

**Minerva Public Library Board of Trustees
Minutes of the 2020 Annual Organization Meeting
And January, 2020 Regular Meeting
January 22, 6:30 pm in the Library Board Room**

Call to Order: the meeting was called to order at 6:30 pm in the Library Board Room.

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

Adjustments to the Agenda: none

Public Participation: none

Annual Organization Meeting Business

Election of Officers for calendar year 2020. Mr. Rutledge moved **to elect** the 2019 Officers to the same positions for the 2020 Board year: Roger Bartley as President, Dick Rutledge as Vice President, and Virginia Birks as Secretary. Ms. Miller seconded the motion. Motion carried unanimously.

With the agreement of the Trustees, Mr. Bartley appointed the members of the various Board Committees for the 2020 Board year as listed below.
Building & Grounds (Birks, Ruff, Rutledge)
Finance & Audit (Bartley, Repella, Rutledge)
Personnel (Birks, Ruff, Rutledge)
Policy Committee (Repella, Miller, Beard)
Development Chair (Bartley)

The Trustees agreed to meet as the library's Record Commission immediately prior to the March Regular Board meeting on March 25, 2020.

Ms. Birks moved to **accept** the monthly Regular Board meeting calendar for 2020 as the dates listed below. Ms. Repella seconded. Motion carried unanimously. The 2020 regular meeting schedule is:

January 22	May 27	September 23
February 19	June 24	October 28
March 25	July 22	November 18
April 22	August 26	December 16

Mr. Dillie noted that a complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website. Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the

resolution, e.g. in January 2020, resolutions are numbered 20-01-01, 20-01-02, 20-01-03, etc.

Administering oath of Office to Fiscal Officer

Mr. Bartley administered the oath of office to Fiscal Officer Davies.

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the Fiscal Officer of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be in enacted during your term of office?

Enact enabling resolutions:

Ms. Birks moved to **approve Resolutions 20-01-01, 20-01-02, and 20-01-03** as presented. Mr. Rutledge seconded. Motion carried unanimously.

Resolution: 20-01-01: that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2020 and continuing through to the 2021 Organization Meeting.

Resolution: 20-01-02: that the Library Director be authorized to spend up to \$3,500.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2020 and continuing through to the 2021 Organization Meeting, as long as said expenditures fall within the 2020 or 2021 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 20-01-03: that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2020 and continuing through to the 2021 Organization Meeting, as long as said expenditures fall within the 2020 or 2021 Appropriation Resolution(s) adopted by the Board of Trustees.

Ms. Miller moved to **approve resolutions 20-01-04 and 20-01-05** as presented. Ms. Birks seconded. Motion carried unanimously.

Resolution: 20-01-04: to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2020 and continuing through to the 2021 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Resolution: 20-01-05: that the Library Director be authorized to accept all “in-kind” gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2020 and continuing through to the 2021 Organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library’s collection or to be disposed of through the “Donation” book cart or otherwise. All individual “in-kind” gifts that the Director adds to the Library’s collection will be reported to the Board of Trustees at their next monthly regular meeting.

Ms. Miller moved to **approve resolution 20-01-06** as presented. Ms. Birks seconded. Motion carried unanimously.

Resolution: 20-01-06: to renew the Public Official Bond in the amount of \$35,000 for Christina Davies, Fiscal Officer, for the period of one year upon expiration of the current bond in 2019.

Ms. Birks moved to **approve resolutions 20-01-07 and 20-01-08** as presented. Ms. Repella seconded. Motion carried unanimously.

Resolution:20-01-07: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2020 and continuing until the 2021 organizational meeting, as long as said bills fall within the 2020 or 2021 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library’s Investment Policy and the Depository Contracts awarded for periods inclusive of fiscal year 2020 and continuing through to the 2021 Organization Meeting as approved by the Board.

Resolution: 20-01-08: that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2020 and continues through to the 2021 Organization Meeting.

Ms. Repella moved to **approve resolution 20-01-09** as presented. Mr. Rutledge seconded. Motion carried unanimously.

Resolution 20-01-09: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2020 and continuing through to the 2021 Organization Meeting.

Ms. Miller moved to **approve resolution 20-01-10** as presented. Ms. Repella seconded. Motion carried unanimously.

Resolution 20-01-10: to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2019 and through to the 2020 Organization Meeting.

Regular Meeting Business

Minutes: Approve minutes of the December 18, 2019 Board Meeting.

