

**Minutes of the Minerva Public Library Board of Trustees
August 25, 2022 Regular Meeting**

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm in the Library Board Room.

Attendance: Library Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Diane Ruff, Dick Rutledge. Library Director Tom Dillie.

Adjustments to the Agenda: Mr. Dillie had sent out additional agenda items before the meeting regarding library closings, and preparation for his medical leave.

Public Participation: none

Minutes: Mr. Rutledge moved to approve minutes of the July 28, 2022 Regular Board Meeting. Ms. Ruff seconded. Motion carried unanimously.

Ongoing Business

Dolly Parton Imagination Library of Ohio Update: Mr. Dillie reported that there are now 244 kids registered with the program.

Library Service During Pandemic Update; Mr. Dillie reported that the library continues to hand out at-home COVID test kits and the demand has lately increased. The Ohio Dept. of Health automatically ships test kits to the library monthly, and Mr. Dillie reports weekly how many staff have distributed.

Fiscal Officer's Report

Fiscal Officer Davies was unable to attend the meeting. Mr. Dillie presented her report which she had also emailed the Trustees in advance. (Attachment A)

Mr. Rutledge moved to **accept the monthly** financial documents for July, 2022. Ms. Birks seconded. Motion carried unanimously.

Dr. Beard moved to **approve** the monthly report from the Fiscal Officer. Ms. Ruff seconded. Motion carried unanimously.

PLF Distribution: The August PLF receipts are \$59,211, 3% more than the \$57,256 received in August, 2021.

2022 General Fund Net Position

July Revenue	= \$80,236	Total Year-to-Date Revenue	= \$512,862
July Expenses	= \$48,285	Total Year-to-Date Expenses	= \$592,959*

\$31,951

- \$ 80,097

*includes \$200,000 transfer out to capital

Regular Revenue/Expenses Year-to-Date

Revenue	\$512,862
Expenses	<u>\$392,959</u>
Difference	\$119,903

General Fund Expenses are Percentage of Appropriation on December 31

<u>2022 Appropriation *</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$939,814	\$592,959	63%

*includes \$200,000 total transfer out to Capital

Operating Expenses as Percentage of Appropriation

<u>2022 Appropriation</u>	<u>Current 2022 Expenses</u>	<u>As Percentage</u>
\$737,814	\$392,959	53%

Unique Management: billed the library \$147.75 for 15 placements in June.

Carroll County Budget Commission Meeting: Mr. Dillie met with the Budget Commission for the annual budget hearing on Tuesday, August 9. He provided them with an update on library services and activities. Mentioned the HVAC expenses from last year, and the replenishment of the Capital Fund using the unexpectedly high PLF revenue. Also mentioned the library's success with DPILO registrations. Budget Commission had no comments or questions about library activities.

New Business

New Job Description: Mr. Dillie reported that Sarah Pearson, the Youth Services Librarian, has accepted a job with the Dayton Public Library and will be leaving for her new position shortly. The Youth Services Librarian was created in 2015 from a Library Associate II position that was vacant following a retirement. The library has had now two degreed librarians in that job. After some discussion, Mr. Dillie and Mrs. Heller have chosen to remove the Youth Librarian position and create a Library Associate II position in Youth Services for a Program Associate. The new job description (Attachment B) is similar to that of the other LA II position in Youth Services but will focus more on programming for older kids, whereas the LA II position held now by

Laken Hamilton focuses on programing for younger kids. The library is advertising this job opening now.

Ms. Birks moved to **approve Resolution 22-08-01**: to approve the job description for the Library Associate II Program Associate Youth Services as presented. Dr. Beard seconded. Motion carried unanimously.

Library Trustee Terms: the seven-year terms of both Ms. Birks and Ms. Miller expire at the end of his year. Ms. Miller has said that she is interested in serving another term on the Board. Ms. Birks ha said that she would like to finish her service on the Board with this term. Dr. Beard asked how the Board has gone about recruiting new Trustees. Mr. Bartley explained that current Trustees are welcome to suggest candidates and bring those names to the Board for discussion. It is a good idea to discover whether someone would be interested in serving on the Board before bringing up their name for consideration. The Trustees will discuss possible candidates at the September Board meeting.

