

**Minerva Public Library
Board of Trustees Meeting Minutes
June 24, 2015**

Attendance

Trustees Roger Bartley, Virginia Birks, 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: Virginia Birks moved and Phil Zbasnik seconded the motion to approve minutes of the May 27, 2015 Board Meeting. The motion passed unanimously.

Old Business

Youth Services Librarian search: The library received 15 applications for the position and Director Dillie and Mrs. Heller have selected six applicants to interview. Interviews will be finished by the end of this week and we hope to select a candidate to whom to offer the job very soon thereafter.

Landscaping: Down to Earth Landscaping finished weeding and spreading new mulch and the beds look very good. We will continue to spray for weeds every week in hopes of keeping the beds clear.

Fiscal Officer's Report

Monthly Financial Reports: Richard Rutledge moved and Phil Zbasnik seconded to accept the Monthly financial reports for May 2015. The motion passed unanimously.

PLF Distribution: The June distribution was \$63,020.58, up 3.8% from last June and up 8.4% year to date.

Net Position:

May Revenue	=	\$74,264	YTD Revenue	=	\$295,188
May Expenses	=	\$56,843	YTD Expenses	=	\$293,842
Difference	=	\$17,421	Net Position	=	\$1,346

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

Reallocated Appropriations: None

Health insurance: Below are the actual rates which were voted on at the Stark County Schools Council of Governments Semi-Annual Business Meeting on June 18, 2015. They will become effective July 1, 2015 through June 30, 2016. This is a rate increase in the medical insurance of 6.7% instead of the 2.6% which was anticipated. The new rates for dental and vision will also replace the SCOG rates we were given earlier.

<u>Medical</u>	<u>Current</u>	<u>New</u>
Single	\$ 621.44	\$ 663.18
Family	\$1,509.63	\$1,610.86
<u>Dental</u>		
Single	\$ 32.56	\$ 84.26
Family	Various	\$ 207.72
<u>Vision</u>		
Single	\$ 7.51	\$ 17.68
Family	Various	\$ 44.12

New Business

Statewide Delivery Service: We have received the new contract from the State Library for delivery service with Priority Dispatch for another year. As was mentioned at the last meeting the annual fee for five-day-a-week delivery will increase by \$450 to \$7,753.

Resolution 15-06-01: Virginia Birks moved and Phil Zbasnik seconded to accept the delivery contract with the State Library of Ohio for July 1, 2015-June 30, 2016 in the amount of \$7,753.20. The motion passed unanimously.

Sick Leave Payout: As was discussed at the last meeting, the library currently will pay out 25% of an employee's unused sick leave upon the employee's retirement under OPERS. Because library policy allows an employee to accumulate the equivalent of 180 days of sick leave, Director Dillie proposed capping the maximum sick leave payout for retiring employees. Fiscal Officer Smith pointed out that Section 810 of the *Employee Handbook* already caps the payout at 150 hours for full-time and 75 hours for part-time employees. Director

Dillie also suggested averaging the hourly rate for the payout rather than paying out at the employee's final wage.

Resolution 15-06-02: Richard Rutledge moved and Phil Zbasnik seconded to amend sections 715 and 810 of the library's Employee Handbook as detailed below.

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Employees are not compensated for unused sick leave at the time of termination, except at the time of retirement (~~per the stipulations of Section 810~~) when the value of 25% of the unused sick leave **hours** may be paid to the employee **per the stipulations of Section 810**.

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Upon retirement from Minerva Public Library, an employee with five (5) or more years of service since his most recent Library hire date may elect to receive pay for 25% of up to 600 hours of accrued but unused sick leave credit for full-time employees and 300 hours for part-time employees. **This payment is calculated only for sick leave hours earned at Minerva Public Library. The hourly rate for this payment is determined by averaging the employee's hourly rate for the last 60 months of employment at the Library** ~~This payment is made at the employee's rate of pay as of his retirement date~~ and eliminates his entire sick leave balance at the time the payment is made.

The motion passed unanimously.

Correspondence

None

Travel

Kathy Heller – mileage to Scholastic Warehouse Sale - \$22.80

Tom Dillie – SEO Users Meeting lodging - \$113.51

Director's Report

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

Library Statistics: In-house circulation was down almost 11% when compared to last May, while overall circulation was down 7.8%. Door counts were up almost 4% and downloadable content circulation continues its steady increase.

Accept Gifts

Restricted Individual Contributions to the General Fund

Marcia Tarbet in honor of Bill Pilati	\$ 90.00	05/28/2015
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Unrestricted Individual Contributions to the General Fund

Contributions	\$ 15.00	05/05/2015
Contributions	\$ 13.30	05/08/2015
Contributions	\$ 364.15	05/11/2015
Contributions	\$ 150.45	05/12/2015
Contributions	\$ 131.55	05/13/2015
Contributions	\$ 90.35	05/14/2015
Book Prospector	\$ 7.72	05/19/2015
Contributions	\$ 215.95	05/19/2015
Contributions	\$ 25.00	05/20/2015
Contributions	\$ 1.25	05/26/2015
Contributions	\$ 28.00	05/28/2015

Total Restricted and Unrestricted	\$1132.72	
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In-kind Gifts

Bonnie Boyd	2 hardcovers; 4 trade paperbacks
Bob Dressel	2 hardcovers
Anonymous	7 hardcovers; 14 trade paperbacks; 3 mass market; 16 DVDs; 1 audiobook

Adjournment

The meeting adjourned at 7:23 p.m.

The next Regular Board Meeting will be held on July 22, 2015 at 6:30 pm in the Minerva Public Library Board Room.