by Sarah Repella, motion carried unanimously.**

Motion to end the organizational meeting by Rebecca Miller, 2nd by Casey Milano, motion carried unanimously.

Motion to begin the January 25, 2024 regular meeting by Diane Ruff, 2nd by Jennifer Beard, motion carried unanimously.

January Regular Meeting Business

Motion to approve minutes of the November 16, 2023 Board Meeting by Sarah Repella, 2nd by Rebecca Miller, motion carried unanimously.

Motion to approve minutes of the December 06, 2023 Special Board Meeting by Sarah Repella, 2nd by Rebecca Miller, motion carried unanimously.

Resolution: 24-01-09: to approve renewal of Fortinet- Enterprise Protection & Support for our IT-internet system for one year and to be installed by PC Copilot at an estimated cost of \$860. **Motion by Jennifer Beard, 2nd by Rebecca Miller, motion carried unanimously.**

Resolution: 24-01-10: to approve Standard Plumbing & Heating Company to replace a burned-out motor on the exhaust fan which provides proper ventilation at a quote of \$855. **Motion by Diane Ruff, 2nd by Rebecca Miller, motion carried unanimously.**

Resolution: 24-01-11: to approve hiring the following employees beginning with their wage and hire date as listed below for each employee.

Jersey Moss – wage is \$10.47 – hire date of 07/24/2023
Payton Selby – wage is \$10.50 – hire date of 12/11/2023
Eli Benzel – wage is \$10.50 – hire date of 12/11/2023

Motion by Diane Ruff, 2nd by Jennifer Beard, motion carried unanimously.

Resolution: 24-01-12: to approve the following two employees 90-day performance review pay increases from \$10.47 to \$10.73 effective beginning with the date listed after each name.

Dianne Ferrell as of 12/11/2023
Tabatha Peterson as of 10/30/2023

Motion by Sarah Repella, 2nd by Diane Ruff, motion carried unanimously.

Resolution: 24-01-13: to approve the promotion of Kendra Selby from Library Associate I to the Library Associate II position. Pay increase went from \$10.94 to \$11.71, a \$ 0.77 increase effective as of 12/11/2023. **Motion by Jennifer Beard, 2nd by Casey Milano, motion carried unanimously.**

Resolution: 24-01-14: to approve an increase of 3% to the 2022 Wage Classification Range Table with the 3% increase effective beginning with the first pay in January 2024. (attachment) Employee Handbook, page 17, section 262 Wage Scale

Each non-exempt job classification has a pay range with a defined base rate, midpoint, and top. An individual employee's hourly wage falls somewhere within the pay range of his or her job classification. Raises, when granted, are calculated as a percentage of the midpoint of the job classification's pay range. The Library Board makes adjustments to the pay range and grants raises based on the advice of the library's administrative team.

Motion by Diane Ruff, 2nd by Rebecca Miller, motion carried unanimously.

Resolution: 24-01-15: to move Kendra Selby wage rate to the minimum rate per hour of \$14.39 as listed on the 2024 wage classification range rate table for the Library Associate II position effective as of the first pay in January 2024. This change includes the 2.5% hourly increase. **Motion by Sarah Repella, 2nd by Casey Milano, motion carried unanimously.**

Resolution: 24-01-16: to approve all current employees have a minimum wage rate of at least \$10.78 per hour as of the first pay in January 2024. The 2024 State of Ohio Minimum Wage Rate is \$10.45. The *Ohio proposed change for 2025 is \$12.75 per hour and for 2026 it will be \$15.00 per hour.* **Motion by Casey Milano, 2nd by Jennifer Beard, motion carried unanimously.**

Resolution: 24-01-17: to approve hiring LAI Sub Rhonda Grogg as a service worker not to exceed 10 hours weekly at a rate of \$12.50 per hour in addition to her normal LAI Sub position. This rate already includes all increases provided to the employee base. **Motion by Diane Ruff, 2nd by Sarah Repella, motion carried unanimously.**

Resolution: 24-01-18: to approve removing the \$750 stipend awarded to LAII Jennifer Bates for IT work and add \$ 0.36 to her hourly rate which is equivalent of the \$750 stipend amount effective with the first pay in January 2024. **Motion by Diane Ruff, 2nd by Casey Milano, motion carried unanimously.**

Resolution: 24-01-19: to approve a 2.5% hourly rate increase across the board for all current employees except for any employee who has notified the Director in writing that they will be resigning or retiring. The 2.5% increase will be applied after all other per hour rate changes listed above have been applied. The pay increase is effective with the first pay in January 2024. **Motion by Sarah Repella, 2nd by Diane Ruff, motion carried unanimously.**

Resolution: 24-01-20: to approve up to a 0.5% hourly rate increase for employees completing a performance review with the increase to take place after the Board of Trustees approves each employee and their specific percentage rate increase not to exceed 0.5%. **Motion by Rebecca Miller, 2nd by Diane Ruff, motion carried unanimously.**

