

**Minerva Public Library  
Board of Trustees Meeting Minutes  
July 22, 2015**

**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 6:34 p.m. in the Library Board Room.

**Adjustments to the Agenda**

Electrical Repairs Scheduled

**Public Participation**

None

**Minutes:** Diane Ruff moved and Virginia Birks seconded the motion to approve minutes of the June 24, 2015 Board Meeting. The motion passed unanimously.

**Old Business**

**Youth Services Librarian search:** Director Dillie and Mrs. Heller interviewed six candidates for the new Youth Services. Director Dillie has hired Kelly Chaplin who is working at Reed Memorial Library in Ravenna and will start at Minerva on Monday, August 3.

**Fiscal Officer's Report**

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

**PLF Distribution:** The July distribution was \$65,287.10, up 23.0% from last July and up 10.5% year to date.

**Net Position:**

June Revenue =	\$64,747	YTD Revenue =	\$359,935
June Expenses =	\$ 59,859	YTD Expenses =	\$353,701
Difference =	\$ 4,888	Net Position =	\$ 6,234

**Unique Management:** Unique Management's June invoice was \$89.50 for 10 placements

**Reallocated Appropriations:** None

**Health insurance:** The Stark County Schools Council of Governments sent the library incorrect rates for the annual increase as of July 1, 2015. The correct rates are those that were anticipated and listed in the May minutes. These are an increase of 2.6%. SCOG has agreed to allow our employees until August 1, 2015 to enroll in the dental and/or vision plans, since many declined enrolling due to the higher rates.

### **New Business**

**Youth Services and Programming Librarian:** As mentioned in Old Business we have hired Kelly Chaplin in the new position in Youth Services.

**Resolution 15-07-01:** Virginia Birks moved and Diane Ruff seconded to accept the hiring of Kelly Chaplin as Youth Services and Programming Librarian to begin work on Monday, August 3, 2015. The motion passed unanimously.

**Wage Table:** At its October, 2012 meeting the Board approved a new wage structure for library employees to take effect at the beginning of the 2013 pay year. The Employee Handbook was not updated to reflect that change, and it's past time to do so.

**Resolution 15-07-02:** Rebecca Miller moved and Phil Zbasnik seconded to amend section 262 of the library's Employee Handbook as detailed below. The motion passed unanimously.

### **262- Salary Scale**

~~The Library follows a salary scale which consists of five levels from A—E for each job classification. The placement at time of hire, and periodically thereafter, on a particular level is based on the following criteria: 1) job performance evaluation, 2) increase in skill level and the development and application of new skills, 3) increase in degree of effort in performance of assigned tasks, 4) increase in level of responsibility, and/or 5) recommendation by supervisor. This scale is reviewed annually for consideration of market and COLA (Cost of Living Adjustment) adjustments. All adjustments to the salary scale are determined by the Board.~~

### **262—Wage Scale**

**Each non-exempt job classification has a pay range with a defined base rate, midpoint, and top. An individual employee's hourly wage falls somewhere within the pay range of his or her job classification. Raises, when granted, are calculated as a percentage of the midpoint of the job classification's pay range. The Library Board makes adjustments to the pay range and grants raises based on the advice of the library's administrative team.**

**PLF Update:** The legislature passed and the Governor signed the new biennium budget. It includes an increase in the Public Library Fund to 1.7% of the General Revenue Fund. It is not certain what effect the various changes to the tax code will have on the General Revenue fund and thus on the PLF revenue. The Ohio Library Council staff will meet with the Department of Taxation this month in hopes of getting more information.

**Electrical Repairs Scheduled:** Ray Electric has tentatively scheduled to do the work on the power lines on Thursday and Friday, August 6 and 7, rain date August 13 and 14. The library will close for Thursday and will open at noon on Friday. There will be an in-service meeting off-site on that Friday morning.

**Correspondence**

None

**Travel**

None

**Director's Report**

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

**Library Statistics:** In-house circulation was down just over 3% when compared to last June, while overall circulation was down a little under 1%. Door counts were down and downloadable content circulation was up by 50%, although we are not seeing any increase in the use of Hoopla.

**Accept Gifts**

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Contributions	\$ 14.30	06/03/2015
Contributions	\$ 26.75	06/10/2015
Contributions	\$ 4.25	06/11/2015
Contributions	\$ 2.25	06/15/2015
Contributions	\$ 33.90	06/17/2015
Contributions	\$ 29.40	06/23/2015
Contributions	\$ .80	06/25/2015
Contributions	\$ 3.00	06/29/2015
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Total Restricted and Unrestricted	\$114.65	

**In-kind Gifts**

Virginia Birks via Harper Collins

2 hardcovers

Anonymous

8 hardcovers; 6 trade  
paperbacks; 2 DVDs;

**Adjournment**

The meeting adjourned at 7:26 p.m.

The next Regular Board Meeting will be held on August 26, 2015 at 6:30 pm in the Minerva Public Library Board Room.