

**Minerva Public Library
Board of Trustees Meeting Minutes
August 26, 2015**

Attendance

Trustees Roger Bartley, Virginia Birks, Rebecca Miller, 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 Rebecca Miller seconded the motion to approve minutes of the July 22, 2015 Board Meeting. The motion passed unanimously.

Old Business

None

Fiscal Officer's Report

Monthly Financial Reports: Phil Zbasnik moved and Rebecca Miller seconded the motion to accept the monthly financial reports for July 2015. The motion passed unanimously.

PLF Distribution: The August distribution was \$53,501.62, up 7.6% from last August and up 10.1% year to date.

Net Position:

July Revenue=	\$67,113	YTD Revenue =	\$427,047
July Expenses =	<u>\$45,286</u>	YTD Expenses=	<u>\$398,987</u>
Difference=	\$21,827	Net Position =	\$ 28,060

Unique Management: Unique Management's July invoice was \$134.25 for 15 placements.

Reallocated Appropriations: None

New Business

Patron Record Purge: SEO has complete the annual purge of patron records for those patrons who had not used their library cards in the last 36 months and who owed the library less than \$5.00 in fines or fees. Of the 744 patron records removed, 113 of those had outstanding charges of less than \$5.00.

Downloading content from the Ohio Digital Library does count as a use of the library card for this purpose. The library now has 7729 registered borrowers.

PLF Update: Staff from the Ohio Library Council met with staff from the Ohio Department of Taxation and then reported back to the library directors regarding new biennium budget. The ODT has not revised its estimate for PLF receipts in CY2015; however, as Fiscal Officer Smith has reported, annual receipts are now running 10% above 2014's revenue. That rate is well ahead of the ODT's original 2015 estimate. The ODT does estimate that the CY 2016 PLF will be \$385 million, 3.3% above its 2015 estimate, and 11.6% over 2014 actual. Changes to the tax rates which affect the General Revenue Fund and thus the PLF include a 6.3% cut in the personal income tax; a reduction and then elimination of income tax on the first \$250,000 of small business income; an increase in the cigarette tax, and an increase in the amount of the Corporate Activity Tax directed to the GRF from 50% to 75%. Still undecided are what if any changes will be made to the severance tax on oil and gas drilling, and what the Governor and legislators long-term plans are for the Ohio income tax.

Donated Sick Leave: Some libraries offer a way for employees to donate sick leave to staff who have exhausted their own leave. Such a program can help staff who have a health emergency or event that requires some additional leave time. Director Dillie would like the Board to consider approving such a policy and has included in the Board packet descriptions of two different ways of managing it. The Trustees discussed the advantages and disadvantages of each method as well as how the library would prevent an employee from abusing the access to additional paid leave. Director Dillie said that the library's sick leave policy would apply to any additional leave and would limit employees in how that leave could be used. There seemed to be a general preference for a sick leave bank rather than as a donation as needed policy because the latter might devolve into a poll on a staff member's popularity with other staff. It was suggested by more than one Trustee that the library try such a policy and see what how it works out, and the Board decided to think about this proposal and take it up again at the September meeting.

Correspondence

Thank you letter from the YMCA for collecting school supplies for the Back-to-School program.

Travel

None

Director's Report

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

Library Statistics: In-house circulation and doorcounts were down considerably in July, although the overall circulation count was helped by the continuing high number of loans to SEO libraries. Overall circulation is down 1.5% for the year and doorcounts so far are down 6.6%. Downloadable content circ continues to increase each month.

Accept Gifts

Restricted Individual Contributions to the General Fund

Marcia Tarbet in honor of Carl Felger	\$ 95.00	07/20/2015
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Unrestricted Individual Contributions to the General Fund

Contributions	\$ 24.50	07/01/2015
Contributions	\$ 19.00	07/08/2015
Book Prospector	\$ 5.25	07/13/2015
Contributions	\$.50	07/14/2015
Contributions	\$ 23.25	07/16/2015
Contributions	\$ 12.50	07/21/2015
Contributions	\$ 35.50	07/27/2015
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Total Restricted and Unrestricted	\$ 215.50	

In-kind Gifts

Virginia Birks	1 hardcover; 1 trade paperback
Grace Lutz	2 hardcovers in memory of Mark Lutz
Anonymous	7 hardcovers; 5 trade paperbacks; 10 DVDs

Adjournment

The meeting adjourned at 7:49 p.m.

The next Regular Board Meeting will be held on September 23, 2015 at 6:30 pm in the Minerva Public Library Board Room.