

**Minerva Public Library  
Board of Trustees Meeting Minutes  
November 16, 2016**

**Attendance**

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

**Call to Order**

The meeting was called to order at 6:36 p.m. in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes**

Virginia Birks moved and Diane Ruff seconded to approve the minutes of the October 26, 2016 Board Meeting. The motion passed unanimously.

**Old Business**

**Project Updates:** American Heattek is still working on the new HVAC controller. The digital microfilm scanner was installed on 11/10 and a press release about it will appear in next week's paper. 21<sup>st</sup> Century Alarm is scheduled to come out on 11/18 and install the new outside cameras. Simplex is also scheduled to come on 11/18 to switch over the fire alarm monitoring.

**Fiscal Officer's Report**

**Monthly Financial Reports:** Phil Zbasnik moved and Rebecca Miller seconded to accept the Monthly financial reports for October, 2016. The motion passed unanimously.

**PLF Distribution:** The Library had not yet received all of November's PLF at the time of the meeting. Once received, the November distribution was \$56,073.34, down 4.9% from last November and up 0.4% year to date.

**Net Position:**

Oct Revenue = \$58,620	YTD Revenue = \$597,235
Oct Expenses = \$55,340	YTD Expenses = \$581,170
Difference = \$ 3,280	Net Position= \$ 16,065

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

**Reallocated Appropriations:** None

## **New Business**

**Director and Fiscal Officer Performance Evaluations:** The Personnel Committee met prior to this evening's Board meeting to review the job performance of the Director and Fiscal Officer. The Committee shared its findings with the Board in executive session. Motion to enter executive session for the purpose of discussing the job performance and employment status of specific staff and to return to open session upon completion of the discussion.

Motion:\_Richard Rutledge Second:\_Rebecca Miller Time:\_6:50p.m.

Roll Call: Bartley\_Y\_\_ Birks\_\_Y\_ Kiko\_\_Y\_ Miller\_Y\_\_ Ruff\_Y\_\_ Rutledge\_\_Y\_ Zbasnik\_Y\_\_

Returned to open session at:\_7:30 p.m.

The Board expressed satisfaction with the performance evaluations for both executive positions and agreed with the recommendation to award the same raise that is proposed below for the hourly staff. Hiring resolutions for the Director and Fiscal Officer will be voted on at the December Board meeting.

**2017 Wages:** The 2017 Appropriation approved at the October Board meeting included a 2.5% hourly wage increase for all hourly staff. The value of this increase is calculated from the midpoint of the wage range for each staff member's job classification. Although it is part of the budget, the wage increase is also approved separately by the Board.

**Resolution 16-11-01:** Louanne Kiko moved and Rebecca Miller seconded to grant a 2.5% increase in the hourly wage for all staff who have been employed at least six months in the following job classifications: Library Associate I, Library Associate II, Librarian, Manager, and Custodian. This raise will be effective with the first pay period of the 2017 Pay Year which begin December 19, 2016. Staff who have worked for the library less than six months as of this date will receive the same increase in the first pay period following their six month employment anniversary at the library. The motion passed unanimously.

## **Correspondence**

Thank you letter from the Ohio Library Council

Advisory letter from the Stark County Prosecutor's Office regarding the recent changes to the definition of "exempt" employee.

## **Travel and Meetings:**

Tom Dillie – OLC Conference lodging - \$282.10

## **Director's Report**

Louanne Kiko moved and Diane Ruff seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

**Monthly Library Statistics:** The downward trend in door counts and circulation that began in September has continued. Door counts were down in October 5.3% leaving us up 6.1% for

year. In-house circulation was down 6.6% and overall circulation was down 5.3% in October, leaving overall circ up 5% year-to-date. September and leaving us up 7.6% year-to-date. October also saw the first time there was a decline in Overdrive circulation when compared to the same month the previous year.

**Gifts Received in October**

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Contributions	\$ 175.90	10/03/2016
Contributions	\$ 23.85	10/04/2016
Contributions	\$ 31.30	10/05/2016
Contributions	\$ 8.00	10/11/2016
Contributions	\$ 40.80	10/17/2016
Contributions	\$ 00.80	10/24/2016
Contributions	\$ 30.00	10/25/2016
<hr/>		
Total Restricted and Unrestricted	\$ 310.65	

**In-kind Gifts**

Anonymous	14 hardcovers, 9 trade paperbacks, 6 mass market paperback; 5 DVDs;
Sharon Kilgallin	1 hardcover
Vicki Nasuta	2 hardcovers

**Adjournment**

The meeting adjourned at 7:41 p.m.

The next Regular Board Meeting will be held on December 21, 2016 at 6:30 pm in the Minerva Public Library Board Room.