

**Minerva Public Library
Board of Trustees Meeting Minutes
April 23, 2014**

Attendance

Trustees Roger Bartley, Virginia Birks, Becky Miller, and Phil Zbasnik; Library Director Tom Dillie.

Call to Order

The meeting was called to order at 6:35 pm in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes: Virginia Birks moved and Becky Miller seconded the motion to approve minutes of the March 26, 2014 Board Meeting and to accept the minutes of the March 26, 2014 Records Commission meeting as presented. The motion passed unanimously.

Old Business

Sewer Backup Repair Update—All work was completed before the last Board meeting, and all bills have been cleared. Director Dillie reported that he contacted Humbert Sanitary Service in North Canton to take a look at the library's sewer line and recommend a way to shut it off as needed. The plumbers from Humbert ran a camera in the sewer line from the library to the manhole and found no problems in the library's sewer line. They did point out water in the manhole well and a high-water mark half-way up the side of the well and above the connection from the library's line. According to Dave Harp, the Village has discovered a problem in the sewer under Lynnwood and is seeking quotes for the work to repair it. The Humbert plumbers agree that the problem is in the Village's line and not a fault in the library. Director Dillie will contact Harp and tell him what the Humbert Sanitary workers have reported. He also will try to find out whether the Village has recently run a camera down the street line or whether is finally acting on the camera work from 2012.

Burst Sprinkler Update—Director Dillie replaced the remaining damaged ceiling tiles and Catlett installed a new, wall-mounted, water fountain. The bill for the fountain installation has been submitted to the insurance company for payment. There are no other outstanding bills.

Ohio and the Civil War Exhibit: The traveling exhibit was sent on to its next stop. A total of 216 people attended the presentations by seven different during the run of the exhibit. In addition, 353 students and teachers visited the exhibit during their regular visits to the library. Mrs. Birks asked whether many patrons completed the "Where's Lincoln" puzzle in the library. Director Dillie reported low participation for that.

Safe Deposit Boxes: Fiscal Officer Smith checked with PNC Bank to find out if the bank would cancel the lease on two of the boxes. It will not. PNC staff said that they do not allow cancellation during the first year of a lease, but will allow cancellation at any time after that. As discussed at the last meeting, when the leases come up for renewal in 2015, the library will renew only one box, and arrange to store the master microfilm rolls at Allied Infotech.

Fiscal Officer's Report

Note: Fiscal Officer Smith is attending the OLC Fiscal Officer Conference in Columbus to receive CPIM accreditation and so is not able to be present for the April board meeting. Director Dillie will make the report.

Monthly financial Report: Phil Zbasnik moved and Becky seconded a motion to accept the monthly financial report for March, 2014. The motion passed unanimously.

PLF Distribution: The April distribution was \$43,169.72, down 12.7% from last April, and down 3.6% year to date.

Reallocated Appropriations: Transfer \$2590.00 out of Capital Projects Fund account 4001-760-720-0000 Land Improvement and into Capital Projects Fund account 4001-760-750-0000 Furniture and Equipment to purchase 26 Dell computers.

Book Sale: The Spring Book Sale brought in \$903.49.

Make book sale proceeds available to spend: Approve a resolution to move \$600 from the Adult Print budget to the programming budget. The \$600 represents the adult services share of this spring's book sale proceeds. Director Dillie explained that the book sale proceeds traditionally are directed to the materials budget, but that this year he would like to use the Adult Services share of the book sale proceeds to support additional programs.

Approved Resolution 14-04-01: Virginia Birks moved and Becky Miller seconded a motion to transfer \$600 of the Spring Book Sale proceeds from 1000-120-411-1000 Adult Books to apply it to 1000-110-390-0000 Other – Purchased and

Contracted Services to be used for Adult Programming. The motion passed unanimously.

Refund: The Trust created by the former Northeast Ohio Library Association in 2009 after it was merged into the Northeast Ohio Regional Library System in 2007 is dissolving and distributing its assets to the member libraries. We will be refunded \$8,771.04 on approximately June 15, 2014 assuming all liabilities are paid and there are no objections to the distribution. Director Dillie explained that this money is arrives as a surprise; neither he nor Fiscal Officer Smith were aware of the NOLA Trust, and he doesn't know why it took seven years for the Trust to decide that it could disburse its assets.

