

**Minerva Public Library  
Board of Trustees Meeting Minutes  
June 25, 2014**

**Attendance**

Trustees Roger Bartley, Virginia Birks, Rebecca Miller, Richard Rutledge, and Phil Zbasnik; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

**Call to Order**

The meeting was called to order at 6:35 pm in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes:** Virginia Birks moved and Phil Zbasnik seconded the motion to approve minutes of the May 28, 2014 Board Meeting as presented. The motion passed unanimously.

**Old Business**

**Sewer Repair Update:** The Village has contracted with an excavating company to repair sewer line on Lynnwood between the two manholes in front of the library. According to Dave Harp the work should be done the third week of July. Humbert Sanitary has provided a quote \$2,071 for installing a shut-off valve in the main sewer line where the backflow preventer is now. The Trustees and Director discussed whether the library should install a shut-off valve now that the village is repairing the sewer line. Since we don't know if the repairs will also fix the problem of back-up into the library, and wouldn't know for sure unless it never happens again, there was general agreement installing a shut-off is the prudent course.

**Computer Replacement:** The Windows 7 computers for staff and the public have all been installed.

**Fiscal Officer's Report**

**Monthly Financial Report:** Rebecca Miller moved and Richard Rutledge seconded to accept the Monthly Financial Reports for May, 2014. The motion passed unanimously.

**PLF Distribution:** The June distribution was \$60,697.28, up 7.2% from last June, and down 7.3% year to date. The Ohio Dept. of Taxation has revised the 2014 PLF

estimate which shows very little change in Minerva's expected PLF receipts. The "Changes in Minerva 2014 PLF Estimates" sheet contains more details of the latest estimate of the PLF. The Dept. of Taxation still suggests that there will be a drop in receipts in the first half of 2015, but has provided no estimates yet.

**Reallocated Appropriations:** None.

**Life Insurance:** At last month's meeting the Board approved the library joining the Stark Council of Governments group (SCOG) for health insurance. SCOG also offers life and disability insurance. The library now provides life and accidental death and disability insurance to full-time employees through the Structured Employee Benefits of Ohio, Inc. (SEBO) paying \$0.26 per \$1000 of coverage for life insurance and AD&D insurance, and \$0.167 per \$1000 of coverage for supplemental life insurance. Insurance provided through SCOG is cheaper for the base coverage. Life and AD&D insurance costs \$0.125 per \$1000 of coverage. The Supplemental life insurance is \$0.195 per \$1000 of coverage, but that is additional insurance purchased by the employee, not paid for by the library. Since the library does offer life insurance as benefit to employees, the library is required to provide that coverage through SCOG as part of its membership in the insurance group.

**Resolution 14-06-01:** Richard Rutledge moved and Rebecca Miller seconded to move the life insurance provided to the employees from SEBO to SCOG. The motion passed unanimously.

**Audit Update:** Alger & Associates returned the library's work papers on June 19, 2014. The auditors will schedule a post-audit meeting if the Board wants it, but that meeting would need to take place this week because the accountants need to submit all their work to the Auditor of State by June 30. The Board has not met auditors in the past for post-audit conference, and it does not appear to be necessary this time.

**Resolution 14-06-02:** Virginia Birks moved and Rebecca Miller seconded to waive the post-audit conference. The motion passed unanimously.

### **New Business**

**Statewide Delivery Contract:** The delivery contract for shipping items to and from other libraries runs from July to June. Although the contract price has risen over the past two years, it still costs the library only 9 cents per item to send or receive materials through delivery. Director Dillie has renewed the contract with the State Library of Ohio and we will pay the first installment now and the second in January 2015.

Rebecca Miller moved and Phil Zbasnik seconded to accept the renewal of the statewide delivery contract for Fiscal Year 2015 in the amount of \$7302.75, to be paid in two installments. The motion passed unanimously.

**Correspondence:**

No correspondence

**Travel and continuing Education:**

Kathy Heller – Scholastic Warehouse – mileage- \$22.90

Mary Jane Smith – CPIM Certification fee - \$100.00

**Director’s Report**

Phil Zbasnik moved and Rebecca Miller seconded to accept the monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

**Monthly Library Statistics:** The door count was over 10% down in May and is now down almost 10% for the year. Circulation in-house was down 2% and is now down almost 10% for the year. Total circulation, which includes items shipped to other libraries, was down almost 4% for the month and is now down close to 9% for the year.

**May Gifts**

**Restricted Contributions to Adult Programming**

Restricted contributions to Summer Reading

Minerva Area Rotary	\$ 100.00	05/20/2014
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**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 23.00	05/08/2014
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Fines/Fees/Contributions	\$ 31.25	05/15/2014
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Fines/Fees/Contributions	\$ 16.00	05/22/2014
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Total Restricted and Unrestricted	\$ 170.25
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**In-kind Gifts**

Rich Brown	new flag for outdoor pole
Gary Martzolf	<i>Helman Family History</i>

anonymous	7 hardcovers; 2 trade paperbacks; 24 mass market paperbacks
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**Adjournment**

The meeting adjourned at 7:25 p.m.

The next Regular Board Meeting will be held on July 23, 2014 at 6:30 pm in the Minerva Public Library Board Room.