Thanksgiving Holiday—the library has Thanksgiving Day as a paid holiday. From 2010-2013, during cuts in hours of work, the library made the Friday after Thanksgiving a mandatory furlough day, and was closed on Saturday. Staff did like that extra time off even though they lost a day's pay. Mr. Dillie suggested for this year adding the Friday after Thanksgiving as a paid holiday with Saturday then as a closed day. Because the staff would have five scheduled days that week, three open work days, and two holidays, they would be able to account their hours without Saturday on the schedule at all. This is a benefit that costs the library no additional money and would make scheduling easier this fall. Ms. Birks asked if patrons had any comment during those four years the library was closed over the whole Thanksgiving weekend. Mr. Dillie said that there were no comments, let alone complaints.

Dr. Beard moved to **approve Resolution 22-08-03** to make Friday, November 26, 2022 a paid holiday for all regular staff, and to close the library on Saturday, November 26, 2022.

Changes to October and November Board Meetings: Mr. Dillie will be on medical leave from October 14 through the end of November. He suggested moving the October Regular Board meeting from the 27th to the 13th to allow for a discussion of a draft 2023 budget, and to cancel the November Regular Board meeting.

Ms. Ruff moved to **approve Resolution 22-08-03** to move the October Regular Board Meeting from Thursday, October 28 to Thursday, October 14 at 6:30 pm, and to cancel the November Regular Board meeting. Mr. Rutledge seconded. Motion carried unanimously.

Acting Director: because Mr. Dillie will be on leave for an extended period, the Board discussed appointing an acting Director. It was agreed generally that it would be helpful to have someone in the building with the clear authority and responsibility to make decisions. Mr. Dillie has discussed with Mrs. Heller, the Youth Services Manager, whether she is interested in this temporary promotion. She is interested and understands that she will be expected to manage regular staffing and patron issues as they arise, but will be able to consult with either Mr. Dillie or Mr. Bartley if necessary. Because of the increased responsibility, the Board also agreed that a temporary increase in hourly wage is in order.

Mr. Rutledge move to **approve Resolution 22-08-04:** to appoint Kathy Heller as Acting Library Director beginning October 14, 2022, and continuing until Mr. Dillie is able to return to work on a regular schedule. During the time she serves in this role, her hourly rate will be \$29.00; she will return to her current hourly rate once Mr. Dillie resumes the Director's duties. Ms. Ruff seconded. Motion carried unanimously.

Correspondence

No correspondence this month.

Director's Report

Dr. Beard moved to Accept monthly reports from the Director, and the Youth Services Manager. (Attachment C) Ms. Birks seconded. Motion carried unanimously.

Library Statistics: the July door count was 3226, 2% more than the July, 2021 count and 41% less than the 2019 count. Checkouts were up over last year, while renewals were down 7% from last July. Total circulation was up 7.5% over last year due to an increase in downloadable content checkouts (highest Hoopla month ever), and a substantial increase in items loaned to other libraries. The latter increase reflects the fact the delivery service now is much more reliable and efficient than it was a year ago.

Acknowledge Gifts—July

Restricted Individual Contributions to the General Fund

\$ 0.00

Unrestricted Individual Contributions to the General Fund

\$ 51.95*

Total Restricted and Unrestricted

\$ 51.95

*Includes a \$30 donation from the Columbiana County Democratic Women's Committee


In-kind Gifts

Anonymous

3 hardcovers; 5 trade paperbacks;
1 mass market paperback; 2 DVDs

Adjourn: Mr. Rutledge moved to adjourn at 7:35 pm. Ms. Ruff seconded.

The next Regular Board Meeting will be held on September 22, 2022 at 6:30 pm in the Community Meeting Room.


Board President


Date