

**Minerva Public Library Board of Trustees
2018 Annual Organization Meeting
January 24, 2018 Meeting Minutes**

Attendance: Roger Bartley, President. Dick Rutledge, Vice President, Virginia Birks, Secretary, Diane Ruff, Phil Zbasnik, Tom Dillie, Director, Christina Davies Fiscal Officer. Guest Sara Repella, Absent Rebecca Miller

Call to Order –The meeting was called to order at 6:30 pm with Roger Bartley presiding.

**Adjustments to the Agenda- None
Public Participation- None**

Administering oath of Office to Fiscal Officer

Board President 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 enacted during your term of office?

Fiscal Officer Davies replied yes.

Annual Organization Meeting Business

Diane Ruff moved to accept the list of nominees for officers for the 2018 year. Phil Zbasnik seconded. The motion was approved unanimously.

Election of Officers for calendar year 2018.

President (Roger Bartley)

Vice President (Dick Rutledge)

Secretary (Virginia Birks)

Appointment of Library Committee Members for organizational year 2018. *Phil Zbasnik moved to nominate the following committee members. He noted upcoming Board Member Sara Repella will replace LouAnn Kiko positions on the*

committees. Diane Ruff seconded the motion. The motion passed unanimously. The committees and Board Members are listed below!

Building & Grounds (Birks, Ruff, Zbasnik)

Finance & Audit (Bartley, Repella, Rutledge)

Personnel (Birks, Ruff, Rutledge)

Policy Committee Repella, Miller, Zbasnik)

Development Chair (Bartley)

Establish meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director) was scheduled for March 28, 2018 at 6 pm.

Accept: Monthly regular Board meeting calendar for 2018. Meetings will be held at 6:30 p.m. on the 4th Wednesday of each month, except for the month of December when the meeting will be held the 3rd Wednesday of the month, or otherwise as may later be scheduled by the Board. The 2018 regular meeting schedule is:

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

Virginia Birks moved to accept the monthly meeting dates for Fiscal Year 2018 and Diane Ruff Seconded the motion. Motion passed unanimously.

Note: A complete copy of each month's Board packet will be kept as a permanent file copy.

Note: 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 2018, resolutions are numbered 18-01-01, 18-01-02, 18-01-03, etc.

Approve Resolution: 18-01-01: 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 2018 and continuing through to the 2019 organization meeting.

Approve Resolution: 18-01-02: that the Library Director be authorized to spend up to \$2,500.00 in consumables from the General Fund, for staff and library programs throughout the fiscal year 2018 and continuing through to the 2019 organization meeting, as long as said expenditures fall within the 2018 or 2019 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 18-01-03: 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 2018 and continuing through to the 2019 organization meeting, as long as said expenditures fall within the 2018 or 2019 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 18-01-04: 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 2018 and continuing through to the 2019 organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 18-01-05: 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 2018 and continuing through to the 2019 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.

Virginia Birks moved to approve resolutions 18-01-01 thru 18-01-05. Dick Rutledge seconded the motion. Motion passed unanimously.

Approve Resolution: 18-01-06: 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 2018.

Approve Resolution: 18-01-07: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2019 and continuing until the 2019 organizational meeting, as long as said bills fall within the 2018 or 2019 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.

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 2018 and continuing through to the 2019 organization meeting as approved by the Board.

Approve Resolution: 18-01-08: 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 2018 and continues through to the 2019 organization meeting.

Virginia Birks moved to approve resolutions 18-01-06 thru 18-01-08. Phil Zbansik seconded the motion. Motion passed unanimously.

Approve Resolution 18-01-09: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during 2018.

Dick Rutledge moved to approve resolutions 18-01-09. Diane Ruff seconded the motion. Motion passed unanimously.

Regular Meeting Business

Minutes: Approve minutes of the December 20, 2017 Board Meeting.