Ongoing Business

Ohio Governor's Imagination Library Update: At last month's Board meeting Mr. Dillie shared the new logo and branding information for Books for Kids, the Stark County Ohio Governor's Imagination Library program. Since then, the Dolly Parton Imagination Library has informed the local programs that it does want any local name to include the "imagination library" phrase. Mr. Dillie shared the latest version of the publicity material which is now branded "Stark County Imagination Library." He also shared the new Memorandum of Understanding for the participating libraries in Stark County. The only substantive change from the Memorandum the library signed last April is the agreement that each library will "maintain records of children enrolled in the program to ensure enrollment does not exceed agreed upon percentage by year, as determined by the public library directors of Stark County." Currently that percentage has been suggested as 10% of the eligible kids within the library's service area. For Minerva, that number is 29 and there 17 kids registered so far. Mr. Dillie said the percentage was suggested by Stark Library in order to make sure that the funds raised throughout the county could be shared proportionally among the participating libraries' registrants, and that the concern is maintaining all registered kids for their full period of eligibility, not just the first 12 months after registering. There was general discussion among the Trustees about possible solutions to this limit, since it wouldn't be hard to register more than 29 kids from Minerva. Mr. Dillie said that the 10% limit was a concern to all the libraries participating and that there will be further discussion among the libraries about this limitation.

Mr. Rutledge moved to **accept** the revised Memorandum of Understanding with the Stark County Imagination Library as presented. Ms. Repella seconded. Motion carried unanimously.

Strategic Plan Update: An annotated copy of the library's strategic plan was included in the Board Packet for discussion. It shows the current status of the goals and objectives, indicating those that have been completed, those that are ongoing and will continue past the life of this plan, (e.g. programming commitments), and those that have not yet been started. Mr. Dillie shared that Mandy Simon, a consultant from the State Library, will make a site visit on February to discuss the facilities planning services that she will provide to the library this year.

Fiscal Officer's Report

Ms. Miller moved to **accept** the monthly financial reports for December, 2019. Mr. Rutledge seconded. Motion carried unanimously.

PLF Distribution: The January PLF receipts are \$54,954, slightly more than the \$53,244 received in January, 2019. In December, the Ohio Dept. of Taxation slightly reduced its 2020 PLF estimate from what it had certified in July, 2018. Minerva's 2020 certified estimate, received from the County Auditors' Offices is \$688,479. Unless we receive new Certificates of Resources from the County Auditors' Offices, the library does not need to amend its appropriation to account for the reduced estimate. However, we will keep an eye on the expenses since the approved operating budget of \$717,172 before transfers out was a deficit budget already.

2019 General Revenue Net Operating Position

Dec. Revenue = \$61,222	Total Annual Revenue = \$684,506
Dec. Expenses = <u>\$60,343</u>	Total Annual Expenses = <u>\$638,900</u>
Difference = \$ 879	Difference \$ 45,606

Note: at the October meeting, the Board approved a transfer of \$50,000 from the library's General Revenue Fund to its Capital Projects Fund. This transfer does not reflect actual expenditures and is not shown in this net position summary. It is shown on the financial documents included in the Board Packet.

Carryover: the library's carryover of General Revenue Fund cash to start 2020 was \$367,152, the equivalent of more than six months of normal operating expenditures. As Mr. Dillie discussed with the Board last fall, if 2020 PLF revenue arrives as predicted, the library will make two transfers out into the Capital Projects fund this year. The goal is to end 2020 with the equivalent of four months of operating revenue as carryover.

Unique Management: Unique Management's December invoice was \$53.70 for 6 placements.

Bonds: The Fiscal Officer is bonded annually for \$35,000 at a cost of \$132.00. The Director, acting in limited capacity as Deputy Fiscal Officer, is also to be bonded

annually for \$35,000, which costs \$110.00. Mr. Dillie reminded the Board that his role as Deputy is only to have approved access to library accounts and financial systems in the event the Fiscal Officer is incapacitated.

Ms. Miller moved to **approve Resolution: 20-01-11** to approve a Public Official Bond in the amount of \$35,000 for Library Director Tom Dillie acting in a limited capacity as Deputy Fiscal Officer for the period of one year. Ms. Birks seconded. Motion passed unanimously.

