

**Minerva Public Library Board of Trustees
Minutes of the August, 2019 Regular Meeting
August 28, 6:30 pm in the Library Board Room**

Call to Order: Mr. Bartley called the meeting to order at 6:30 pm
Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sarah Repella, Diane Ruff, Dick Rutledge; Becky Miller arrived at 6:35. Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: none

Public Participation: none

Note: the July Board meeting was cancelled due to a lack of a quorum.

Minutes: Ms. Birks moved to approve minutes of the June 26, 2019 Board Meeting. Seconded by Dr. Beard. Motion carried.

Ongoing Business

LED Project: Mr. Dillie informed the Board that the HEAT installers were back at the library on July 8 and 9 to rewire the 2-bulb fixtures on the main floor and downstairs and install the LED bulbs. The bulbs do provide enough light with one bulb in each fixture. All that's left to do are the replacements for the can lights, the 11 fixtures that use 24" tube bulbs, and the regular fixtures in the Board Room, Fiscal Officer's Office, downstairs restrooms and study rooms. The project supervisor e-mailed on July 29 to say they were still waiting on the special bulbs. The library has not paid HEAT anything other than the 10% deposit for the project.

Strategic Plan Update: Mr. Dillie has scheduled a Wednesday night program series for September and October and scheduled a craft night for the first Thursday of the month beginning in October. The library will begin providing a deposit collection of large print books to St. Luke Lutheran Community. Brett Yeagley contacted the library about the library serving as the host for the GED classes beginning this fall; arrangements are in the works for the library to do so.

Fiscal Officer's Report

Mr. Rutledge moved to accept the monthly financial reports for June and July, 2019. Ms. Repella seconded. Motion carried.

PLF Distribution: The July PLF receipts are \$63,170 which is .4% less than July, 2018. However, because the biennium state budget was not yet approved at the beginning of July, PLF funding reverted to the 1.66% of General Revenue as

stated in permanent law, rather than the 1.7% of General Revenue included in the new budget. The Conference Approved the 1.7% rate at its meeting on July 17, and approved a true-up amendment to the budget that will make libraries whole for the month of July by paying that .04% difference between 1.66% and 1.7%. The August PLF receipts are \$51,420 which is 5% more than received in August of last year. In August the counties received the true-up amount to make up for the PLF shortfall in July; that amount also slightly increased the PLF distribution to the individual libraries above the original August estimate.

2019 Net Operating Position

June Revenue	= \$63,931	Year to Date Revenue	= \$353,553
June Expenses	= \$54,631	Year to Date Expenses	= \$330,495
Difference	= \$ 9,300	Net Position	= \$ 23,058

July Revenue	= \$64,772	Year to Date Revenue	= \$418,315
July Expenses	= \$60,617	Year to Date Expenses	= \$391,113
Difference	= \$ 4,155	Net Position	= \$ 27,202

Unique Management: \$44.75 for 5 placements in June; \$62.65 for 7 placements in July. A report from Unique detailing the last 12 months of activity and summarizing the cumulative return since 2006 is included in the Board Packet. Mr. Dillie explained that the money shown as collected is money paid by patrons to the library in response to the collection notices patrons receive from Unique. Money listed as waived is charges forgiven by the library. Unique also lists the value of overdue or billed items that have been returned to the library in response to notices.

Reallocate Appropriated Funds: The library has hired J & D Cleaning to maintain the restrooms instead of hiring another custodian. Money that was appropriated for Custodian wages for the position held by now-retired Rich Brown can be moved to the contract services account in order to pay the cleaning company. Because wages and services accounts are not in the saem account group, the Board must approve any transfer.

Dr. Beard moved to approve the transfer of \$6175.00 Dept. Five Wages 1000-110-110-005 to Contract Services 1000-210-390-0000 to pay the contract with J & D Cleaning. Ms. Ruff seconded. Motion carried.

2020 Tax Budget: the library is required to file a tax budget for coming fiscal year with the library's taxing authority, the Minerva Board of Education, and with the County Auditors' Offices. This budget is a placeholder that acknowledges the library is expecting to receive revenue form specific sources in the next fiscal year, and plans to spend it. A copy of the budget is included in the Board Packet. Normally this budget is approved at the May meeting. Since that

meeting was cancelled, Mr. Dillie and Ms. Davies lost track of this task, hence the delay in presenting to the Board.