Phil Zbansik moved to accept the December 2017 Board Meeting Minutes. Dick Rutledge seconded the motion. Motion passed unanimously

Old Business: At its December meeting the Board approved offering Sarah Repella. Director Dillie has contacted the Minerva Local Schools Board of Education and asked that the Board appoint Ms. Repella at its February meeting. The library board will need a Notary to meet with Ms. Repella and Roger Bartley at the library to swear in the new Trustee sometime before the February Board meeting. Director Dillie has added Ms. Repella to the Trustee e-mail list and she is attending this January meeting as a guest.

Fiscal Officer's Report

Fiscal Officer Davies reported the Monthly financials for December 2017. She provided a Summary of Financial Information for December 2017 (Addendum A enclosed)

Accept: Monthly financial reports for December, 2017.

Diane Ruff moved to accept the December 2017 financial report and Phil Zbasnik seconded the motion. Motion approved.

PLF Distribution: The January PLF receipt was \$52,606.89, which is within \$1.00 of the certified estimate for the month. It is a decrease of \$5988, or 11.4%, from the January, 2017 distribution.

Net Position

Dec Revenue =	\$60,250	YTD Revenue =	\$706,721
Dec Expenses =	<u>\$47,357</u>	YTD Expenses =	<u>\$711,633</u>
Difference =	\$ 12,893	Net Position \$	-4,912

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.

Approve Resolution: 18-01-10: 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.

Diane Ruff moved to approve Resolution 18-01-10 and Dick Rutledge seconded the motion. Motion passed.

Audit: The full audit of library finances is scheduled for the first week of February.

New Business

Amended Temporary Appropriation: At its December meeting, the Board approved a temporary appropriation showing a total 2018 expenditure of \$714,151.22. Fiscal Officer Davies discovered a calculation error in the budget worksheet and we need to correct that expenditure amount.

Approve Resolution 18-01-11: to amend the 2018 Temporary Appropriation by correcting the total expenditures to 735,653.62

Phil Zbasnik moved to approve resolution 18-01-11 and Dick Rutledge seconded the motion. Motion passed unanimously.

Permanent Appropriation: The Director and Fiscal Officer have assembled a proposal for the 2018 permanent appropriation taking into account new information regarding revenue and expenditures received since the December Board meeting. Relevant documents and resolution language are included in the Board packet.

Decreased Carroll County PLF: Upon receipt of the January 2018 PLF check from Carroll County, the Director and Fiscal Officer discovered that the Carroll County Budget Commission had reduced Minerva's share of the county's 2018 PLF from 20% to 15%. This reduced amount did appear without comment on the notice the library received in September certifying the 2018 distribution. There was nothing on the notice that indicated the formula had been adjusted, nor did the Carroll County Auditor contact the library to explain the actions of the Budget Commission. However, the Director should have noticed the amount and the fact it was much less than we were certified for in 2017. While there is provision to appeal a Budget Commission decision, the window for that appeal is within 30 days of the receipt of the notice, and obviously we did not catch the reduction in time. According to the Carroll County Auditor, this reduction was the Budget Commission's response to Carroll County District Library's request for more money. CCDL now receives 75% of the county's PLF, Minerva 15%, and Bowerston continues to receive 10%. The library had expected to receive its 20% of the Carroll County 2018 PLF in the amount of \$173,000. The certified amount at 15% is \$129,837, a reduction of \$43,163, which would increase the deficit expected in the temporary appropriation to at least \$58,000.

2018 Budget Resolution

In order to recoup the loss of over \$43,000 in revenue, the library will need to reduce expenses. The proposed permanent appropriation finds savings by cutting staff hours worked by 10% and the library's materials budget by 15%, with an expected savings of \$44,800. Because all staff are taking pay cut from the reduced hours, and there is certainly is no way to provide hourly raises, the library will provide a service award to all hourly, non-administrative staff.

