

**Minerva Public Library
Board of Trustees Meeting Minutes
December 17, 2014**

Attendance

Trustees Roger Bartley, Virginia Birks, Rebecca Miller, 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 6:37 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes: Rebecca Miller moved and Phil Zbasnik seconded the motion to approve minutes of the November 19, 2014 Board Meeting and the November 12, 2014 Finance Committee meeting as presented. The motion passed unanimously.

Old Business

Sewer Repair Update: Humbert Sanitary finished installing the shut-off valve in the sewer line on 11/25. Staff have been trained in how to turn it off and on again, and are shutting the line off every day at closing.

Deputy Fiscal Officer Position: At the November Board meeting Fiscal Officer Smith and Director Dillie discussed with the Trustees the possibility of having the Library Director act in a limited role as Deputy Fiscal Officer. The library does not have anyone hired for that position and is not advertising for it. The regular job description for the Deputy Fiscal Officer would not apply in this situation. Instead, the Director would simply have the authority, in writing and without question, to access the accounting software, records, and files of the Fiscal Officer, as well as to oversee cash management so that basic daily operations could continue in the event the Fiscal Officer was not at work for an extended period. Trustees agreed that this limited role seemed useful and appropriate.

Resolution 14-12-01: As necessary, in the absence of the Fiscal Officer, the Library Director will act in a limited capacity as Deputy Fiscal Officer of the Minerva Public Library. The limited duties in this instance include:

- Handle cash receipts and deposit cash in bank
- Have access to accounting software

- Know location and have access to files and records
- Obtain and oversee any third party assistance

The Director receives no additional compensation for the performance of these duties.

Virginia Birks moved and Richard Rutledge seconded the above resolution. The motion passed unanimously.

Hours of Operation Survey: At the last meeting the Board asked the library to survey patrons to determine interest in increasing the number of hours the library is open and where those new hours might be applied. Director Dillie conducted an online survey using SurveyMonkey linked from the library's Facebook page and website homepage; paper surveys were available at both service desks. A summary of the results was included in the Board packet. The single largest response by far was "no change"; the remaining responses were pretty equally divided between the three offered choices for additional hours. The Board will reconsider hours of operation in the Spring along with other strategic planning.

Fiscal Officer's Report

Monthly Financial Reports: Phil Zbasnik moved and Rebecca Miller seconded to accept the Monthly financial reports for November, 2014. The motion passed unanimously.

PLF Distribution: The December distribution was \$51,156.98, up 1.7% from last December, and down 3.3% year to date.

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

Reallocated Appropriations: Transferred \$81.06 from Youth Audio Visual 1000-120-413-2006 to Youth Books 1000-120-411-2000 to make final purchase of youth books for the year.

New Business

Director and Fiscal Officer Performance Reviews: The Personnel Committee met on 12/9/14 to review the job performance of the Director and Fiscal Officer.

Richard Rutledge moved and Rebecca Miller seconded to enter executive session to discuss the job performance of the Library Director and Fiscal Officer. The motion passed unanimously.

The Board entered executive session at 6:50 to discuss the annual reviews.

Virginia Birks moved and Diane Ruff seconded to leave executive session and return to the public meeting at 7:20. The motion passed unanimously.

Hire Library Director and Fiscal Officer: Having discussed the report of the Personnel Committee and discussed its findings separately with the Director and Fiscal Officer in executive sessions, the Board determined to hire those employees for another year and at what level of compensation and benefits. A recent pay history for these two positions was included in the Board packet. The draft hiring resolutions set the employment period for the beginning of the new pay year until the Board's Organization Meeting in the following year to ensure that the contracts would remain in force in the event that the Board could not meet in December.

Resolution 14-12-02: Richard Rutledge moved and Rebecca Miller seconded to hire Tom Dillie as Director of the Minerva Public Library and to serve as Deputy Fiscal Officer in a limited capacity from December 22, 2014 through to the 2016 Organizational Meeting of the Library Board of Trustees at an annual salary of \$62,732.80 and with the same benefits as described in the Director's current contract. In lieu of a raise in salary, the Board grants Director Dillie a lump sum performance payment of \$2200 to be distributed in four equal installments: the first on the second pay date of pay year 2014, the second on the 7th pay date, the third on the 14th pay date, and the fourth on the 21st pay date of pay year 2014. The motion passed unanimously.

Resolution 14-12-03: Phil Zbasnik moved and Diane Ruff seconded to hire Mary Jane Smith as Fiscal Officer of the Minerva Public library from December 22, 2014 through to the 2016 Organizational Meeting of the Library Board of Trustees at an annual salary of \$31,616 and with same benefits as described in the Fiscal Officer's current contract. 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 has changed its dues schedule beginning in July, 2015, and will now assess dues at a rate based on a library's Full Time Equivalent employees. In addition, libraries that join at the Gold level membership will receive free continuing education for all staff as well substantial discounts on additional NEO services. Under this new system, Minerva's annual membership will cost \$1475 instead of \$3150, with additional savings from the free training classes. NEO asks that by December 31, 2014, libraries send a letter of intent to renew in NEO's next fiscal year. Director Dillie explained that the library will take full advantage of the free education classes for library staff, especially webinars.

Resolution 14-12-04: Virginia Birks moved and Rebecca Miller seconded to renew the library's membership in NEO-RLS for the twelve months beginning July 1, 2015 and ending June 30, 2015 with dues in the amount of \$1475.00. The motion passed unanimously.

Snow Removal: The library has renewed its agreement with Naturescapes for snow removal and salting for the 2014-15 winter. Naturescapes has maintained the same price for several years now and they do a good job.

Ohio Chautauqua: Director Dillie gave the Trustees an overview of the Ohio Chautauqua, sponsored by the Ohio Humanities Council, and explained that he has met with Denise Freeland at the Chamber of Commerce to discuss the village becoming a host community for the event in 2016.

Correspondence

None this month

Travel and Continuing Education

Mary Jane Smith – UAN Pre-Close Year End Procedures Webinar – no cost

Director's Report

Phil Zbaznik moved and Richard Rutledge seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Monthly Library Statistics: Door counts were down slightly in November and are 5.7% behind last year-to-date. In-house circulation was down yet again, but total circulation was only 1.2% below last year, and our year-to-date circ, while still 5.9% below year-to-date, has recovered from the large deficit earlier in the year.

November Gifts

Restricted Contributions

Connie Dowling for Youth Services Programming \$ 100.00 11/18/2014

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions \$ 14.00 11/05/2014

Contributions from Margaret Paumier \$ 100.00 11/05/2014

Fines/Fees/Contributions \$ 8.25 11/13/2014

Book Prospector \$ 13.30 11/17/2014

Fines/Fees/Contributions \$ 20.00 11/20/2014

Fines/Fees/Contributions \$ 28.00 11/26/2014

Total Restricted and Unrestricted \$ 283.55

In-kind Gifts

anonymous

20 hardcovers; 4 trade
paperbacks; 2 mass market; 1
DVD; 1 CD

Andrienne Klimko

1 hardcover; 1 trade
paperback; 5 DVD sets

Adjournment

The meeting adjourned at 7:38 p.m.

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