

**Minerva Public Library Board of Trustees
Minutes of the June 24, 2021 Regular Meeting
June 24, 6:30 pm in the library Board Room**

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

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Sarah Repella, Dick Rutledge; Library Director Tom Dillie, Fiscal Officer Christina Davies (via Zoom).

Note: the regular May Board meeting was cancelled.

Ms. Birks moved to Approve **Minutes** of the April 22, 2021 Board Meeting as presented. Ms Miller seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that 198 out of 294 eligible children the library's service area were signed up with the Imagination Library. Ms. Davies reported that the \$1300 donation from the library to Stark Library in support of the program had been received by Stark Library.

Library Service During Pandemic Update: Mr. Dillie reported that once the state-wide mask mandate was lifted at the beginning of June, the library eased back into most regular services. All the furniture that was stored in the meeting room is back on the floor; all public internet computers are available again; returned materials are not quarantined, although staff is checking in just once a day in order to better manage the workflow. Meeting rooms are open for public reservation; however demand is usually low in the summer. The library will continue to use acrylic sneeze guards at the service desks, and will continue to wipe down the public computer keyboards and mice between patrons. Hand sanitizer is available throughout the building. The library will use some of the COVID relief money from last year to replace the flush valves on the toilets and urinals with touchless valves. Library door counts continue at 33-40% of normal, and staff continue to work with a 20% reduction in hours. Mr. Dillie intends to return to full staffing hours in August before school starts.

Fiscal Officer's Report

Ms. Birks moved to **Accept** the monthly financial reports for April. Ms. Repella seconded. Motion carried. Ms. Davies reported that the April financials were complete but were out of balance for one payment and so the month could not yet be closed. May, in turn, was still open.

PLF Distribution: The May 2021 PLF receipts are \$65,604, 44% more than the \$45,457 received in May, 2020. The June, 2021 PLF receipts are a startling \$84,843, 61% increase over the 52,239 receive in June, 2020. The June receipts reflect the delay in income tax filings until May this year. At the state level, the total PLF receipts remain substantially ahead of both the July and December estimates from the Ohio Dept. of Taxation.

2021 General Revenue Net Operating Position

April Revenue =	\$50,070	Total Year-to-Date Revenue =	\$236,313
April Expenses =	<u>\$52,342</u>	Total Year-to-Date Expenses =	<u>\$180,743</u>
Difference	-\$ 2,272		\$ 55,570

Ms. Davies reported that operating deficit in April was the result of the annual property and liability insurance bill payment of just over \$9000. As indicated by the year-to-date revenue vs. expenses total, the library is far ahead on operating revenue.

Operating Expenses as Percentage of Appropriation (April 30, 2021)

2021 Appropriation*	Total 2021 Expenses*	As Percentage
<u>\$813,910</u>	<u>\$280,743</u>	34%

*includes \$100,000 transfer out to Capital

New Business

Executive Session: Dr. Beard moved at 6:55 pm that the Board enter Executive session to review the workplace performance of an employee. Ms. Miller seconded. Ms. Davies was excused from the meeting.

Roll Call

Mr. Bartley__yes__; Dr. Beard__yes__; Ms. Birks__yes__; Ms. Miller__yes__; Ms. Repella yes__; Mr. Rutledge__yes__.

Ms. Miller moved to return to regular session at 7:30; Ms. Repella seconded. The Board returned to regular session and invited Ms. Davies to return to the meeting via Zoom.

Mr. Dillie has met via phone calls with two Fiscal Officers from the UAN Visiting Clerk list and suggested the Finance Committee could meet with one via Zoom before July 1 to discuss contract services that might be useful to the library. There was general agreement among the Trustees that this was a good idea and Mr. Dillie will set-up a meeting early in the coming week. If the Finance Committee is happy with their conversation with the visiting Clerk, the library will hire her as a contractor.

Ms. Repella moved **to approve the library entering into a contract** with a UAN Visiting Clerk to provide assistance with the Fiscal Officer duties as needed during the remainder of 2021. Ms. Miller seconded. Motion carried unanimously.

State Budget Update: At the time of the Board meeting, the budget was in conference committee. The senate has reset the PLF rate to 1.7% of General Revenue as it has been in the current budget. There is no news as yet on extending the provision to hold virtual public meetings. The Ohio Dept. of Taxation has revised its tax estimates for the current, and next two fiscal years, showing an increase in revenue which will increase the PLF estimates accordingly. The new budget does need to be passed by both houses and then signed by the Governor before July 1, and is on track to do so.