New Business

Managing Delinquent Patron Accounts: the Directors of the public libraries in Stark County met with a representative from the County Prosecutor's Office on January 16 to discuss whether that Office could act for the libraries and contact patrons with large billed charges. Steve Babik, the Head of the Civil Division said that his office could send out letters to patrons with large billed amounts for unreturned materials. The Directors discussed the form of letter and the language with Mr. Babik, as well as how to patron information to the Office. There was general agreement that only patrons who owed more than \$500 for unreturned items would be referred to the Prosecutor's Office. Mr. Dillie shared with the Board that Minerva has only three patrons that owe more than \$500. This new service, while helpful, is not a substitute for Unique Management acting as the library's collection agency.

Stark County PLF Distribution Formula: The Directors of the public libraries in the county met on 01/16 to discuss revising the Stark County PLF distribution formula. Mr. Dillie had provided the Directors with a recalculation of the distribution using the original formula for the distribution from 2017-2020. Five of the libraries, including Minerva, have done better under the new formula than they would have if the original formula was still in place. Rodman and North Canton saw less revenue every year under the new formula than under the original distribution. The variance between the two distributions was not so large that any Director was unwilling to consider a change. After some discussion, it was generally agreed that the libraries will freeze the distribution for five years either at the current, 2020 , rate or at some average of the last several years' rates. Since Minerva's trend in the formula has been slowly, but steadily downward, Mr. Dillie said that a freeze at any recent rate will benefit this library, and provide the Board with a table showing 2016-2020 rates for all seven libraries and an average of those rates. (Attachment A) Once the details are ironed out among the Directors, the Boards will be asked to approve the rate and the freeze.

Mr. Rutledge moved to **approve Resolution 20-01-12:** the Minerva Public Library will accept a freeze of the Stark County PLF distribution percentage either at the current (2020) distribution rate, or at a rate that is an average of some number

of recent years' distribution percentages agreed upon by the libraries. This agreed-upon freeze is to last through the 2025 distribution year. Ms. Miller seconded. Motion carried unanimously.

Correspondence

None this month.

Director's Report

Mr. Rutledge moved to **accept** the monthly reports from the Director, and the Youth Services Manager, which were included in the packet. Ms. Miller seconded. Motion carried unanimously.

Annual Library Statistics: Door count for 2019 was 98,569, 4% more than the total for 2018. The increase was entirely in the main entrance count. Total in-house circulation (physical checkouts plus renewals) was 217,025 down 2.2% from 2018, but still better than the annual count for 2014-2016. Total circulation, which includes loans to other libraries and downloadable content was 286,327, 1.3% below 2018, and almost exactly the same as 2006 total circ. Downloadable content saw another record year at 18,329 checkouts or 6.4% of total circulation.

Accept Gifts

December Restricted Individual Contributions to the General Fund

Herb Eglie for Adult Books	\$500.00
Virginia Birks (\$250 for OGIL and \$250 for good books)	\$500.00
Ann K. Myers for adult audiobooks	\$100.00

December Unrestricted Individual Contributions to the General Fund

	\$ 14.00
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Total Restricted and Unrestricted	\$1,114.00

In-kind Gifts

anonymous	1 hardcovers; 10 trade paperbacks; 1 mass market; 2 DVDs; 1 CD
Deborah Edmisten	2 trade paperbacks

Mr. Rutledge moved to **adjourn** the meeting at 7:55 pm. Ms. Repella seconded. The next Regular Board Meeting will be held on February 19, 2020 at 6:30 pm in the Minerva Public Library Board Room.

Roger Bartley, Board President _____ Date _____

MPL Board Minutes 01-22-2020 Attachment A

Five Year Average of PLF Distribution Formula

Library	2016	2017	2018	2019	2020	Average 2016-2020	Variance with 2020
Canal Fulton	3.67274407	3.62988947	3.60720897	3.57684231	3.54357378	3.60605172	0.06247794
Louisville	4.31448529	4.45581503	4.47434771	4.52980046	4.64037463	4.48296462	-0.15741001
Massillon	11.3105624	11.14703435	11.0931398	11.14408538	11.1494515	11.16885471	0.01940317
Minerva	4.08242247	4.02005472	4.00598926	3.97229818	3.93005426	4.00216378	0.07210952
North Canton	10.6807772	10.61902755	10.6307998	10.63279668	10.6189503	10.63647030	0.01751998
Rodman	10.4535846	10.40889221	10.4179573	10.38741947	10.3208959	10.39774988	0.07685399
SCDL	55.485424	55.71928667	55.7705572	55.75675752	55.7966996	55.70574499	-0.09095459
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