

**Minerva Public Library
Board of Trustees Meeting Minutes
November 18, 2015**

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 6:30 p.m. 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 October 28, 2015 Board Meeting. The motion passed unanimously.

Old Business

Stark County PLF Distribution: The Director of Rodman Library had asked the directors of the other six libraries to meet on 10/29 to discuss a concern raised by Rodman Trustees about the PLF distribution formula. North Canton Public Library began automatically renewing patrons' materials a few months ago, and some Rodman Trustees wondered if those renewals, initiated by the library rather than by patrons, should count as circulation for the formula. After discussion, there was general agreement that automatic renewal was a good customer service, and that the other libraries would offer it if they could. Sandi Lang, the North Canton director shared that although autorenewal has increased overall circulation, doorcounts are down, and it may be that initial checkouts are also down. Director Dillie also reminded the other directors that 2015 is only the second year in which the new formula has affected the distribution, and that the libraries had agreed to leave it in place for five years before implementing any changes.

Fiscal Officer's Report

Monthly Financial Reports: Rebecca Miller moved and Richard Rutledge seconded the motion to accept the monthly financial reports for October 2015. The motion passed unanimously.

PLF Distribution: The November distribution was \$58,953.99, up 3.2% from last November and up 9.2% year to date.

Net Position:

October Revenue	= \$63,059	YTD Revenue	= \$657,333
October Expenses	= \$ 54,711	YTD Expenses	= \$568,759
Difference	= \$ 8,348	Net Position	= \$ 88,574

Unique Management: Unique Management's October invoice was \$98.45 for 11 placements.

Reallocated Appropriations: None

Transfer to Capital Projects Fund: The 2015 appropriation includes a transfer of \$50,000 to the library's Capital Projects Fund. The current balance of revenue and expenditures suggests that the transfer out should be reduced to \$25,000 in order to ensure a good cushion of cash in the operating fund. A majority of five trustees is needed to approve the transfer.

Resolution 15-11-01: Rebecca Miller moved and Phil Zbasnik seconded to transfer \$25,000 from the General Fund to the Capital Projects Fund for 2015. The motion passed unanimously.

New Business

2016 Appropriation: The Finance Committee met prior to this Board meeting to review the draft 2016 Budget presented by the Fiscal Officer and Director. Copies of the Appropriation detail and summary, and the Director's and Fiscal Officer's budget notes were distributed. The Finance Committee recommended accepting the 2016 Permanent Appropriation as presented. Director Dillie and Fiscal Officer Smith reviewed the highlights of the proposed budget. There was some general discussion about the 3% raise for the hourly staff, and agreement that it was a reasonable increase for this year given that 2015 receipts ran well ahead of the estimate revenue and that the 2016 estimated revenue is substantially larger than this year's receipts.

Resolution 15-11-02: Richard Rutledge moved and Rebecca Miller seconded to accept the 2016 Permanent Appropriation as presented. The motion passed unanimously.

Director and Fiscal Officer Performance Evaluations: The Personal Committee met last week to complete annual performance reviews for the Director and Fiscal Officer. The Committee discussed its reviews with the Trustees and the Director and Fiscal Officer in Executive Session.

Virginia Birks moved to enter Executive Session to discuss the Director and Fiscal Officer's job performance:

Second: Rebecca Miller

Time: 7:00 p.m.

Bartley__Yes_ Birks__Yes_ Miller__Yes Rutledge_Yes__ Zbasnik_Yes__

Return to open session: 7:30 p.m.

Resolution 15-11-03: Richard Rutledge moved and Rebecca Miller seconded to accept the performance evaluations of the Director and Fiscal Officer as submitted by the Personnel Committee. These evaluations are public record and copies are placed in the employees' personnel files. The motion passed unanimously.

Personnel Policy Updates:

Ohio Library Council membership: in order to encourage professional development and networking within the Ohio library community on the part of Minerva PL professional staff, Director Dillie would like to update the library policy on OLC membership as outlined below.

Resolution 15-11-04: Phil Zbasnik moved and Virginia Birks seconded the motion to fully pay the Ohio Library Council membership fee for specific library staff by amending section 660 of the Employee Handbook.

To encourage participation in the statewide professional library organization, the Library will pay the **Ohio Library Council annual membership dues of the Director, Fiscal Officer, Managers, and Librarians.** ~~for one half (1/2) of an employee's individual membership dues to the Ohio Library Council.~~ For more information or membership forms, contact the Director who is the designated OLC contact person.

The motion passed unanimously.

Sick Leave Availability: In order to reinforce the understanding that sick leave is separate from other forms of staff-initiated leave, the following exclusion will be added to the current leave policy

Resolution 15-11-05: Virginia Birks moved and Rebecca Miller seconded to limit the use of sick leave in certain specific circumstances as described in the addition to Employee Handbook Section 715 below:

An employee may not use sick leave to cover an absence for the employee's last scheduled shift preceding, or the employee's first scheduled shift following,

the employee's previously-scheduled vacation or paid personal leave or unpaid personal leave. Nor may an employee use sick leave to cover an absence for the employee's last scheduled shift preceding, or first scheduled shift following, any of the paid holidays provided by the library as listed in Section 702 Holiday Leave.

And to strike the following paragraph from Employee Handbook Section 702 Holiday Leave:

~~To be entitled to holiday pay, an employee must complete his last scheduled work day prior to the holiday and his first scheduled work day following the holiday unless the employee is on paid leave these days (i.e. if unpaid leave is used, the employee will not be entitled to holiday pay).~~

The motion passed unanimously.

Correspondence

None

Travel

Kathy Heller – NEO-RLS Summer Reading Workshop - \$15.00
Kelly Chaplin – Neo-RLS Summer Reading Workshop - \$15.00

Director's Report

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

Library Statistics: Doorcounts were down 13.7% and 7.7% year-to-date. Total Circulation was down 8.1% in October and is down 2% year-to-date. Ohio Digital Library circulation continues to run well ahead of last year, while Hoopla circ remains flat.

Accept Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 146.25	10/01/2015
Contributions	\$ 168.95	10/05/2015
Contributions	\$ 62.81	10/06/2015
Book Prospector	\$ 14.45	10/08/2015
Contributions—Alliance Computer Exchange	\$ 2.00	10/13/2015
Contributions	\$ 22.90	10/15/2015

Contributions	\$ 38.70	10/22/2015
Contributions	\$ 20.00	10/26/2015
Contributions	\$ 8.50	10/27/2015
<hr/>		
Total restricted and unrestricted	\$ 484.56	

In-kind Gifts

Anonymous	5 hardcovers; 2 trade paperbacks; 26 mass market paperbacks; 17 DVDs; 1 videogame
-----------	--------------------------------------------------------------------------------------------

Adjournment

The meeting adjourned at 7:46 p.m.

The next Regular Board Meeting will be held on December 16, 2015 at 6:30 pm in the Minerva Public Library Board Room.