Approve Resolution 18-01-12: approve the 2018 permanent appropriation as presented. (Addendum B)

Approve Resolution 18-01-13: to pay all hourly non-administrative employees a service award as provided for in the 2018 permanent appropriation and as described in the permanent appropriation notes. The first half to be paid in pay period 5, the second half to be paid in pay period 15.

Reduction in Staff Hours Worked: The 2018 permanent appropriation reduces expenditures by reducing staff hours worked beginning with pay period five on February 12, 2018. Paid leave benefits accrue per hours worked, so that leave will automatically accrue at a lower rate. Holiday hour will be credited at the regular rate of four hours for part-time and eight hours for full-time staff. Regular hours worked are the total hours worked assigned in the job description for each position.

Approve Resolution 18-01-14: To reduce by 10% the regular hours worked for all Library Associate I and Library Custodian positions that have regular hours worked set at 40 hours per pay period. The hours worked for these positions beginning with pay period five on February 12, 2018 will be 36 hours per pay period.

Approve Resolution 18-01-15: To reduce by 10% the regular hours worked for all Library Associate II, Librarian, and Manager positions that have regular hours worked set at 40 hours per week and 80 hours per pay period. The hours worked for these positions beginning with pay period five on February 12, 2018 will be 36 hours per week and 72 hours per pay period.

Virginia Birks moved to accept Resolutions 18-01-12 thru 18-01-15. Diane Ruff seconded the motion and motion passed unanimously.

Approve Resolution 18-01-16: To hire Tom Dillie as Director of the Minerva Public Library from January 24, 2019 through to the 2019 Organization Meeting of the Library Board of Trustees at an annual salary of \$58,852.64, and under the conditions and benefits as described in the employment agreement.

The Director's annual salary reflects four pay periods at the full rate described in the 2017 employment agreement, and 22 pay periods at a 10% reduction of that rate.

Dick Rutledge moved to approve Resolution 18-01-16 and Phil Zbasnik seconded the motion. Motion passes unanimously.

Approve Resolution 18-01-17: To appoint Christina Davies as Fiscal Officer of the Minerva Public Library from January 24 through to the 2019 Organization Meeting of the Library Board of Trustees at an hourly rate of 19.23 and under the conditions and benefits as described in the employment agreement.

The Fiscal Officer's employment agreement includes a reduction in hours worked from 30 per week/60 per pay period to 27 per week/54 per pay period. The position continues to have the benefits associated with full-time positions at the library.

Diane Ruff moved to approve Resolution 18-01-17 and Virginia Birks seconded the motion. Motion approved unanimously.

Correspondence

Thank you note from the Salvation Army for participating in the Angel Tree and Adopt a Family programs.

Travel and Meeting Expenses:

Director's Report

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

Diane Ruff moved to accept the Directors Report and Virginia Birks seconded the motion. Motion passed unanimously.

Annual Library Statistics: The library finished the year with a drop of 9% in checkouts. Thanks to automatic renewal, renewals were up 29% over 2016. Total in-house circulation was up 7.7% for the year. SEO loans and borrowing were up slightly over 2016, as was download content circ thanks to a Hoopla checkouts more than doubling over the previous year. Total circulation finished the year up 4.6%. Door count was down 9.7% despite youth services logging over 1800 more visitors than last year through the school-side door.

Accept Gifts

Restricted Individual Contributions to the General Fund

Herb Eglie for Adult Books \$500.00 12/13/201

Unrestricted Individual Contributions to the General Fund

\$211.34*

Total Restricted and Unrestricted \$ 711.34

*Includes \$50.00 from Jenny Greco for adult fiction; and \$100 from Ann Myers for the purchase of audiobooks.

In-kind Gifts

anonymous

7 hardcovers; 3 trade
paperbacks; 4 mass market; 1
DVD

Adjourn

Phil Zbasnik moved to adjourn and Diane Ruff seconded the motion. Motion passed and meeting adjourned at 7:50 pm.

The next Regular Board Meeting will be held on February 28, 2018 at 6:30 pm in the Minerva Public Library Board Room.