

**Minerva Public Library  
Board of Trustees Meeting Minutes  
September 23, 2015**

**Attendance**

Trustees Virginia Birks, Louanne Kiko, 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 6:35 p.m. in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes:** Phil Zbasnik moved and Louanne Kiko seconded the motion to approve minutes of the August 26, 2015 Board Meeting. The motion passed unanimously.

**Old Business**

**Donated Sick Leave Bank:** The Trustees discussed Director Dillie's proposal, first suggested at last month's meeting, to create a means for staff to donate extra sick leave hours to other staff members who had exhausted their own leave. Two models were presented: an ongoing sick leave bank and a donate-as-needed procedure. Mrs. Kiko raised concerns about the library's potential liability if the Director or Board had the authority to grant or deny access to donated sick leave. Beside the two proposed models for donating leave, another option is to allow staff to donate leave on their own initiative to another staff member without donations solicited by library administration, and without banked hours distributed by library administration. While the Trustees were in general agreement with the sentiment behind the proposal, the concerns about the library's involvement in managing donated leave lead to an agreement to table the idea for now. It will be revisited as part of the general updating of the library's personnel policies.

**Fiscal Officer's Report**

**Monthly Financial Reports:** Virginia Birks moved and Louanne Kiko seconded the motion to accept the monthly financial reports for August 2015. The motion passed unanimously.

**PLF Distribution:** The September distribution was \$58,515.74, up 16.4% from last September and up 10.8% year to date.

August Revenue =	\$105,865	YTD Revenue =	\$532,912
August Expenses =	\$ 47,461	YTD Expenses=	\$446,447
Difference	\$ 58,404	Net Position	\$ 86,465

**Unique Management:** Unique Management's August invoice was \$71.60 for 8 placements.

**Reallocated Appropriations:** \$50.00 was transferred from 1000-230-224-0000 Vision Insurance to 1000-230-223-0000 Dental Insurance to pay dental insurance for September's premium holiday.

### **New Business**

**2015 Budget Meeting:** The Stark County Auditor's office has just asked for the 2014 data to use in calculating the PLF distribution for 2016. We can start work on a preliminary budget without the estimate, and tentatively schedule a budget committee meeting for some time prior to November's Board meeting.

### **Correspondence:**

The library received a Certificate of Disposal from Alliance Computer Exchange acknowledging the proper disposal of 272 pounds of electronics in 2014 and a check for \$24.96

### **Travel and Meetings:**

Mary Jane Smith – OLC State Budget Analysis webinar

### **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.

**Library Statistics:** Doorcounts were down 6.8% in August. While In-house circulation was also down, the loans to other SEO libraries and downloadable content checkouts almost made up the difference. Year-to-date total circulation is down 1.3% from 2014, which is a much smaller drop year-to-year than we have seen in the past several years.

### **Accept Gifts**

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

none

**Unrestricted Individual Contributions to the General Fund**

Contributions	\$ 27.25	08/03/2015
Contributions	\$ 24.75	08/05/2015
Contributions	\$ 15.15	08/17/2015
Contributions	\$ 21.70	08/19/2015
Contributions	\$ 9.00	08/25/2015

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**Unrestricted Individual Contributions to the Capital Projects Fund**

Contribution	\$50,000	08/03/2015
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Total restricted and unrestricted \$50,097.85

**In-kind Gifts**

Anonymous 12 hardcovers; 16 trade paperbacks; 2 mass market paperbacks; 2 DVDs

**Adjournment**

The meeting adjourned at 7:35 p.m.

The next Regular Board Meeting will be held on October 28, 2015 at 6:30 pm in the Minerva Public Library Board Room.