

**Minerva Public Library
Board of Trustees Meeting Minutes
April 22, 2015**

Attendance

Trustees Virginia Birks, Louanne Kiko, 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 6:32 p.m. in the Library Board Room.

Adjustments to the Agenda

Ohio Plan liability insurance
Discussion of future PLF

Public Participation

None

Minutes: Virginia Birks moved and Phil Zbasnik seconded the motion to approve minutes of the February 25, 2015 Board Meeting. The motion passed unanimously.

Old Business

Chautauqua Update: Two representatives from the Ohio Humanities Council came to Minerva on April 16 as part of Minerva's application to host an Ohio Chautauqua visit in 2016. They toured the library and then toured the community.

Fiscal Officer's Report

Monthly Financial Reports: Louanne Kiko moved and Rebecca Miller seconded to accept the monthly financial reports for February and March, 2015. The motion passed unanimously.

PLF Distribution: The March distribution was \$43,518.74, up 21.5% from last March and up 5.5% year to date. The April distribution was \$47,152.25, up 9.2% from last April and up 6.3% year to date.

Net Position:

| | | |
|-------------------|----------|--------------------------|
| February Revenue | \$66,655 | YTD Revenue = \$125,047 |
| February Expenses | \$59,098 | YTD Expenses= \$112,847 |
| Difference | \$ 7,557 | Net Position = \$ 12,200 |

| | | | |
|-----------------|----------|----------------|-----------|
| March Revenue = | \$46,747 | YTD Revenue = | \$171,794 |
| March Expenses= | \$47,589 | YTD Expenses= | \$160,436 |
| Difference = | \$ -842 | Net Position = | \$ 11,358 |

Unique Management: Unique Management's February invoice was \$134.25 for 15 placements, and the March invoice was \$62.65 for 7 placements.

Reallocated Appropriations: No reallocation in February. In March, \$0.85 was reallocated from 1000-110-224-0000 Vision Insurance to 1000-110-225-0000 Workers' Comp to pay \$213 invoice from Care Works Comp for group rate services; \$184.00 was transferred from 1000-230-322-0000 Postage to 1000-230-341-0000 Property Insurance Premiums to pay Whitaker-Myers \$7784.00 for property insurance.

Dental/Vision Insurance: Beginning June 1, 2015, the library is required by the Stark County Schools Council of Governments (SCOG) to purchase dental and/or vision insurance from them as long as we are enrolled in their medical insurance plan. We are currently enrolled with Medical Mutual of Ohio. A memo was distributed along with the Summaries of Benefits to each eligible employee listing the rate changes below:

| | <u>Single</u> | | <u>Family</u> | |
|--------|---------------|------------|---------------|------------|
| | <u>Old</u> | <u>New</u> | <u>Old</u> | <u>New</u> |
| Dental | 32.56 | 78.91 | Varied | 194.66 |
| Vision | 7.51 | 16.65 | Varied | 41.34 |

The staff has been asked to decide by May 6 whether or not they wish to enroll in the new dental and vision plans.

New Business

Lawn Service: The library has hired Down to Earth Landscaping for lawn mowing and trimming this year at a rate of \$41.60 a visit; that price is \$1.60 higher than last year's. Down to Earth will also give us a price for spring clean-up of the landscaping, laying down new mulch, and regular spraying for weeds throughout the growing season.

Louanne Kiko moved and Rebecca Miller seconded to accept the agreement with Down to Earth Landscaping for mowing in 2015. The motion passed unanimously.

Retirement: Susan Crawford has submitted her retirement after 13 years of service to the library. Her last day is May 30.

New Position: Susan Crawford is retiring from a full-time Library Associate II position in Youth Services. Director Dillie and Mrs. Heller have discussed how this opportunity of a now-open position might best be used to meet the future needs of the Youth Services Department. Director Dillie proposed creating a new, full-time, professional librarian position and has included background documents in the Board packet for discussion.

Resolution 15-04-01: Virginia Birks moved and Louanne Kiko seconded to create a new Librarian job classification, and a new full-time position, Youth Services and Programming Librarian, in that classification. The motion passed unanimously.

Liability Insurance: Director Dillie signed the Ohio Plan contract for property insurance with Whitaker-Myers to cover April 1, 2015 – March 31, 2016. The cost was \$7,784. The cost has increased by about \$250 but library still receives discounts that more than cover the increase.

Louanne Kiko moved and Rebecca Miller seconded to accept the Ohio Plan contract. The motion passed unanimously.

Public Library Fund Update: The draft budget the Ohio House sent to the Senate includes a provision to increase the PLF to 1.7% of the General Revenue Fund from the current rate of 1.66% of GRF. While that is not much of an increase, it is better than a decrease. One concern is that tax cuts and fee reductions in the House budget will reduce the overall GRF revenue and negate the value of an increase in the PLF rate.

Correspondence

The Board received a reply from Senator Oelslager's office to the letter the Board sent in March with the library's Annual Report. The library also received a letter from Ohio Treasurer Mandel's office inviting the library to participate in Ohiocheckbook.com.

Travel

None in February. Mary Jane Smith – CPIM Certification - \$100.00; OLC Fiscal Officer Conference fee - \$125.00

Director's Report

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

Library Statistics: Door counts were down in both February and March, but overall circulation was just about even with last year in February and was up a little bit in March. The number of items loaned to other SEO libraries was down a bit, but our patrons borrowed more from other libraries than they did last year.

Accept Gifts

Restricted Individual Contributions to the General Fund

None for February

March—Restricted to Youth Summer Reading Club

| | | |
|----------------------------------|-----------|------------|
| Summit Glove | \$ 100.00 | 03/10/2015 |
| Gotschall-Hutchison Funeral Home | \$ 55.00 | 03/10/2015 |
| Minerva Dairy Queen | \$ 100.00 | 03/10/2015 |
| Minerva Welding and Fabricating | \$ 250.00 | 03/10/2015 |
| Loudon Motors | \$ 100.00 | 03/12/2015 |
| Minerva Rotary Club | \$ 50.00 | 03/16/2015 |
| YMCA of Central Stark County | \$ 50.00 | 03/16/2015 |
| COLFOR | \$ 500.00 | 03/31/2015 |

Unrestricted Individual Contributions to the General Fund

| | | |
|--------------------------|----------|------------|
| Fines/Fees/Contributions | \$ 22.00 | 02/05/2015 |
| Fines/Fees/Contributions | \$ 28.40 | 02/11/2015 |
| Fines/Fees/Contributions | \$ 10.00 | 02/17/2015 |
| Fines/Fees/Contributions | \$ 19.50 | 02/23/2015 |
| Fines/Fees/Contributions | \$ 19.00 | 02/26/2015 |
| Fines/Fees/Contributions | \$ 35.00 | 03/04/2015 |
| Fines/Fees/Contributions | \$ 20.00 | 03/12/2012 |
| Book Prospector | \$ 6.67 | 03/16/2015 |
| Fines/Fees/Contributions | \$ 9.00 | 03/18/2015 |
| Fines/Fees/Contributions | \$ 17.25 | 03/26/2015 |

Total Restricted and Unrestricted \$1386.82

In-kind Gifts

anonymous 7 hardcovers; 15 trade
paperbacks; 4 mass market
paperbacks; 1 audiobook

James Cascioli 9 music CDs

Adjournment

The meeting adjourned at 7:40 p.m.

The next Regular Board Meeting will be held on May 27, 2015 at 6:30 pm in the Minerva Public Library Board Room. The Trustees will meet as the Library's Records Commission at 6:20 p.m. prior to the Board Meeting.