

**Minerva Public Library
Board of Trustees Meeting Minutes
December 16, 2015**

Attendance

Trustees Roger Bartley, Virginia Birks, 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 6:33 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 November 25, 2015 Board Meeting. The motion passed unanimously.

Old Business

None

Fiscal Officer's Report

Monthly Financial Reports: Richard Rutledge moved and Phil Zbasnik seconded the motion to accept the monthly financial reports for November 2015. The motion passed unanimously.

PLF Distribution: The December distribution was \$59,925.11, up 17.1% from last December and up 9.9% year to date.

Net Position:

November Revenue	=	\$85,899	YTD Revenue	=	\$743,232
November Expenses	=	<u>\$ 83,050</u>	YTD Expenses	=	<u>\$651,809</u>
Difference	=	2,849	Net Position	=	\$ 91,423

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

Reallocated Appropriations: Transferred from 1000-230-223 Dental Insurance \$12.04 to 1000-230-222 Life Insurance to pay December life insurance invoice. Also, reallocated \$2000.00 from 1000-120-412-0000 Periodicals to 1000-120-411-

1000 Adult Books to cover final book orders for the year. Transferred from 1000-210-332-0000 Maintenance & Repairs on Equipment \$67.48 to 1000-210-334-0000 Trash Removal to pay Dec billing.

New Business

2015 Wages: The 2016 Appropriation approved at the November Board meeting included a raise for all hourly non-executive staff, and that raise was reviewed during the general discussion of the budget. The Board should approve a resolution authorizing the raise.

Resolution 15-12-01: Virginia Birks moved and Diane Ruff seconded to grant a 3% raise to all hourly non-executive staff effective December 21, 2015. The motion passed unanimously.

Hire Library Director and Fiscal Officer: At its November Meeting the Board discussed in Executive Session the report of the Personnel Committee regarding the Performance Evaluations of the Director and Fiscal Officer, and then discussed its findings separately with each of those employees. In open session the Board then accepted the Performance Evaluations as presented. The Board will now formally hire those employees for another year and set the level of compensation and benefits. The Personnel Committee discussed compensation for these two positions and will make a recommendation to the Board. The draft hiring resolutions set the employment period for the beginning of the new pay year until the Board's Organization Meeting in 2017 to ensure that the contracts would remain in force in the event that the Board could not meet in December. The Board may choose to postpone the hiring resolutions until the January, 2016 Organization Meeting.

Resolution 15-12-02: To hire Tom Dillie as Director of the Minerva Public Library from December 21, 2015 through to the 2017 Organizational Meeting of the Library Board of Trustees at an annual salary of \$62,732.80, plus a service award of \$2,200 to be paid in quarterly installments in lieu of a raise, and with the benefits as described in the contract.

Resolution 15-12-03: To hire Mary Jane Smith as Fiscal Officer of the Minerva Public library from December 21, 2015 through to the 2017 Organizational Meeting of the Library Board of Trustees at an annual salary of \$32,564.48 and with benefits as described in the contract.

Following a general discussion by the Board, Richard Rutledge moved and Diane Ruff seconded the motion to approve Resolutions 15-12-02 and 15-12-03 as stated. The motion passed unanimously.

Renew Membership in NEO-RLS: The library belongs to the Northeast Ohio Regional Library System, one of four regional library systems in Ohio. The membership is voluntary and is paid for each year in July. NEO-RLS changed its dues schedule beginning in July, 2015, which resulted in a lowered annual membership rate for this library as well free continuing education for all staff. Director Dillie has signed the letter of intent to renew membership for 2016-2017 and the cost is included in the 2016 appropriation

Resolution 15-12-04: Diane Ruff moved and Virginia Birks seconded to renew the library's membership in NEO-RLS for the twelve months beginning July 1, 2015 and ending June 30, 2016 with dues in the amount of \$1475.00. The motion passed unanimously.

Reduces Overdue Fines for DVDs: The library charged overdue fines of 50 cents a day for VHS tapes when that format was added to the collection and continued that fine for overdue DVDs, the successor format to VHS. It's proposed to reduce that fine rate to the 10 cents a day that is charged for most other library materials. Director Dillie reviewed the history of AV fines and current fine revenue as described in the information included in the Board packet. Reducing the DVD fine rate will reduce the revenue the library receives from overdue fines by several thousand dollars, but the justifications for the higher fine rate no longer apply. Trustees concurred with this conclusion during discussion.

Resolution 15-12-05: Virginia Birks moved and Richard Rutledge seconded to reduce the overdue fine on DVDs from 50 cents a day to 10 cents a day effective January 2, 2016. The motion passed unanimously.

Snow Removal: The library has renewed its agreement with Naturescapes for snow removal and salting for the 2015-16 winter. Naturescapes has maintained the same price for several years now and they do a good job.

Correspondence

Thank you letter from Dalat International School for cleaning their DVD's.

Travel

Kathy Heller – mileage to Summer Reading Workshop - \$18.56

Tom Dillie – OLC Leadership Conference fee - \$75.00

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.

Library Statistics: Doorcounts were down almost 6% for the month and 7% year-to-date. However, total circulation was up 1.2% in November and is down 1.7% year-to-date.

Accept Gifts

Restricted Individual Contributions to the General Fund

none

Unrestricted Individual Contributions to the General Fund

Payment for credit card charge	\$ 17.99	11/02/2015
Contributions	\$ 56.25	11/05/2015*
Contributions	\$ 15.50	11/12/2015
Contributions	\$ 20.00	11/17/2015
Book Prospector	\$ 11.88	11/17/2015
Contributions	\$ 28.75	11/19/2015
Contributions	\$ 22.75	11/25/2015
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Total restricted and unrestricted	\$ 173.12	

*Includes \$25.00 donated by Carol Hanson in memory of Florence Betz

In-kind Gifts

Anonymous 9 hardcovers; 6 trade paperbacks; 4 mass market paperbacks; 5 DVDs; 5 videogames; 11 CDs

Adjournment

The meeting adjourned at 7:15 p.m.

The next Regular Board Meeting and the 2016 Organization Meeting will be held on January 27, 2016 at 6:30 pm in the Minerva Public Library Board Room.