Adjustment to the 2014 Annual Appropriation: In the next two weeks, Fiscal Officer Smith will file a statement with the County Auditors' Offices showing the additional revenue the library has received this year from insurance reimbursements and the payout from the NOLA Trust. At the May Board meeting the Trustees will be asked to amend this year's appropriation so that this revenue will be available to spend in this fiscal year. With the exception of a few hundred dollars of reimbursement for damaged library materials from the burst sprinklers on February 17, the insurance reimbursements will replenish library funds that were paid to front the costs of repairs and restoration following the sewer back-up and burst sprinklers. The NOLA Trust payout is "new money" but will be useful in replenishing the fund for service and maintenance that been hit hard by HVAC and other physical plant repairs this year.

Health Insurance: We were informed on Friday, 04/11, that the Ohio Plan Healthcare Consortium is ending on May 31, 2014. The notice from the Ohio Plan says "the speed at which healthcare costs are rising; the added liability that healthcare reform changes have required; and the constant changes in the law have led the OPHC Board of Directors to make the difficult decision to dissolve the OPHC." Michelle Scullin, account manager with Dorman Sciulli Advisors, is checking out other options for healthcare coverage for the library. All eligible employees have completed an online questionnaire which will be helpful in determining rates with various insurance carriers. We have also gathered rates and benefit schedules from the Stark County Council of Governments (SCOG) consortium, which is used and recommended by the North Canton Public Library. Director Dillie did a check of the small business plans available through healthcare.gov. He did find that the platinum plans were competitively priced for single coverage medical insurance, but the website doesn't allow one to add dependents to online estimate, and so we don't know yet how those plans would compare to SCOG.

Unique Management: Unique Management's March invoice was \$35.80 for 4 placements.

New Business

New Computers: We purchased 26 off-lease Dell computers to replace all the public internet computers and those staff computers still running Windows XP. The computers arrived Monday, and Jennifer Bates is installing software on these new machines; we will deploy them one at a time as they are ready. The library computers will all run Windows 7, but staff machines will, for the time being, still run Office 2003. The internet machines already have Office 2010 and we will move that software onto the new Windows 7 computers.

Retirement: Donna Kohler, who has worked as a library substitute since January, 1995, is retiring under OPERS effective April 30, 2014. The library will re-hire Donna as a substitute once the 60 day waiting is up.

Hoopla: Director Dillie gave the Board a brief overview of the Hoopla downloadable content service from Midwest tape that the library will roll out for the public by early June. The service has no platform fee, a large catalog of music, movies, and audio books, and the library will pay a fee only for materials checked out by MPL patrons. It's something new for the library to try at no risk and relatively little cost.

Correspondence

Travel: Mary Jane Smith – OLC Fiscal Officer Conference fee- \$125.00.

Director's Report

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

Monthly Library Statistics: The door count was 2.2% above March 2013, a recovery from the poor counts in January and February. In-house circulation continues its downward slide: 3.7% less for the month, 12.6% less for the year. SEO loans were up a bit so the decline in total circulation was not quite as bad.

February Gifts

Restricted Contributions to Summer Youth Reading Program

T. Blocher	\$ 300.00	03/24/2014
Catlett Quality Plumbing	\$ 150.00	03/24/2014
Summit Glove, Inc.	\$ 100.00	03/24/2014
Gotschall-Hutchinson Funeral Home	\$ 50.00	03/24/2014

Colfor	\$ 500.00	03/24/2014
Minerva Welding	\$ 100.00	03/31/2014
YMCA of Central Stark County	\$ 50.00	03/31/3014

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 13.00	03/03/2014
Fines/Fees/Contributions	\$ 26.00	03/05/2014
Fines/Fees/Contributions	\$ 27.50	03/13/2014
Fines/Fees/Contributions	\$.60	03/17/2014
Fines/Fees/Contributions	\$ 17.75	03/20/2014
Fines/Fees/Contributions	\$ 333.29	03/24/2014
Fines/Fees/Contributions	\$ 90.20	03/25/2014
Fines/Fees/Contributions	\$ 176.25	03/27/2014
Fines/Fees/Contributions	\$ 266.75	03/31/2014

Total Restricted and Unrestricted \$2201.34

In-kind Gifts

Herbert Eglie	One hardcover
Ohio State Bar Association	One trade paperback
anonymous	3 hardcovers; 14 trade paperbacks; 4 mass market paperbacks; 11 DVD

Adjourn

The meeting adjourned at 7:40 pm.

The next Regular Board Meeting will be held on May 28, 2014 at 6:30 pm in the Minerva Public Library Board Room.