

**Minerva Public Library Board of Trustees  
June, 2018 Meeting Minutes  
June 20, 6:30 pm in the Library Board Room**

Attendance: Roger Bartley, Dick Rutledge, Virginia Burks, Diane Ruff, Phil Zbasnik, Tom Dillie and Christina Davies

Absent: Becky Miller and Sarah Repella

**Call to Order-** Roger Bartley, President called the meeting to order at 6:35 pm,

**Adjustments to the Agenda- None**

**Public Participation- None**

**Minutes:** Approve minutes of the May 23, 2018 Board Meeting. Virginia Birks moved to approve the April 2018 meeting minutes. Phil Zbasnik seconded the motion. Motion passed unanimously.

**Old Business**

**Strategic Plan:** The Board will review the final draft of the strategic plan. The Director and Board discussed the plan and reviewed the goals and objectives. The plan is limited in scope reflecting the current budget shortfalls.

**Approve Resolution 18-06-01:** to approve the 2018-2020 Minerva Public Library strategic plan as presented. Virginia Birks moved to approve Resolution 18-06-01 and Dick Rutledge seconded the motion. Motion passed unanimously.

**Fiscal Officer's Report**

**Accept:** Monthly financial reports for May, 2018. Diane Ruff moved to accept the May 2018 Fiscal Officer Report and Phil Zbasnik seconded the motion. Motion passed unanimously.

**PLF Distribution:** The June distribution is \$60,414 which is slightly less than the \$61,123 received in June, 2017. For the first half of this year, the library's PLF receipts are \$11,861, or 3.5%, below the first half of last year. At the state level, the PLF receipts for this June were up 5.8% from last June, and are 3.3% ahead for the first half of the year. By contrast, our small local June decrease reflects a small reduction in our share of the Stark County PLF, and the 25% drop in the library's share of the Carroll County PLF

**Net Position**

May Revenue	= \$59,898	YTD Revenue	= \$275,842
May Expenses	= \$56,950	YTD Expenses	= \$ 299,703
Difference	\$ 2,948	Net Position	= (\$23,861)

Fiscal Officer Christina Davies asked the Board to consider moving money from the large savings account at Chase Bank to a CD to increase our interest income. She noted the savings account has not been touched since 2013. The current interest is averaging 18.00/month vs 1000.00 per year of we invest in a CD. Dick Rutledge moved to transfer \$100,000.00 from the Chase Savings account to a Chase 12-month CD. Diane Ruff seconded **Resolution 18-06-18**. Motion/Resolution passed unanimously.

**Unique Management:** Unique Management's May invoice was \$44.75 for 5 placements.

**New Business**

**Health Insurance Rates:** The Stark Council of Governments insurance group has given us the new rates that are 6.8% above the current premiums. SCOG has also approved three premium holiday months for the coming premium year; each member institution may choose when to take its premium holidays. The library has usually chosen months where there are three payrolls as its premium holiday months. During the premium holiday months SCOG does require that the institution pay the difference between the cost of the current year's premium and the cost of the previous year's premium. Currently, SCOG bills the institution for the cost of difference during the premium holiday months, and the library has paid that cost for the employees. In the coming year, SCOG has recalculated the monthly premium cost to include the differential cost of the holiday months which means that it will not bill the institution for any health premium during those three months. However, that also pushes the cost of the premium holidays onto the library staff. Library administration would like the library to continue to pay that holiday month premium cost by adjusting the health insurance subsidy rate for the staff.

**Approve Resolution 18-06-02:** to accept the SCOG health, dental, and vision insurance premiums for the premium year July 1, 2018 through June 30, 2019.

Virginia Birks moved to approve Resolution 18-06-02 and Diane Ruff seconded the motion. Motion passed unanimously.

**Approve Resolution 18-06-03:** to set the library's premium holiday months during the 2018-19 premium year as August and September, 2018, and January, 2019.

Dick Rutledge moved to approve Resolution 18-06-03, Phil Zbansik seconded the motion. Motion passed unanimously.

**Approve Resolution 18-06-04:** to adjust the monthly health insurance subsidy provided to qualified library employees to cover the increased premium costs for the three premium holidays in the 2018-19 premium year. The new monthly subsidy for the nine billed premium months in premium year 2018-19 will be \$516 for single coverage and \$939 for family coverage.

Diane Ruff moved to approve Resolution 18-06-14, Virginia Birks seconded the motion. Motion passed unanimously.

### **Correspondence**

None this month. None

### **Director's Report**

Virginia Birks moved to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Diane Ruff seconded the motion. Motion passed unanimously.

**Library Statistics:** Door counts were down in May 4.3% from last year, with with an increase in the downstairs count not making up for the decline in visits upstairs. In-house checkouts were down 13.9%. Renewals were up 8%, leaving in-house circ down 5.3% for the month and up 5.8% for the year so far. Overdrive circulation continues to run well ahead of last year, and Hoopla circulation is also well above last year, but staying at a level that we can afford to maintain. Auto-renewal went live here in May, 2017; therefore, beginning with this June's circulation statistics we no longer will see that big surge in year-to-year circulation.

### **Accept Gifts**

#### **Restricted Individual Contributions to the General Fund**

None

#### **Unrestricted Individual Contributions to the General Fund**

Donations \$ 93.31

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Total Restricted and Unrestricted \$ 93.31

**In-kind Gifts**

anonymous	3 hardcovers; 29 trade paperbacks; 2 mass market paperbacks
Stella Jane Carl	1 hardcover;1 trade paperback
Carolyn Herstine	1 hardcover

**Adjourn**

Dick Rutledge moved to adjourn at 7:30 pm and Diane Ruff seconded the motion. Motion passed unanimously.

The next Regular Board Meeting will be held on July 25, 2018 at 6:30 pm in the Minerva Public Library Board Room.