

**Minerva Public Library
Board of Trustees Meeting Minutes
May 28, 2014**

Attendance

Trustees Roger Bartley, Virginia Birks, Louanne Kiko, Diane Ruff, and Phil Zbasnik; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

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 Diane Ruff seconded the motion to approve minutes of the April 23, 2014 Board Meeting and to accept the minutes of the May 7, 2014 Finance Commission meeting as presented. The motion passed unanimously.

Old Business

Sewer Backup Repair Update: It appears that the Village has decided to repair the sewer under Lynnwood in front of the library and will start the work in June after the Homecoming. Director Dillie is waiting on a quote from Humber Sanitary for installing a shut-off valve in the library's main sewer line, as well as for pulling out and troubleshooting the sump pump.

Burst Sprinkler Update: The library has received reimbursement for all insurance claims, and all vendors have been paid by the insurance company for the repair work following the frozen pipes and burst sprinkler heads.

Fiscal Officer's Report

Monthly Financial Report: Phil Zbasnik moved and Diane Ruff seconded to accept the Monthly Financial Reports for April, 2014. The motion passed unanimously.

PLF Distribution: The May distribution was \$59,320.57, down 26.7% from last May, and down 10.1% year to date. Changes in tax law had reduced the amount of money going into the General Revenue Fund, thus reducing the amount pulled out for the PLF.

Reallocated Appropriations: None.

Adjustment to the 2014 Annual Appropriation: As discussed at last month's meeting, the library has received insurance reimbursement for repairs and damaged materials as a result of the sewer back-up in January and the burst sprinkler heads in February. The library also will receive a refund check from the NOLA trust for its NOLA membership fees. In order to make that money available to spend this year, the Board must amend the library's 2014 appropriation to show this new income. 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 has been hit hard by HVAC and other physical plant repairs so far this year. Fiscal Officer Smith has submitted the new revenue statements to the Auditors' Offices in the three counties. The library's Finance Committee has met and reviewed the amended appropriation.

Resolution 14-05-01: Louanne Kiko moved and Phil Zbasnik seconded to approve the amended 2014 summary appropriation as submitted. The motion passed unanimously.

2015 Tax Budget: The library must file a tax budget for next year with the Auditors' Offices. We do not have revenue estimates for 2015 and this document serves only as placeholder. The library's Finance Committee has met and reviewed this summary budget.

Resolution 14-05-02: Virginia Birks moved and Diane Ruff seconded to approve the 2015 Tax Budget in summary form as submitted. The motion passed unanimously.

Health Insurance Providers: The library has contracted with Medical Mutual of Ohio for dental and vision insurance from June 1, 2014 through May 31, 2015. All eligible employees' applications have been processed and their insurance will begin as scheduled. The library has been accepted as a member by the Stark County Schools Council of Governments (SCOG) for our medical health insurance to begin June 1, 2014. Their representative, Kim Sanford, along with representatives from Aultcare and Medical Mutual of Ohio, gave a presentation to eligible employees on May 22, and employees completed their applications at that time. Director Dillie has copies of the both the COG Agreement and Bylaws for review. SCOG requires that the Library Board pass a resolution by roll call vote in the form specified below in order to join the Council of Governments

Resolution 14-05-03:

WHEREAS, the Stark County Schools Council of Governments (hereinafter "COG") have formed a regional council of governments for the purposes of promoting cooperative arrangements among its members and between its members and governments agencies or private persons or entities, performing function and duties which its members can perform and addressing problems of mutual concern; and

WHEREAS, the Minerva Public Library Board (hereinafter "Board") desires to become a member of the COG and participate in its health benefits program as well as other programs that are or may become available:

NOW, THEREFORE BE IT RESOLVED by the Minerva Public Library Board, Stark County Ohio, that

1. The Agreement establishing the Stark County Schools Council ("Agreement") Bylaws, and Program Agreements is hereby approved and the President and Director are hereby authorized and directed to execute any documents necessary to effectuate participation in the COG on behalf of this Board.
2. The effective date of the Board's participation shall be June 1, 2014.

Roll Call: A_Bartley; A_Birks; A_Kiko; A_Ruff; A_Zbasnik

Louanne Kiko moved and Phil Zbasnik seconded to approve Resolution 14-05-03. The motion passed unanimously.

Resolution 14-05-04: Approve the Stark County Schools Council of Governments (SCOG) as the provider of medical insurance for eligible library employees as of June 1, 2014.

Resolution 14-05-05: Approve Medical Mutual of Ohio as the provider of dental and vision insurance for eligible library employees through May 31, 2015.

Diane Ruff moved and Virginia Birks seconded to approve Resolutions 14-05-04 and 14-05-05. The motion passed unanimously.

