

**Minerva Public Library  
Board of Trustees Meeting Agenda  
October 24<sup>th</sup>, 2024 at 6:30 pm, Board Room**

**Attendance:**

Trustee: Roger Bartley \_\_X\_\_  
Trustee: Jennifer Beard \_\_X\_\_  
Trustee: Casey Milano \_\_X\_\_  
Trustee: Rebecca Miller \_\_X\_\_  
Trustee: Sarah Repella \_\_X\_\_  
Trustee: Diane Ruff ABS  
Trustee: Richard Rutledge \_X\_

Director: Jason Bumbico \_\_\_\_\_  
Interim Director/ Fiscal Officer: Heather Husted \_\_\_\_\_

**Call to Order: 6:32**

**Adjustments to the Agenda:**

**Public Participation:**

**Minutes:** Approve the minutes from the September 26<sup>th</sup>, Regular Board of Trustees meeting and September 26<sup>th</sup>, Records Commission meeting.

**Casey/Richard: 1st/2nd; motion carried unanimously**

**Ongoing Business:**

**Dolly Parton Imagination Library of Ohio Update** –We currently have 280 children registered under Minerva library.

**Fiscal Officer’s Report:**

**Motion to Accept:** Monthly financial reports for September 2024, and the Fiscal Officer’s Monthly Report.

**Sarah/Jennifer: 1st/2nd; motion carried unanimously**

**Current Revenue:**

**PLF Distribution:** The September 2024 PLF receipts are \$74,262.05, 4.0% less than the \$76,798.25 received in September 2023. The PLF funding is behind about 2% from the budget.

**2024 General Revenue Net Operating Position**

September Revenue	= \$ 76,310.90	Total Annual Revenue	= \$ 625,693.79
September Expense	= <u>\$ 44,840.93</u>	Total Annual Expenses	= <u>\$ 614,157.42</u>
Difference	\$ 31,469.97		\$11,536.37

**Operating Fund Expenses as Percentage of Appropriation on September 30<sup>th</sup>, 2024**

<u>2024 Appropriation Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
\$1,071,706.00	\$614,157.42	57.307%

**Deputy Fiscal Officer Discussion:** wait and decide this at a future meeting.  
Motion Carried.

**New Business**

**Hours on Halloween:** Halloween falls on a Thursday this year, which we are scheduled to be open till 8:00. There are many events in town that evening, starting with Trick or Treat at 4:30.

**Approve Resolution 24-10-01:** to close the library at 4:00 on Thursday October 31<sup>st</sup>, 2024.

**Sarah/Casey - 1st/2nd; motion carried unanimously**

**General Maintenance:** The library no longer has the staff with skills of general maintenance and which has caused an increase in account #1000-210-452-0000, Property Maintenance/ Repair Supplies & Parts. Contingencies currently has \$13,956.50 remaining.

**Approve Resolution 24-10-02:** To move \$2,956.50 from Contingencies account #1000-930-930-0000 to Property Maintenance/ Repair Supplies & Parts account #1000-210-452-0000 and \$250.00 from Contingencies account #1000-930-930-0000 to Cataloging and Processing account #1000-120-459-0008.

**Becky/Jennifer - 1st/2nd; motion carried unanimously**

**Black Friday Closing:** It appears the library has been closed the day after Thanksgiving for the last few years, likely due to it being difficult to staff.

**Approve Resolution 24-10-03:** to close the library on November 29<sup>th</sup>.

**Casey/Richard - 1st/2nd; motion carried unanimously**

**CD Renewal Discussion:**

**Approve Resolution 24-10-04:** to renew the two CDs from Consumers National Bank that will be maturing in October for 6 months at the current rate.

**Jennifer/Sarah - 1st/2nd; motion carried unanimously**

**Library Cleaning Discussion:** Keeping up with the necessary cleaning appears it can take up to 25 staffing hours a week. Money may need moved to Service Worker account in the future from Non-professionals/ Substitutes, but it will not cause staffing hours to increase since Rhonda and Trista will have less hours at the circulation desks.

**Elevator/ HVAC Update:** Elevator repairs worked. There is no more leaking oil. No concerns regarding safety. Standard Heating and Plumbing came in. Contract has ended officially in January, and they reported that the pump is leaking onto the other pump. Buckeye (Ryan Smith) was called and will be coming on Monday to look at it.

**Hiring Director/ Ending Interim Director Position Discussion:**

**Approve Resolution 24-10-05:** to hire Jason Bumbico as the Director of the Minerva Public Library at the salary and under the conditions stated in the employment agreement, from October 21, 2024 through the January, 2026 Organizational Meeting.

**Sarah/Casey - 1st/2nd; motion carried unanimously**

**Approve Resolution 24-10-06:** End the interim director effective 10/27/24

**Jennifer/Richard - 1st/2nd; motion carried unanimously**

**Correspondence:**

**Director’s Report:**

**Motion to move to Executive Session- Time: 6:48**

**Jennifer/Casey - 1st/2nd; motion carried unanimously; Roll Call.**

**Moved out:7:10**

**Motion to Accept** the monthly report from the Director included in the packet

Total circulation was **17,405**, **10.35%** below the September 2023 total circulation.

Inhouse circulation was **12,944** in September 2024, down **16.01%** from September 2023.

The door count was **6,334**, down **7.51%** from September 2023.

**Accept Financial Gifts—September 2024**

Restricted Individual Contributions: \$0.00

Unrestricted Individual Contributions to the General Fund: \$ 17.80

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Total Restricted and Unrestricted	\$17.80
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**In-kind Gifts for September 2024**

**15** Books donated  
**1** DVD

**Motion to Adjourn:**

**Jennifer/Sarah - 1st/2nd; motion carried unanimously**

The next Regular Board Meeting will be held on November 21<sup>st</sup>, 2024 at 6:30 pm in the Boardroom.