

**Minerva Public Library Board of Trustees
Minutes of the April 22, 2021 Regular Meeting
April 22, 6:30 pm via Zoom**

Call to Order: Mr. Rutledge called the meeting to order at 6:30 pm.

Attendance: Library Trustees Jennifer Beard, Virginia Birks, Becky Miller, Diane Ruff, Dick Rutledge. Library Director Tom Dillie, Fiscal Officer Christina Davies.

Ms. Birks moved to approve the minutes of the March 25, 2021 Board Meeting as presented. Dr. Beard seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: as of March 31, 201 out of 294 eligible kids in the library's service area were registered with the OGIL. That's participation of just over 63%, higher than any other library district in Stark County. Stark Library is doing online promotion of the project using photos taken of library staff around the county, and is now putting together brief storytimes where staff will be recorded reading some of the books that are included in the OGIL program. County.

Library Service During Pandemic Update: the library is distributing rapid at-home COVID-19 tests provided by the Ohio Dept. of Insurance. We have given out about 50 so far, and ordered and received another carton of 50. Patrons have not reported any trouble using the tests; the procedure has now been simplified so that it can be completed using only a smart phone. Traffic has been 30-35% of normal for months, although March saw an increase to around 45% of March counts before 2020. And total circulation continues to run at 70-75% of normal. We'll see if that trend continues. Youth Services has been very successful with their take and make programs, and Adult Services is now offering a monthly take and make craft that has seen good response from patrons. Youth Services is planning some group programs for Summer Reading, but those programs will all be held outside to ensure social distancing. Mr. Dillie does not foresee any in-building programs before fall. Mr. Rutledge asked if there was any trouble with patrons unwilling to wear masks, and Mr. reported that there had been no problems for months now.

Fiscal Officer's Report

Fiscal Officer Davies provided the monthly totals for the financials. The full report will be included with the May Board Packet.

PLF Distribution: The April 2021 PLF receipts are \$47,545, 20.9% more than the \$39,315 received in April, 2020. At the state level, the PLF receipts remain substantially ahead of both the July and December estimates from the Ohio Dept. of Taxation.

2021 General Revenue Net Operating Position

March Revenue =	\$56,729	Total Year-to-Date Revenue =	\$186,243
March Expenses =	\$36,734	Total Year-to-Date Expenses =	\$128,401
Difference =	\$19,995	Difference =	\$ 57,842

Operating Expenses as Percentage of Appropriation

2021 Appropriation*	Total 2021 Expenses*	As Percentage
\$813,911	\$228,401	28%

*includes \$100,000 transfer out to Capital

Unique Management: Unique Management's invoice was \$44.75 for 8 placements in March

New Business

State Budget Update: The Ohio House has sent its version of the next biennium on to the Senate. The Senate will now hold its budget hearings and makes it changes to the House draft. A conference committee will then meet to resolve differences and come up with a final budget to be approved by June 30. The current and previous two-year budgets both set the PLF at 1.7% of the state's General Revenue Fund, a slight increase over the 1.66% rate that is set in law. The draft budget for the next two years does not now include any re-set of the PLF, which means that the rate would fall to 1.66%. While the rate difference is not large, over several years, the reduction would be noticeable especially for those libraries such as Minerva that have no levy. The goal for the Ohio Library Council is get the PLF percentage set at 1.7% again in this next budget.

July 4 Holiday: Independence Day falls on a Sunday this year, and library policy is to observe the holiday on Monday, the 5th. The Board is asked to approve closing the library on Saturday, July 3, as a closed, but nonpaid, day off for library staff. The Board approved a similar practice for the past December 26 and January 2 which both fell on Saturdays.

Ms. Birks moved to **Approve motion 21-04-01** to closed the library on Saturday, July 2, 2021, as an unpaid day off for all staff. Ms. Miller seconded. Motion carried unanimously.

Health Insurance Update: Mr. Dillie shared that the Stark Council of Governments insurance consortium that the library belongs to has proposed a

3.9% increase in insurance premiums for the next fiscal year, July, 2020 – June 2021. The proposal also includes two premium holiday months. This recommendation will be voted on by the SCOG Board at its next meeting. The rate increase is similar to those of previous years.

Correspondence

None this month.

Director's Report

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

Library Statistics: Door count for March down only 29% from March, 2020. However, last year, the library closed the building on March 17 while still providing drive-up service, and then closed completely on March 23. In-house circulation was up 41%, reflecting the reduction and cessation of service last March. Hoopla circ was 711 in March, the highest ever. Kanopy circ continues to be very low, but since we are paying only for use, that low use is fine.

Acknowledge Gifts

March monetary contributions will be detailed on the May agenda.

March Restricted Individual Contributions to the General Fund

March Unrestricted Individual Contributions to the General Fund

Total Restricted and Unrestricted	\$
Total Summer Reading Contributions as of 04/21/21	\$1,500.00

In-kind Gifts March

Anonymous	8 hardcovers; 17 trade paperbacks; 5 mass market paperbacks; 15 DVDs ; 10 videogames
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Adjourn: Ms. Miller moved to adjourn the meeting at 7:15. Ms. Ruff seconded.

The next Regular Board Meeting will be held on May 27 at 6:30 pm via Zoom.

Board Vice President	Date
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