

**Minerva Public Library  
Board of Trustees Meeting Agenda  
November 21, 2024 at 6:30 pm, Board Room**

**Attendance:**

Trustee: Roger Bartley \_\_\_\_\_X\_\_\_\_\_

Trustee: Jennifer Beard \_\_\_\_\_X\_\_\_\_\_

Trustee: Casey Milano \_\_\_\_\_X\_\_\_\_\_

Trustee: Rebecca Miller \_\_\_\_\_

Trustee: Sarah Repella \_\_\_\_\_X\_\_\_\_\_

Trustee: Diane Ruff \_\_\_\_\_

Trustee: Richard Rutledge \_\_\_\_\_X\_\_\_\_\_

Fiscal Officer: Heather Husted \_\_\_X\_\_\_

Director: Jason Bumbico \_\_\_\_\_X\_\_\_\_\_

**Call to Order:**

**Adjustments to the Agenda:**

**Public Participation:**

**Minutes:** Motion to approve the minutes from the October 24, 2024 Regular Board of Trustees meeting **by Jennifer Beard, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

**Ongoing Business:**

Dolly Parton Imagination Library of Ohio Update – We currently have 280 children registered under Minerva library, which represents no change from the October 2024 number.

**Fiscal Officer’s Report:**

**Motion to Accept:** Monthly financial reports for October 2024, and the Fiscal Officer’s Monthly Report **by Richard Rutledge, 2<sup>nd</sup> by Casey Milano, motion carried unanimously.**

**Current Revenue:**

**PLF Distribution:** The October 2024 PLF distribution is **\$60,601.29** which is **10.11%** less than the **\$67,423.54** received in October 2023. The PLF funding is behind about **3.5%** from the budget.

**2024 General Revenue Net Operating Position**

October Revenue =	\$ 63,543.03	Total Annual Revenue =	\$ 689,236.82
October Expense =	\$ 73,020.73	Total Annual Expenses =	\$ 687,178.15
Difference	<b>(\$ 9,477.70)</b>		<b>\$ 2,058.67</b>

**Operating Fund Expenses as Percentage of Appropriation on June 30, 2024**

<u>2024 Appropriation</u>	<u>Current</u>	<u>2024 Expenses</u>	<u>As Percentage</u>
	\$1,071,706.00	\$687,178.15	64.12%

**New Business:**

**Replacement Pump Motor:** As part of Standard Plumbing & Heating’s final scheduled preventative maintenance, the technician indicated that a leaking pump needed to be repaired. When the technician returned to replace the filters, he removed the pump to be diagnosed and repaired. The pump was reinstalled on 11/12/2024.

**Approve Resolution: 24-10-01:** To approve up to \$1800 for pump repair and installation **by Sarah Repella, 2<sup>nd</sup> by Jennifer Beard, motion carried unanimously.**

**Migrate Email to Google Workspace:** The present situation where we have a mix of free Gmail accounts and SEO accounts for staff emails is challenging in terms of their management, and it tends to discourage their use, making communication more difficult on a day-to-day basis. By migrating all of our accounts to Google Workspace, we will have a centralized management portal, 30 GB pooled storage per user, the ability to share documents easily using the Google applications, as well as the ability to use the minervalibrary.info domain for the email addresses. The migration should improve our ability to communicate and share information, improve our digital security, and help the library brand.

**Approve Resolution: 24-10-02:** To migrate our present staff emails from individual Gmail and SEO-administered accounts to a Google Workspace account managed by MPL

at an annual cost of \$1440 (\$6 per user a month for a Business Starter level account) **by Casey Milano, 2<sup>nd</sup> by Jennifer Beard, motion carried unanimously.**

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**Free Printing for Select Patron Documents:** In reviewing the invoices from Visual Edge IT, our managed print provider, it is apparent that we are not using the allowance for black and white images. On the first invoice, we were around 5,500 images under the allowance, and on the second, we were about 7,000 images under. Because of this gap and the relatively small amount of revenue raised by our black-and-white printing fees, we propose allowing patrons to print a limited number of resumes, tax forms, or government documents for free per day. We will continue to track usage and watch for potential print overages to ensure minimal cost to the library.

**Approve Resolution: 24-10-03:** To allow patrons to print in black and white up to 10 copies of a resume, 10 pages of tax forms, 10 pages of other government documents for free per day or 20 pages of homework for students 18 and under **by Jennifer Beard, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

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**Teen Gaming Space Proposal:** The influx of middle-grade students to the library in the afternoon poses challenges and leads to the staff having to deal with a range of incidents. The current teen/tween programming is a good start, but it is not engaging the students as well as it could and is posing staffing difficulties. The area in Youth Services between the Fiscal Officer's office and the service desk could be re-imagined as a gaming spot that staff could easily supervise to provide an attractive space for these patrons.

