

**Minerva Public Library Board of Trustees
October 22, 2020 Regular Meeting Minutes
via Zoom**

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

Attendance: Trustees Roger Bartley, Virginia Birks, Diane Ruff, and Dick Rutledge. Library Director Tom Dillie and Fiscal Officer Christina Davies.

Minutes: Mr. Rutledge moved to Approve the minutes of the September 24, 2020 Regular Board Meeting. Ms. Ruff seconded. Motion carried unanimously.

Ongoing Business

Ohio Governor's Imagination Library Update: Mr. Dillie reported that as of the end of September, 139 (47%) of the 294 eligible kids in the Minerva service area were registered with OGIL. That is proportionally more registrations than any other service area in Stark County.

Library Service During Pandemic Update: the library has received a \$1000 credit with Damon Industries courtesy of West Township which is making some of its CARES Act money available to units of government that provide services in West Township. The library is buying cleaning supplies, face masks, and paper products with this gift. The library has spent about \$5000 of the CARES Act it recently received from State of Ohio. In addition to reimbursement for COVID-19 related purchases already made, the library has purchased another round of masks for library staff, and has contacted Catlett's Plumbing about installing water bottle filling stations and new drinking fountains. Mr. Bartley suggested that the library also look into touchless faucets for the restrooms.

Fiscal Officer's Report

Ms. Ruff moved to Accept the Monthly financial reports for September, 2020. Mr. Rutledge seconded. Motion carried unanimously.

PLF Distribution: the October distribution was \$55,776 a 0.1% decrease from the \$56,342 received last October. At the state level, the PLF was .001% below October 2019, and 11.4% above the revised Ohio Dept. of Taxation estimate for the month.

2020 General Revenue Net Operating Position

September Revenue = \$66,091	Total To-date Revenue = \$549,334
September Expenses = \$40,782	Total To-date Expenses = \$480,883

Difference = \$25,309

Difference \$ 68,451*

*Includes \$25,000 CARES Act grant to revenue, \$50,000 transfer to capital in expenses.

Operating Expenses as Percentage of Appropriation

<u>2020 Appropriation</u>	<u>Year-to-Date Expenses</u>	<u>As Percentage</u>
\$767,172	\$480,883	62.6%

Unique Management: \$205.85 for 23 placements. Mr. Dillie pointed out that the large number of placements resulted from having the overdue notices turned off for several months, and then starting the notices up again. Patrons have things long overdue that they’ve forgotten about, and many of those items are coming back once the final notices are sent.

New Business

Transfer Out: at its September meeting, the Board approved amending the 2020 Appropriation to include an addition transfer into Capital Projects. Transferring fund requires a five vote approval and thus will need to wait until the November meeting.

Performance Evaluations for Director and Fiscal Officer: the Personnel Committee of the Board should plan to meet and review the performance of the Board’s direct hires. The Trustees who make up the Personnel Committee were all attendance and agreed to organize their review and have it ready for the November meeting. Mr. Dillie will forward the performance evaluation documents for both positions to the Committee. The Director and Fiscal Officer will also provide the Committee with self-evaluations. In order to manage the Executive Session on Zoom, Mr. Bartley will host the November meeting.

Correspondence

None

Director’s Report

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

Annual Library Statistics: September door count was 70% less than September, 2019. Class visit headcount was down 85% and the upstairs count was down 65%. In-house circ was down 28% from last September; checkouts were much

lower but renewals were close last year's. Overall circ was 28% below September last year.

Gifts

September Restricted Individual Contributions to the General Fund

\$0.00

September Unrestricted Individual Contributions to the General Fund

\$127.75*

*includes a \$100 contribution from Jean Culp for adult books

In-kind Gifts

Anonymous	6 hardcovers; 23 trade paperbacks 3 mass market paperbacks; 5 DVDs
Richard and Ann Myers	1 hardcover
Molly Gartner Pirie	1 hardcover; 1 trade paperback

Adjourn: Ms. Ruff moved to adjourn the meeting at 7:20 pm. Ms. Birks seconded.

The next Regular Board Meeting will be held on November 19, 2020 at 6:30 pm, via Zoom.

Board President

Date