Statewide Delivery Service: Beginning July 1 statewide library delivery will be provided by a new contractor, STAT Courier, which has large library system delivery contracts in several other states. The hope is that with that experience, they will do a better job than Priority Dispatch, the current contractor has done, especially lately. The new contract is for two years, and there is a several hundred dollar increase over the old price. However, the State Library Ohio has decided to use some of its Federal COVID relief money to partially fund the contract in the first year, June, 2021-July, 2022, providing a 30% discount to all libraries delivery customers. Even with the increase, the shipping cost per item for Minerva is still under 10 cents a piece.

Ms. Birks moved to **Accept the delivery contract** with the State Library of Ohio for July, 2021-June, 2022 in the amount of \$8,872.50. With the one-time 30% discount the actual billed amount is \$6,210.75. Dr. Beard seconded. Motion carried unanimously.

HVAC Replacement: The condenser unit that provides air conditioning to the library is failing, and in fact the air conditioning has been out all week at the time of this Board meeting. Two the six compressors have died, and the remaining compressors are not adequate to provide full cooling. According to Standard Plumbing and Heating, the library's HVAC contractor, the life expectancy of a condenser unit is 15 years; the library's equipment was installed in 2002-2003. Mr. Dillie asked for a price for just replacing the two compressors, (Attachment A) and that's \$21,500; while those compressors would be new, the replacement would not prolong the life of the other original equipment, and requires the use of refrigerant which, while available, is no longer manufactured and much more expensive. If any one or more of the remaining original compressors failed, the same replacement process would be repeated for them. Piecemeal replacement of failing components would be on ongoing and unpredictable expense.

Replacing the entire condenser unit will cost \$80,000 (Attachment A) and it should then have a service life of 15 years without requiring major repair. Mr.

Dillie pointed out that the library has the capital projects money now and also has a large amount of carryover in the general fund already this year. Complete replacement is expensive, but it is a prudent decision rather than replacing some parts and thus committing to replacing aging equipment one piece at a time. Standard has said that installation will require the AC to be out for a week. If we can hold on until fall and cooler weather, the library could stay open during the work. Standard has also said that supply chain problems are causing delays in manufacturing this equipment; they would order it as soon as we sign on, in hopes of having the condenser unit ready if the AC fails. However, it will take longer than usual to acquire hardware. The cost of the replacement is over the \$50,000 threshold that would require the project to be bid. However, Mr. Dillie suggested the Board invoke the "urgent necessity" provision permitted under ORC 3345.7 in order to get the replacement process started as soon as possible. The AC fails during the summer and can't be restarted, the library will have to reduce hours open dramatically because the building will be too hot to work in on hot days.

There was a general discussion about the two replacement. Trustees agreed that it was not sensible to spend \$21,000 to replace two compressors, with no certainty that two more compressors wouldn't then fail soon after. The bidding process would likely require waiting to make a decision until the end of July which makes for a further delay in ordering equipment.

Mr. Rutledge moved to **Approve Resolution 21-06-01** to declare an urgent necessity as per ORC 3345.7 to forego normal competitive bidding and procurement procedures and contract with Standard Plumbing and Heating to replace the air conditioning condenser at a quoted amount of \$79,958.00 with the understanding that the Library Director may authorize additional associated expenses if necessary. Ms. Repella seconded. Motion carried unanimously.

Amend 2021 Appropriation: in order to cover the cost of the replacement, the library will need additional money appropriated to capital projects. To do so, the Board will amend the current appropriation and transfer money from the General Fund to the Capital Projects Fund. A majority of five is required to amend the appropriation.

Mr. Rutledge moved to **Approve Resolution 21-06-02** to amend the 2021 Appropriation and transfer \$80,000 from the General Fund to Capital Projects--Maintenance and Repair 4001-760-331-0000. Ms. Repella seconded. Motion carried unanimously.

Health Insurance Update: the Stark Council of Governments insurance group has approved a 3% increase in insurance rates for the July, 2021—June, 2022 insurance year with two premium holiday months. The new monthly rate is \$826.13 for single coverage and \$2006.86 for family coverage. The library provides a monthly subsidy for the purchase of health insurance. Information

about that rate and a proposed change is included in the Board packet. SCOG has authorized two premium holiday months for the coming insurance year; the library should set those months. As described in the included information, the library's subsidy rate for single is below the average rate for a number of sampled libraries in Ohio. Minerva is only library that uses a flat dollar amount rather than a percentage of the premium, which in turn pushes the annual cost of the rate increases onto the employee. However, the library's membership in the SCOG insurance group provides for some premium holiday months each year which then offset the cost of that year's rate increase, even though the accumulation of the annual increases do result in gradual increases in the employee share.

Ms. Miller moved to **Accept** the new SCOG insurance rates as presented. Dr. Beard seconded. Motion carried unanimously.

In the accompanying document, Mr. Dillie recommended that the Board approve a one-time adjustment in the monthly health insurance subsidy, resetting the value at the equivalent of 75% of single coverage and 65% of family coverage.

