

Minerva Public Library
Board of Trustees
November 16, 2023
Board Meeting Minutes

Attendance:

Trustee: Roger Bartley ___X_____

Trustee: Jennifer Beard ___X_____

Trustee: Casey Milano _____

Trustee: Rebecca Miller ___X_____

Trustee: Sarah Repella ___X_____

Trustee: Diane Ruff ___X_____

Trustee: Richard Rutledge ___X_____

Fiscal Officer: Heather Husted ___X_____

Director: Brenda Griffith ___X_____

Call to Order:

Adjustments to the Agenda: none

Public Participation: No one from the public attended

Minutes: Approve minutes from the October 26, 2023 Regular Board Meeting.

Motion to approve by Jennifer Beard, 2nd by Rebecca Miller. Motion carried unanimously.

Ongoing Business:

Dolly Parton Imagination Library of Ohio Update – we have 255 current registrations.

Fiscal Officer's Report

Accept:

Monthly financial reports for October 2023, and the Fiscal Officer's Monthly Report. **Rebecca Miller moved to accept the financial reports for October 2023, 2nd by Diane Ruff. Motion carried unanimously. Resolution 23-11-01**

Discussion occurred on changing the employee payment for health care coverage to a fixed rate per pay of \$150 for single coverage and \$500 per pay for a family plan. Discussion to occur at the next meeting.

Discussion also took place on potential COLA increase beginning in January 2024 for employees. The request was for a 2.5% COLA increase to be effective with the first pay in January 2024.

Request to allow an additional ½% base pay increase based on performance reviews and where an individual fell on the wage range schedule when compared to the midpoint. The Director will award based on the performance review as soon as possible.

Current Revenue:

PLF Distribution: The October 2023 PLF distribution is \$67,423.54 which is 1.0% less than the \$67,744.32 received in October 2022. This month's state PLF receipts are 27% above the December, 2022 estimate of \$53,203.

2023 General Revenue Net Operating Position

October Revenue	= \$71,050	Total Annual Revenue	= \$ 706,629
October Expenses	= \$73,015	Total Annual Expenses	= \$ 610,451
Difference	(\$1,965)		\$ 96,178

General Fund Expenses as Percentage of Appropriation

<u>2023 Appropriation*</u>	<u>Current 2023 Expenses</u>	<u>As Percentage</u>
\$914,401	\$ 610,451	66.760%

New Business:

Certificate of Appreciation: Presented a Certificate of Appreciation and recognized past Director Mr. Tom Dillie for his dedication and 15 years of service to Minerva Public Library. **Motion to approve recognizing past Director Tom Dillie by Rebecca Miller, 2nd by Diane Ruff. Motion carried unanimously. Resolution 23-11-02**

Approve notice to Cleaning Genie: Requested to end the general cleaning contract with Cleaning Genie. **Motion to approve ending the general cleaning contract with Cleaning Genie by Rebecca Miller, 2nd by Jennifer Beard. Motion carried unanimously. Resolution 23-11-03**

Request the following transfer of funds: Request the transfer of \$50,000 from Transfers – Out to Capital Projects #1000-910-910-000 and transfer to Capital. **Motion to approve by Jennifer Beard, 2nd by Diane Ruff. Motion carried unanimously. Resolution 23-11-04**

Request the following transfer of funds: Move funding from the Contingency fund #1000-930-930-0000 in the following amounts and funds listed below: Transfer from Contingency the amount of \$1,000 and transfer to General Administrative-Office Supplies #1000-230-451-0007. Transfer from Contingency the amount of \$2,000 and transfer to Property Maintenance/Repair Supplies & Parts #1000-210-452-0000. **Motion to approve by Sarah Repella, 2nd by Richard Rutledge. Motion carried unanimously. Resolution 23-11-05**

Request the approval of the 2024 Budget Revenue-Permanent Appropriation: The projected 2024 total operations revenue is \$839,568. The total projected 2024 operating revenue with carryover is \$1,114,568. The total projected 2024 Revenue with carryover and capital if \$1,767,231. **Motion to approve by Sarah Repella, 2nd by Rebecca Miller. Motion carried unanimously. Resolution 23-11-06**

Request the approval of the 2024 Budget-Permanent Appropriations: The operating expenses for 2024 are proposed at \$894,040. Total Expenditure /Appropriation including Capital Projects total \$994,040. **Motion to approve by Jennifer Beard, 2nd by Rebecca Miller. Motion carried unanimously. Resolution 23-11-07**

Correspondence

Reminder, Heather Miller, Library Relations & Training Development Manager from SEO will be visiting the library on Tuesday, November 21st to meet with staff and myself at 9:00 am. You are welcome to attend also

Director's Report

Accept the Director's monthly report. **Motion to approve by Rebecca Miller, 2nd by Sarah Repella. Motion carried unanimously. Resolution 23-11-08**

October 2023 Library Statistics: In-house circulation was **16,632, 12.37% above** that of last October 2022. As has been true all year, renewals made up more of the in-house circ than initial checkouts, but this is the first time we have seen an increase in the in-house circulation by half when compared to the renewals resulting in more patrons in the library. Total circulation was **21,379, 10.82% above** October 2022. For October 2023 the door count was 7995, **up 54%** from that of last October 2023 which totaled 5186. We now have all classes in the Elementary except for 4th grade receiving services and also provide a program for middle school special classes occasionally.

Acknowledge Gifts—August

Unrestricted Individual Contributions to the General Fund

	\$ 0.00
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Total Restricted and Unrestricted	\$ 0.00

In-kind Gifts for November 2023

Anonymous 69 books; 0 trade paperbacks; 7 DVDs

Adjourn

There will not be a regular board meeting in December 2023. The next regular Board Meeting will be held on January 25, 2024 in the Board Room at 6:30 pm.

Motion to cancel the December 2023 Board of Trustees meeting: 1st by Rebecca Miller, 2nd by Diane Ruff. Motion carried unanimously. Resolution 23-11-09

Adjourn

The next Regular Board Meeting will be held on January 25, 2024. **Jennifer Beard motioned to adjourn, 2nd by Dianne Ruff. Motion carried unanimously.**



Roger Bartley, Board President

1/25/24

Date

Richard Rutledge Board Vice-President

Date