Employee Insurance Subsidy: The premiums for the library's current health insurance increased by just below 10% in January of this year. Under the library's current subsidy plan, that increase was passed along entirely to the employees. The change to the new insurance plans effective June 1, 2014 will also result in a premium increase to some employees, albeit a small one. The total monthly increase to the employees should be \$54 with a total increase for the remainder of 2014 of \$378. There is money budgeted in the appropriate accounts to easily cover this additional amount through December, 2014. Director Dillie and Fiscal Officer Smith ask that the Board increase the insurance subsidy for the remainder of this year, so that no employee share increases above its current rate through December 2014.

Resolution 14-05-06: Louanne Kiko moved and Diane Ruff seconded to increase the library's subsidy of employee health insurance to cover any increase in the employee share of the premiums from June 1, 2014 through December 31, 2014. The total amount of this increase to the subsidy is not to exceed \$400. The motion passed unanimously.

Information: Fiscal Officer Smith worked 2.75 additional hours during pay period ending 4/27/14.

Audit: Alger & Associates picked up work papers to begin the audit on May 1, 2014. They called on May 19 to inform us that they were delayed and just beginning our audit due to a difficult audit which took longer than expected.

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

New Business

Upholstering Teen Area Chairs: the six chairs in the teen area of the Youth Services Dept. have very worn upholstery. Director Dillie had sent two chairs to Laubacher Upholstery in Canton for recovering and those chairs were returned to the library in time for the Board to look at them before this evening's meeting. There was some discussion among the Trustees about fabric choice for the other chairs, and a consensus was reached. This project was included in the Capital Projects Budget for this year based on an estimate Laubacher's provided last fall.

Louanne Kiko moved and Diane Ruff moved to accept the agreement for upholstery work with Laubacher Upholstery for six chairs not to exceed \$3900. The motion passed unanimously.

Fine Exempt Status for Library Staff: employees at the library have long enjoyed fine exempt status. This benefit is legal but the Ohio Library Council has said it must be specifically approved by a library's Board. Although the Board may have approved this policy sometime in the past, Director Dillie has not found that resolution or policy statement. Therefore, he would like the Trustees to confirm past practice.

Resolution 14-05-07: Virginia Birks moved and Phil Zbasnik seconded to amend the library's personnel policies as stated:

670 Fine Exempt Status

Library staff are exempt from overdue fines for library materials. This exemption is a benefit and part of the employee's compensation package. All staff are subject to the same renewal limits as other library patrons. All staff will be billed for lost items, or items damaged beyond use, in the same way as other library patrons. A staff member who manipulates circulation procedures, including renewals and holds management, for his or her own benefit is subject to discipline up to and including termination.

The motion passed unanimously.

Correspondence

Travel: Mary Jane Smith – OLC Fiscal Officer Conference – mileage and hotel- \$303.66.

Kathy Heller – Southern Ohio Children's Library Meeting – mileage- \$62.00

Janice Oneacre – Programming purchases – Walmart – mileage - \$12.15

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.

Monthly Library Statistics: The door count down 4.2% in April, and is down 9.4% for the year compared to last year. However, the total door count for January-April is similar to that of most of the last seven years. On the other hand, in-house circulation continues its downward slide: 6.1% less for the month, 12.6% less for the year. And total circ for the first four months is considerably lower than January-April in 2008 through 2013.

April Gifts

Restricted Contributions to Adult Programming

Susan and Randy Hein	\$ 50.00	04/08/2014
Virginia Birks	\$ 100.00	04/08/2014
Lenore Sechler	\$ 10.00	04/08/2014

Minerva Library Staff In memory of	\$ 50.00	04/10/2014
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Restricted contributions to Summer Reading

B J Gray Realty Co.	\$ 100.00	04/01/2014
Newell Realty and Auctions	\$ 25.00	04/10/2014
Minerva Area Chamber of Commerce	\$ 100.00	04/14/2014
Minerva Dairy Queen	\$ 100.00	04/15/2014
General Color LLC	\$ 250.00	04/28/2014

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 16.50	04/01/2014
Fines/Fees/Contributions	\$ 20.50	04/02/2014
Fines/Fees/Contributions	\$ 16.00	04/03/2014
Fines/Fees/Contributions	\$ 1.50	04/09/2014

Fines/Fees/Contributions	\$ 21.50	04/10/2014
Fines/Fees/Contributions	\$ 24.50	04/17/2014
Fines/Fees/Contributions	\$ 40.00	04/21/2014
Fines/Fees/Contributions	\$ 64.02	04/22/2014
Fines/Fees/Contributions	\$ 11.00	04/23/2014
Fines/Fees/Contributions	\$ 30.25	04/30/2014

Total Restricted and Unrestricted	\$ 1030.77
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In-kind Gifts

Richard A. Myers
David Stitt

3 hardcovers
1 hardcover, 1 trade
paperback

Timothy Stolichy

10 MHS Yearbooks

anonymous

20 hardcovers; 16 trade
paperbacks; 3 mass market
paperbacks; 1 DVD

Adjournment

The meeting adjourned at 7:35 p.m.

The next Regular Board Meeting will be held on June 25, 2014 at 6:30 pm in the Minerva Public Library Board Room.