

**Minerva Public Library  
Board of Trustees Meeting Minutes  
November 19, 2014**

**Attendance**

Trustees Roger Bartley, Virginia Birks, 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 the motion to approve minutes of the October 22, 2014 Board Meeting as presented. The motion passed unanimously.

**Old Business**

**Sewer Repair Update:** The crew from Humbert Sanitary brought the shut-off valve to the library on 11/11, and, upon digging out around the backflow preventer, discovered that the new valve and its fittings is slightly too wide to install in that spot. They located another, smaller valve, and will return to finish the installation on 11/20 or 11/21.

**Fiscal Officer's Report**

**Monthly Financial Reports:** Richard Rutledge moved and Virginia Birks seconded to accept the monthly Financial Reports for October 2014. The motion passed unanimously.

**PLF Distribution:** The November distribution was \$57,118.23, up 2.5% from last November, and down 3.7% year to date.

**Unique Management:** Unique Management's October invoice was \$62.65 for 7 placements.

**Reallocated Appropriations:** None

**Transfer to Capital Projects Fund:** The 2014 appropriation includes a transfer of \$50,000 to the library's Capital Projects Fund. The current balance of revenue and expenditure does make that money available for transfer from the General Fund. A majority of five trustees is needed to approve the transfer.

**Resolution 14-11-01:** Richard Rutledge moved and Diane Ruff seconded to transfer \$50,000 from the General Fund to the Capital Projects Fund as appropriated in the 2014 permanent appropriation. The motion passed unanimously.

**Increase in Insurance Deductibles and Maximum Co-Insurance:** The library was notified by Council of Governments health insurance plan that there will be an increase in the deductibles and maximum con-insurance effective January 1, 2015. This will be the first increase in these amounts since the COG was formed in 1984. All library employees who are on the library's health insurance plan were informed of these changes on October 30, 2014.

	<u>Current</u>	<u>New</u>
<u>Deductibles</u>		
In network:	\$100single/\$200 family	\$250 single/\$500 family
Out of network:	\$200single/\$400	\$500single/\$1000 family
 <u>Maximum Co-insurance</u>		
In network:	\$500single/\$1000 family	\$750 single/1500 family
Out of network:	\$1000single/\$2000 family	\$1500 single/\$3000 family

**New Business**

**Deputy Fiscal Officer position:** In a number of libraries, the Director is also named as the Deputy Fiscal Officer. This is not to burden the Director with additional duties, but to provide another layer of security and authority should the Fiscal Officer be unable to work for a period of time. It would put procedures in place should an emergency occur.

The regular job description for the Deputy Fiscal Officer would not apply in this situation. Instead, the Director would simply have the authority, in writing and without question, to access the accounting software, records, and files of the Fiscal Officer, as well as to oversee cash management so that basic daily operations could continue.

Duties of Director as Deputy Fiscal Officer:

- Handle cash receipts and deposit cash in bank
- Have access to accounting software
- Know location and have access to files and records
- Obtain and oversee any third party assistance
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Fiscal Officer Smith has discussed this matter with Director Dillie, and he has agreed that it would be beneficial to the library and is willing to act as Deputy Fiscal Officer in the limited role described above. This was offered as an option for the Board to consider. The Trustees were in favor of this and the Board will vote in December on this issue.

**Director and Fiscal Officer Performance Reviews:** The Personnel Committee will meet before the December Board meeting to write the annual performance reviews for the Director and Fiscal Officer. Director Dillie will distribute evaluation forms to the Committee members who will then determine how and when to meet.

**Hours of Operation Survey:** Director Dillie will put together a survey for the patrons asking what, if any, additional hours they would like the library to be open. The survey will be available in the library and also linked from the library's homepage and Facebook page. Results will be reported to the Board at its December meeting.

**Staffing Changes:** Anne Tokos, part-time Library Associate I, has tendered her resignation effective 11/23/14; she will continue to work as a sub. The library has hired long-time sub, Donna Kohler, to fill that LA I position effective 11/24/14.

**2015 Budget:** The Finance Committee met on 11/12 to review the draft 2015 Permanent Appropriation. The draft appropriation summary and detail were included in the Board packet as well as narrative summaries from the Fiscal Officer and Director. The Finance Committee, Director, and Fiscal Officer reviewed the draft appropriation with the Board. The budget proposal includes a 2% raise for all hourly staff; a service award for hourly staff; and two health insurance premium holiday months. Director Dillie and Fiscal Officer Smith reviewed the draft appropriation with the Board. It includes 2% raises for all hourly staff; Director Dillie reported that amount seems to be common among area libraries this time. The appropriation includes another substantial transfer out to the Capital Projects to continue to build that reserve. Some money is appropriated for Capital projects; however there are no plans for large capital expenditures in 2015. Otherwise, the 2015 appropriation follows very closely that of 2014. It is uncertain how, or if, the PLF support will be changed in the next biennium budget.

Virginia Birks moved and Rebecca Miller seconded to approve Resolutions 14-11-02, 14-11-03, 14-11-04, and 14-11-05 which follow:

**Resolution 14-11-02:** The Board approved resolution to grant all hourly staff a 2% raise effective for the first pay period of 2015.

**Resolution 12-11-03:** The Board approved resolution to award all hourly staff a service bonus based on each staff member's total years of service as of the 2014 employment anniversary date at the following rate: 0-5 years, \$100; 5-10 years \$200; 10-15 years \$300; 15 years and more \$400. This is a one-time payment to be made in the second pay period of 2015.

**Resolution 14-11-04:** The Board approved resolution to provide a health insurance premium holiday in April and September of 2015 for all employees then enrolled in the library's health insurance plan.

**Resolution 14-11-05:** The Board passed resolution to approve the 2015 Permanent Appropriation as submitted.

The motion passed unanimously.

### **Correspondence**

None this month

### **Travel and Continuing Education**

Tom Dillie – OLC Leadership Conference - \$75.00

Mary Jane Smith – UAN Webinar – no cost

### **Director's Report**

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

**Monthly Library Statistics:** Door counts were down in October, as was in-house circulation, both by around 2.5%. However, total circ was less than 1% below last year. Our loans to other libraries are picking and are running ahead of last year.

### **October Gifts**

#### **Restricted Contributions**

None in October

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

Fines/Fees/Contributions	\$ 265.45	10/01/2014
Fines/Fees/Contributions	\$ 381.60	10/06/2014
Fines/Fees/Contributions	\$ 1.00	10/07/2014

Fines/Fees/Contributions	\$ 38.57	10/08/2014
Fines/Fees/Contributions	\$ 23.40	10/14/2014
Fines/Fees/Contributions	\$ 14.25	10/16/2014
Fines/Fees/Contributions	\$ 24.25	10/23/2014
Fines/Fees/Contributions	\$ 22.75	10/29/2014
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Total Restricted and Unrestricted	\$ 771.27	

**In-kind Gifts**

anonymous

10 hardcovers; 5 trade  
paperbacks

**Adjournment**

The meeting adjourned at 7:30 p.m.

The next Regular Board Meeting will be held on December 17, 2014 at 6:30 pm in the Minerva Public Library Board Room.