Ms. Miller moved to **Approve Resolution 21-06-02**: to increase the library's health insurance subsidy for employees from \$521 a month for single coverage and \$951 a month for family coverage to \$619 and \$1304 a month respectively effective July 1, 2021. Dr. Beard seconded. Motion carried unanimously.

The library sets the premium holiday months for months with three payrolls since the amount saved by paying no premiums covers part of the cost of the third pay. SCOG is providing two holiday months in the coming insurance year.

Ms. Miller moved to **Approve Resolution 21-06-03**: to set the health insurance premium holiday months as July and December, 2021. Dr. Beard seconded. Motion carried unanimously.

Tax Budget: the library, as a public agency, is required to file a tax budget each year with the County Auditors. Since we have no certified estimate for 2022 revenue, and are not even half way through the current fiscal year, this exercise is not all precise. A draft budget is included in the Board packet for review. Mr. Dillie explained that the revenue in this budget is calculated from the December, 2020 PLF estimate, while expenditures use the current budget with small increases. The Dept. of Taxation has just released new estimates for the total PLF in this fiscal year, and for the next biennium. These estimates are all greater than the previous ones. The draft budget assumes that the library will do one more transfer from General Revenue to Capital before the end of this year in order to bring the carryover down to \$250,000.

Ms. Birks moved to **Approve Resolution 21-06-04** to approve 2022 Tax Budget as presented. Mr. Rutledge seconded. Motion carried unanimously.

Correspondence

None this month.

Director's Report

Ms. Miller moved to **Accept monthly reports** from the Director, and the Youth Services Manager, which are included in the packet. Ms. Repella seconded. Motion carried unanimously.

Library Statistics: Since the library was closed completely in the first part of May last year, and then open only for drive-up service the rest of the month, comparing 2020 to 2021 would not be useful. In comparison to May, 2019, last month's door count was 34%, very consistent with what we have seen for months now. In-house circ was 65% of 2019's, and total circ was 68%. Again, very consistent with the trend.

Acknowledge Gifts

Total Summer Reading Contributions as of 04/21/21	\$1,500.00
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In-kind Gifts March-May

Anonymous

17 hardcovers; 29 trade
paperbacks; 12 mass market
paperbacks; 48 DVDs ; 10
videogames

Adjourn: Mr. Rutledge moved to adjourn the meeting at 8:10. Ms. Birks seconded.

The next Regular Board Meeting will be held on July 22 at 6:30 pm in the library Board Room.

Board President

Date

Attachment A

MPL Board Minutes 6-24-21



220 Seventh Street S.E.
Canton, Ohio 44702
Ph# 330-463-6160
Fax# 330-580-3201
www.StandardPandH.com

MECHANICAL CONTRACTORS AND ENGINEERS

May 27, 2021

Customer Minerva Public Library
Address 377 Lynnwood Drive
Minerva, Ohio 44657
Attention: Tom Dille
mlnervadirector@gmail.com

QUOTE#: 2021-3548

TELEPHONE: 330-868-4101

FAX:

Quote Summary place 2 compressors, 2 contactors, 2 overloads, and 6 driers on the condensing units vs Replace unit and c
Standard Plumbing and Heating makes the following offer:

1. Furnish and install 2 compressors, 2 contactors, 2 overloads, and 6 driers on the condensing units. There is currently a 2 week lead time on these parts. All work is to be completed during normal working hours.

Total Price = \$21,518.00

1. Furnish and install new condensing unit
2. Furnish and install new evaporator coil
3. Furnish and install new TXV's
4. Furnish and install new refrigeration lines
5. Reconnect electrical
6. Reconnect controls
7. Provide start up
8. Verify proper operation

Total Price = \$79,958.00

Price for the above describe work plus tax if applicable

\$ 79,958.00

**PLEASE SIGN BELOW TO ACCEPT THE OFFER ABOVE.
PROMPTLY RETURN BY EMAIL TO Joelb@standardpandh.com**

Client signature authorizes SPHC to do the work specified in this proposal with the prices, specifications and conditions included herein. All material is guaranteed to be as specified, and the above work will be performed in accordance with the specifications submitted for above work and completed in a substantial workmanlike manner. Any alterations or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. All work, unless specified, is to be completed during normal work hours. Sales Tax has not been included in the above quoted amount and will be charged additionally unless a Certificate of Exemption is received and on file.

Payment terms for this proposal are Net 30 upon approval. A service charge of 1-1/2% per month will be required on all past due balances. This proposal is valid for 30 days after issuance.

PRESENTED BY Joel Brachman

DATE 6/8/2021

ACCEPTED BY [Signature]
Signature

DATE 6-25-21

Thank you for allowing us the opportunity to serve you