**Approve Resolution: 24-10-04:** To purchase a television, video games, accessories, and furniture (maximum \$2,500) to create a new gaming space in Youth Services **by Richard Rutledge, 2<sup>nd</sup> by Casey Milano, motion carried unanimously.**

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**Adjust Hours for Christmas Holiday:** Because of staffing difficulties and reduced patron traffic between December 22 and 28, we are proposing the elimination of evening hours that week.

**Approve Resolution: 24-10-05:** To change the library hours on December 23rd, 2024, December 26th, 2024, and December 27th, 2024, to 10:00 am to 5:00 pm **by Jennifer Beard, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

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**SEO Membership Fees:** To pay the current SEO membership fees, we will need to move \$2,000 from Contingencies account #1000-210-452-0000 to Dues & Memberships account number #1000-230-510-0000.

**Approve Resolution: 24-10-06:** To move \$2,000 from Contingencies account #1000-210-452-0000 to Dues & Memberships account number #1000-230-510-0000 **by Casey Milano, 2<sup>nd</sup> by Jennifer Beard, motion carried unanimously.**

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**Refunds for Found Books:** The library policy regarding refunds currently states that they can be given for items already paid for and then subsequently returned within 6 months. Processing these refunds (of which there are a limited amount) can be time-consuming and includes costs when it involves PayPal fees.

**Approve Resolution: 24-10-07:** To revise section 2.33 of the Public Services policy to read, "Once damaged or lost items have been paid for, no refunds can be issued" **by Sarah Repella, 2<sup>nd</sup> by Casey Milano, motion carried unanimously.**

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**Adopt New Internet Safety Policy:** In the near future, there are several potential projects where the cost could be significantly mitigated using the FCC's E-Rate program. To participate in the program, an Internet Safety Policy approved by the board in an open meeting is required.

**Approve Resolution: 24-10-08:** To adopt and implement the attached Internet Safety Policy and revise sections 5.1 and 5.2 (Internet Access Policy) of the Public Services Policy manual to match the language **by Jennifer Beard, 2<sup>nd</sup> by Casey Milano, motion carried unanimously.**

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**Post-Audit Review:** The State of Ohio Auditor returned the results of our 2024 audit and the only exceptions were minor, leading us to conclude that the offered post-audit review is not need.

**Approve Resolution: 24-10-09:** To forgo the State of Ohio post-audit review meeting **by Jennifer Beard, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

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**Hours Policy for Thanksgiving Holiday:** Currently the policy states that we will close early the day before Thanksgiving. With the library hours on Wednesday currently stating that we will close at 5:00 pm, this is no longer necessary.

**Approve Resolution: 24-10-10:** To remove “early close” on the day before Thanksgiving from the holiday hours policy **by Sarah Repella, 2<sup>nd</sup> by Richard Rutledge, motion carried unanimously.**

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**Move November Pay Date:** Due to the Thanksgiving holiday the November 28 pay date must be changed to accommodate the deposit schedule.

**Approve Resolution: 24-10-11:** To move this month’s pay date from November 28 to November 27 **by Sarah Repella, 2<sup>nd</sup> by Jennifer Beard, motion carried unanimously.**

**Discussion:**

**Budget 2025**

Overview of planned revenue, expenditures, and staff compensation for the coming year.

**Youth Services Printer Proposal**

Examine the addition of a printer to our present managed print contract.

**Friends of the Minerva Public Library**

Discuss the possibility of reconstituting a friend’s group at MPL.

**Correspondence:**

None

**Director’s Report:**

Motion to Accept the monthly report from the Director included in the packet **by Sarah Repella, 2<sup>nd</sup> by Jennifer Beard, motion carried unanimously.**

**October 2024 Library Statistics:**

In-house circulation was 13,620, which is about 18% below the October 2023 total circulation of 16,632. Total circulation was 18,191, which is about 14% below the October 2023 total circulation of 21,123. The 2024 door count was 7191, down about 12% from October 2023, when it totaled 8075. In October 2024, 74 classrooms came to the library from the Minerva School, serving 1206 children.

**Accept Financial Gifts—October 2024:**

Restricted Individual Contributions:  
None \$00.00

Unrestricted Individual Contributions to the General Fund:  
Book Sale \$758.92

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Total Financial Gifts \$00.00

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**In-kind Gifts for October 2024**

- 3 Books Donated - John Schmidt

**Motion to Adjourn: 7:33 pm – Approved by Casey Milano, 2<sup>nd</sup> by Sarah Repella, motion carried unanimously.**

The next Regular Board Meeting will be December 19, 2024 at 6:30 pm in the Board Room.