Ms. Birks moved to approve the 2020 Tax Budget as Presented. Ms. Miller seconded. Motion carried.

New Business

Sealing Parking Lot: the library parking lot was last sealed and striped in 2017. Before that we had the work done in 2014. Three years is too long too long to wait so the lot is due for some work now. Vasco Asphalt has done the lot several times and has provided a quote for this job, which includes sealing, striping, and painting the safety yellow on the curbs. The work needs to be done on a day when school is not in session

Ms. Miller moved to accept the agreement with Vasco Asphalt in the amount of \$2,987.00 to seal and stripe the parking lot. Ms. Repella seconded. Motion carried.

HVAC Maintenance: Since American Heattek is no longer providing mechanical service, the library needs a new HVAC contractor. Standard Plumbing and Heating has contracts with other libraries in the area. Mr. Dillie met with their representatives on a visit here on 06/20 and a technician from the company was able to get the AC started again on 06/25 without having ever worked on the system before. The price for quarterly maintenance visits is comparable to that of American Heattek, and the service should be more reliable.

Air Conditioning Compressor Replacement: The technician from Standard Plumbing made his first quarterly maintenance visit on August 1. During his inspection he found one of the AC compressors disconnected; when he plugged it in and started it, it locked up the system. Apparently that compressor failed some time ago, and American Heattech disconnected it without recommending any service or replacement. It should be replaced, and the library has ordered the work from Standard.

Ms. Ruff moved to accept the maintenance agreement with Standard Plumbing and Heating at a cost of \$6,500.00 per year and the quote of \$5240.00 for replacing the worn out AC compressor. Ms. Birks seconded. Motion carried.

Security Incident: Mr. Dillie updated the Board on an incident that took place on July 11.

Carroll County Budget Hearing: Mr. Bartley, Mr. Dillie, and Ms. Davies appeared before the Carroll County Budget Commission on August 13; a copy of the

financial information presented is included the Board Packet. The library's presentation to the Budget Commission emphasized the reduction in distribution from 20% to 15% was going to make it difficult in the long term for the library to maintain its building and operations. Mr. Dillie pointed out to the Budget Commission that the library is operating more effectively and efficiently than CCDL in a variety of measures, and that it would be helpful to have funding levels returned to the rates that were in place for thirty years. Mr. Dillie reported that the library had just received yesterday, 08/27, the Certificate of Resources for 2020 from the Carroll County Auditor, and the PLF distribution was still set at 15%.

September Meeting: Mr. Dillie would like to move next month's Board meeting to either Wednesday, September 18 or Tuesday, September 24. He is attending the Ohio Library Council annual Convention in Cincinnati which this year runs from September 25-27; the Convention usually meets in the first half of October, so there hasn't in the past been a conflict with the Board meeting.

Ms. Birks moved to change the September Regular Board meeting date to September 18. Dr. Beard seconded. Motion carried.

Correspondence

A copy of the letter sent earlier this summer to the Carroll County Auditor is included in the Board packet.

Director's Report

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

Library Statistics: After that small increase in May, in-house circ was down again, 5.9% and total circ was down 3.8% for June, and 3.4% year-to-date. Due to an increase in renewals, July in-house circ was up 1.8% for the month, and total circulation was up 3.1%, helped by a good bump in downloadable content circ. After five months of increases, door counts in June were down 5.9% but back up again 3.6% in July. Year-to-date door counts are now 6% above last year.

Gifts

June Restricted Individual Contributions to the General Fund	\$ 50.00
For Youth Summer Reading Program	
July Restricted Individual Contributions to the General Fund	\$ 0.00
June Unrestricted Individual Contributions to the General Fund	\$ 126.75
July Unrestricted Individual Contributions to the General Fund	\$ 116.67
Total Restricted and Unrestricted	\$ 293.42

June and July In-kind Gifts

anonymous

31 hardcovers; 25 trade
paperbacks; 13 mass market
paperbacks; 5 DVDs; 3 CDs

Adjourn

Mr. Rutledge moved to adjourn the meeting. Ms. Miller seconded. Motion carried. Meeting adjourned at 7:40 pm.

The next Regular Board Meeting will be held on September 18, 2019 at 6:30 pm in the Minerva Public Library Board Room.


Submitted By


Date

