

**Minerva Public Library
Board of Trustees Meeting Minutes
May 27, 2015**

Attendance

Trustees Roger Bartley, 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 6:32 p.m. in the Library Board Room.

Adjustments to the Agenda

Service recognition for Susan Crawford

Public Participation

None

Minutes: Virginia Birks moved and Louanne Kiko seconded the motion to approve minutes of the April 22, 2015 Board Meeting. The motion passed unanimously.

Old Business

Youth Services Librarian search: The position approved by the Board at the April meeting is posted and will close on May 31. Director and Mrs. Heller will review the applicants and invite likely candidates for interviews as soon as possible.

Landscaping: Down to Earth landscaping sprayed for weeds over the weekend of the 16th and workers are now clearing the beds and putting down new mulch.

Chautauqua: Denise Freeland was informed by the Ohio Humanities Council that Minerva was not selected as a host site for the 2016 Ohio Chautauqua, but we were encouraged to apply again for 2017.

Fiscal Officer's Report

Monthly Financial Reports: Louanne Kiko moved and Phil Zbasnik seconded to accept the April 2015 financial reports. The motion passed unanimously.

PLF Distribution: The May distribution was \$71,313.74, up 20.2% from last May and up 9.5% year to date.

Net Position:

April Revenue = \$ 49,130	YTD Revenue = \$220,924
April Expenses = \$ 76,563	YTD Expenses= \$236,999
Difference = \$ - 27,433	Net Position = \$ - 16,075

Unique Management: Unique Management's April invoice was \$80.55 for 9 placements.

Reallocated Appropriations: None

Health insurance: Below are the ANTICIPATED rates which will be voted on at the Stark County Schools Council of Governments Semi-Annual Business Meeting on June 18, 2015. If approved, they will become effective July 1, 2015 through June 30, 2016. This is a rate increase in the medical insurance of 2.6%. The new rates for dental and vision will replace the SCOG rates we were given earlier.

<u>Medical</u>	<u>Current</u>	<u>New</u>
Single	\$ 621.44	\$ 637.60
Family	\$1,509.63	\$1,548.88
<u>Dental</u>		
Single	\$ 32.56	\$ 80.96
Family	Various	\$ 199.72
<u>Vision</u>		
Single	\$ 7.51	\$ 17.08
Family	Various	\$ 42.42

2016 Tax Budget: The library must file a tax budget for next year with the Auditors' Offices. We do not have revenue estimates for 2016 and this document serves only as placeholder. It is essentially a restatement of the current 2015 budget.

Resolution 15-05-01: Louanne Kiko moved and Richard Rutledge seconded to approve the 2016 Tax Budget in summary form as submitted. The motion passed unanimously.

New Business

Health Insurance policy: The Stark Council of Governments approved a policy change to the group insurance on 01/01/2015; this change is effective

07/01/2015. The library's health insurance policy needs to be updated to reflect this change. The policy addition is in bold below.

791 – Full-Time - Health Insurance (revised 06/23/2010)

Employees hired to work full-time shall be given the opportunity to participate in the group health insurance plans (Medical, Dental, and Vision) to which the Library subscribes.

The Library contributes a fixed amount toward the cost of the monthly premium for single, two-person, or family coverage and the employee pays any remaining amount through payroll deductions (one-half of the employee's contribution is deducted from each of the first two pays in a month).

For full-time library employees hired after June 1, 2015, a library employee's spouse who has the ability to be covered under an insurance plan through the spouse's place of employment is required to take his or her employer's health insurance plan as the primary plan. If the spouse is required to pay 40% or more of the premium with his or her employer, this provision does not apply. This provision does not apply to an employee who had insurance with a Stark Council of Governments employer and was immediately thereafter employed by the library. An employee hired after June 1, 2015 who wishes to take library-provided insurance as the primary health insurance will verify his or her spouse's employment and insurance status in writing.

The Library's contribution is to assist with the payment of the insurance premium for the coverage the employee has selected. If that monthly premium cost is less than the Library's fixed contribution rate, the remaining amount is held by the Library and the employee is not entitled to receive that difference.

The Library's contribution rates are set annually by the Board of Trustees during the budget process and the monthly contribution allocated to a qualifying employee is determined by whether the employee has selected single, two-person, or family medical insurance coverage.