Resolution: 24-01-21: to approve changing the maximum per monthly cost to the employee for a single person health care plan to \$300 monthly beginning February 01, 2024. **Motion by Rebecca Miller, 2nd by Diane Ruff, motion carried unanimously.**

Resolution: 24-01-22: to approve changing the maximum per monthly cost to the employee for family health care plan to \$1,000 monthly beginning February 01, 2024. **Motion by Sarah Repella, 2nd by Casey Milano, motion carried unanimously.**

Resolution: 24-01-23: to approve a 3% annual rate increase for the Library Director for the 2024 calendar year. **Motion by Rebecca Miller, 2nd by Sarah Miller, motion carried unanimously.**

Ongoing Business

Ohio Governor's Imagination Library Update: We have increased our registrations from 255 in November to beginning January with 268 children registered. Stark County has 64% enrollment, Columbiana County has 64% and Carroll County has 57% of children age 5 and under enrolled. The average enrollment per county in the state is 59%. The State of Ohio pays for ½ the cost and each County's Lead Library pays the other ½. The Stark County Library is the lead for Stark County. The cost of our 268 participants for Stark County is \$3,484. We donate a portion of our funds from our Bi-Annual Book Sale to assist with covering this cost which generally is around \$2,000, well short of the actual cost.

Fiscal Officer's Report

Resolution: 24-01-24: approve monthly financial reports for November 2023. **Motion by Casey Milano, 2nd by Rebecca Miller, motion carried unanimously.**

Resolution: 24-01-25: approve monthly financial reports for December 2023. **Motion by Casey Milano, 2nd by Rebecca Miller, motion carried unanimously.**

Resolution: 24-01-26: approve purchasing Positive Pay which is a Fraud Prevention Tool for ACH and Check payments offered by Consumers National Bank. **Motion by Rebecca Miller, 2nd by Sarah Repella, motion carried unanimously.**

PLF Distribution: The December 2023 PLF receipts were \$73,759.82, 2% more than the \$72,218.61 received in December, 2022. PLF Receipts for 2023 totaled \$850,593.79 which is 1% more than the \$839,036.68 received in 2022 which was 8% higher than the previous year. The \$850,594 is 4% more than the \$814,401 appropriated as PLF revenue for the 2023 budget.

In December, as required by law, the Ohio Department of Taxation issued a new estimate for 2024 revenue. This estimate sets the library's expected receipts for year 2024 at \$813,175, rather than the \$821,608 projected on the July, 2023 estimate—a decrease of \$8,433. The County Auditors' Offices certified the library's revenue for this year based on the July, 2023 estimate, and judging by past practice, will not issue a new certification based on this December revision.

According to the Office of Budget and Management (OBM), overall state tax receipts for the month of December came in 11.5% or \$263.7 million below estimates. OBM claims the state budget for FY24 is still on solid footing.

OBM has indicated that the low tax receipts in December is directly related to the income tax and is highly irregular. OBM Director Kim Murnieks issued the following statement:

“Monthly revenues were negatively impacted by large income tax refunds paid to filers who requested extensions for the 2022 tax year. This historic level of December refunds was driven by shifts in payment strategies for pass-through entities who elected to take advantage of tax law changes for federal tax purposes. Even so, when tax receipts, investment income, and other non-federal income to the General Revenue Fund are combined, fiscal year-to-date revenues are on track. While it is unlikely that income tax refunds of this magnitude will recur in future Decembers, this shift will be taken into consideration as we forecast future income tax estimates by month.”

2023 General Revenue Net Operating Position

Dec. Revenue	=	\$77,449	Total Annual Revenue	=	\$ 849,508
Dec. Expenses	=	\$60,154	Total Annual Expenses	=	\$ 836,760*
Difference		\$17,295			\$ 12,748

Operating Fund Expenses as Percentage of Appropriation on December 30, 2023

2023 Appropriation *	Current 2023 Expenses*	As Percentage
\$914,401	\$836,760	92%

*Includes \$50,000 transfer out to Capital

New Business

Credit Card Compliance: as required by statute, Director Brenda Griffith reported she is complying with State law governing the use of credit cards by public agencies.

Correspondence

Roger Bartley letter (attached)

Director's Report

Resolution: 24-01-27: approve monthly report from the Director included in the packet. **Motion by Casey Milano, 2nd by Jennifer Beard, motion carried unanimously.**

Resolution: 24-01-28: purchase from Library Design Associates Inc. **8 tables**, 7 feet in length with rolling locking casters for moveability ease and a flip-top for easy storage. Also, **30 stacking chairs** for our community room and **10 chairs with rolling casters** for mobility in the study rooms. The quote included in your packet for these items is \$19,355 and includes delivery, installation, and labor. **Motion by Diane Ruff, 2nd by Jennifer Beard, motion carried unanimously.**

Resolution: 24-01-29: purchase from SenSource a door count system that operates through remote web services. This system was recommended by