Resolution 15-05-02: Louanne Kiko moved and Diane Ruff seconded to add the paragraph in bold above to the library's policy. The motion passed unanimously.

SEO Membership: The library's membership in the SEO consortium is renewed annually for the State of Ohio fiscal year (July 1-June 30). The SEO Advisory Council approved a new membership fee structure that will take effect with the July 1, 2015 renewal. The fee is calculated from the library's basic total operating revenue less donations and grant money as reported to the state library. Each library has a base rate determined by its revenue position in one of six tiers and an additional fee of .5% of total operating revenue as defined above. Under this new schedule, Minerva Public Library's membership fee drops from the current \$17,000 to \$13,593.28 beginning July 1. There are additional minor fees for catalog records and sending overdue and bill notices to patrons; those rates have not changed.

Resolution 15-05-03: Louanne Kiko moved and Richard Rutledge seconded to renew the library's membership in the SEO Library Consortium for the year July 1,

2015 to June 30, 2016 with a membership fee in the amount of \$13,593.28. The motion passed unanimously.

Statewide Delivery Service: We have received notice that the State Library has renewed the delivery contract with Priority Dispatch for another year. Our annual fee for five-day-a-week delivery will increase by \$450 to \$7,753. Under the current contract, the cost for an item to make a round trip between Minerva another library is approximately 9.5 cents. We have not received yet received the new contract.

Commendation of Service for Susan Crawford: Susan is retiring effective May 31 after thirteen years of service. A draft commendation is included in the Board Packet.

Resolution 15-05-04: Resolution of Appreciation and Thanks

WHEREAS the Minerva Public Library is a vital part of the community, and
WHEREAS, a dedicated, attentive, and resourceful staff is essential to providing excellent library service, and
WHEREAS, the Minerva Public Library staff has provided excellent library service to the community over the years, during a major building project, and at times in the face of financial hardship and limited resources, and
WHEREAS, library service to young patrons and the adults who care for them is the foundation of the public library's value to the community, and
WHEREAS Susan B. Crawford has worked for the Minerva Public Library as a Library Associate in the Youth Services Department since May 2, 2002.

NOW, THEREFORE BE IT RESOLVED on this twenty-seventh day of May, Two Thousand and Fifteen, the Minerva Public Library Board of Trustees commends Susan B. Crawford for her caring, creative, and faithful service to the Minerva Public Library and its patrons over the thirteen years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library.

Virginia Birks moved and Louanne Kiko seconded the motion to award a commendation for 13 years of service to Susan Crawford at her retirement as of May 31, 2015. The motion passed unanimously.

Correspondence

The library received a letter from Paula Lane on behalf Advisory Board of the Minerva-Malvern Area Salvation Army Unit thanking the library for its assistance in providing computers for the volunteer tax preparers during the this past tax season.

Travel

Janice Oneacre – mileage to Walmart for Programming supplies - \$12.00

Kathy Heller – mileage to Pat Catan's for Programming supplies - \$14.80
 Mary Jane Smith – mileage and lodging fo OLC Fiscal Officer Conference - \$295.04
 Tom Dillie – SEO Users Meeting Registration - \$100.00

Director's Report

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

Library Statistics: Checkouts were down but renewals were up so in-house circulation for April as just slightly below that of April last year. SEO loans were up and so total circulation was slightly above that of April last year. Year-to-date circulation is running .5% ahead of last year. Downloaded content checkouts continue their steady increase. Door counts upstairs were down substantially while backdoor counts for class visits hold steady.

Accept Gifts

Restricted Individual Contributions to the General Fund

None for April

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 12.25	04/02/2015
Fines/Fees/Contributions	\$ 18.65	04/13/2015
Fines/Fees/Contributions	\$ 30.00	04/14/2015
Fines/Fees/Contributions	\$ 23.50	04/15/2015
Fines/Fees/Contributions	\$ 80.20	04/21/2015
Fines/Fees/Contributions	\$ 10.00	04/23/2015
Fines/Fees/Contributions	\$ 17.50	04/29/2012
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Total Restricted and Unrestricted	\$192.10	

In-kind Gifts

Greenport Financial Advisors	3 hardcovers
anonymous	11 hardcovers; 32 trade paperbacks;

Adjournment

The meeting adjourned at 7:10 p.m.

The next Regular Board Meeting will be held on June 24, 2015 at 6:30 p.m. in the Minerva Public Library Board Room.