

**Minerva Public Library Board of Trustees
Minutes of the April, 2019 Regular Meeting
April 24, 6:30 pm in the Library Board Room**

Call to Order: Mr. Bartley called the meeting to order at 6:35.

Attendance: Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Sarah Repella, Diane Ruff, Dick Rutledge. Library Director Tom Dillie.

Adjustments to the Agenda: Mr. Dillie presented an amendment to the 2019 appropriation under ongoing business to make available the LSTA grant money awarded for Mental Health First Aid Training. Enabling resolutions for two projects under new business and the related amendments to the 2019 appropriation. And request the Board enter executive session during new business to address a personnel matter.

Public Participation: none

Minutes: Ms. Birks moved to approve minutes of the March 27, 2019 Board Meeting as presented. Ms. Ruff seconded. Motion carried.

Ongoing Business

YMCA Expansion Project: Mr. Dillie reported that the YMCA renovations are done, and the spaces at the far side of the library parking lot were cleaned and restriped before the YMCA open house on April 7. Teresa Arrasmith has told Mr. Dillie that the Y will landscape the area around the new steps, and in the median strip between the two parking lots.

Mental Health First Aid Training Grant: Mr. Dillie reported that the library hosted the training on April 18 with 15 in attendance. Staff who attended thought it was worthwhile. The library will contact local mental health agencies to arrange for short, practical training for all staff during the next staff in-service.

Amend 2019 Appropriation: Mr. Dillie reported that the library has received the \$4,999.00 LSTA grant to pay for the MHFA training day; however, Ms. Davies has asked that the annual appropriation be amended to show this grant as revenue so that it is available to spend.

Ms. Miller moved to approve **Resolution 19-04-01** to amend the 2019 Appropriation to show \$4,999.00 received from an LSTA grant for the purpose of funding Mental Health First Aid training at the library. This grant is added to fund account 1000-212-0200 Restricted Federal Grants. Dr. Beard seconded. Motion carried unanimously.

Strategic Plan Update: The library is posting daily to Facebook and Instagram. Jennifer is scheduling those posts through the Hootsuite account. She made posters for the Adult programs this spring in a uniform graphic style using the Canva software.

Fiscal Officer's Report

Mr. Rutledge moved to accept the monthly financial reports for March, 2019. Ms. Birks seconded. Motion carried unanimously.

PLF Distribution: The April PLF receipts are \$42,252, 2% more than the \$41,388 received last April. At the state level the PLF receipts were up 2.7% over last year.

2019 Net Operating Position

March Revenue	=	\$46,600	Year to Date Revenue	=	\$171,271
March Expenses	=	<u>\$42,578</u>	Year to Date Expenses	=	<u>\$157,408</u>
Difference	=	\$ 4,022	Net Position	=	\$ 13,863

Book Sale Revenue: The spring book sale took in \$1115.00, one of the highest totals ever.

Health Insurance: Mr. Dillie reported that the library received a letter from the Stark County Educational Services Center saying that the proposed health insurance increase for 2020 fiscal year is 3.25% with two premium holidays. This recommendation will be voted on at the June SCOG meeting; a reminder that the SCOG fiscal year is July 1- June 30. The library will schedule those premium holiday months for those months with three pay periods. The letter from SCOG contained the usual caution that members should budget for a 10% increase in premiums and no premium holiday when looking several years out. Mr. Dillie reminded the Board that the library pays flat dollar amount for the monthly insurance subsidy which puts any premium increase onto the staff. Since the library has participated in the SCOG, there has always been at least one premium holiday month.

New Business

Dolly Parton Imagination Library: As was discussed at last month's meeting, Stark County District Library plans to start this program which allows parents to sign-up children aged 0-5 years to receive one book a month by mail at a cost of \$25 per year per child. SCDL has asked the other six libraries in Stark County if they would like to participate as well, with SCDL handling the administration county-wide, and the each library responsible for its own local registrations and for funding the annual cost for their own patrons. The library Directors met on April 4

to learn more about the project. Mr. Dillie reviewed with the Trustees the DPIL Overview and sample registration forms, as well as information on the current participation in Ohio that was included in the Board packet, along with the draft Memorandum of Understanding between SCDL and the participating local libraries. Mr. Dillie shared that the Governor's proposed Books from Birth Foundation, as the OLC understands it, will partner with DPIL to offer that program throughout Ohio; there is similar foundation in Tennessee partnered with DPIL now. Books from Birth will not be able to fully fund the program, and whether it will make any money available to agencies already offering DPIL is uncertain. There was general discussion among the Trustees and general agreement that this is a good project for the library. A cost of only \$25.00 per child per year for a book delivered every month is a very reasonable cost. Mr. Rutledge mentioned that support for early literacy is a long-standing Rotary interest and that there might be some opportunity for support from Minerva Rotary. The low cost per child also makes it an easy ask for direct donations from library patrons. Mr. Dillie emphasized that the library will use donations and fee revenue to fund the program, not PLF money.

Ms. Birks moved to approve **Resolution 19-04-02** that the Minerva Public Library will cooperate with Stark County District Library to provide the Dolly Parton Imagination Library to eligible children in the Minerva Public Library service area. Ms. Miller seconded. Motion passed unanimously.

Ms. Miller moved to approve **Resolution 19-04-03** to direct \$500 from the spring book sale receipts to support of enrollments in the Dolly Parton Imagination Library. Dr. Beard seconded. Motion passed unanimously.

Ms. Miller moved to approve **Resolution 19-04-04** to direct the meeting room reservation fees received from Weight Watchers to support of enrollments in the Dolly Parton Imagination Library.

LED Lighting Project: In December, the library received a proposal from HEAT Total Facilities Solutions to replace the fluorescent lights throughout the building with LEDs. The detailed proposal was included in the Board packet for review and discussion. Mr. Dillie pointed out that more than 1/3 of the project's cost would be recovered in the AEP rebate, while the remaining project cost would be recouped from savings on the electric bill within 24 months. The 2018 AEP bill total was \$32,280, and the projected savings on electricity would reduce the annual bill by 27%. H.E.A.T. Total Facility Solutions would do the work during the summer and it would take 3-4 weeks to complete. The company will dispose of all ballasts and fluorescent tubes. General discussion among the Trustees showed support for the project with the quick return on the investment making it even more attractive.

Ms. Birks moved to approve **Resolution 19-04-05** to approve the contract with H.E.A.T Total Facility Solutions to replace the library's interior florescent lighting with LED lighting at a project cost of \$25,850 and an expected rebate from AEP of approximately \$9,675. Ms. Ruff seconded. Motion passed unanimously.

Mr. Dillie asked that more money be appropriated for Capital Projects to cover the cost of this work. Ms. Repella moved to approve **Resolution 19-04-06** to Amend the 2019 Appropriation to increase the amount available in Capital Projects Fund (expenses) 4001-760-331-0000 Maintenance and Repair of Facilities from \$25,000 to \$45,000. Dr. Beard seconded. Motion passed unanimously.

Next State Budget: Mr. Dillie attended the Ohio Library Council Legislative Day in Columbus on April 9. He and representatives from SCDL and Rodman Library met with Representative Stoltzfus and made a request for increasing the PLF funding in the next budget as well as holding libraries harmless if there is diversion of money from the General Revenue Fund. So far, there have been three different Republican-sponsored amendments submitted proposing to increase the PLF to 1.75%, 1.9% or 2 % of the GRF. It's early days yet, and nothing may come of any of these, but it's nice to see the interest from different legislators.

At Mr. Dillie's request, Mr. Rutledge moved to enter Executive Session at 7:45 pm with the full Board and Library Director to discuss the discipline or dismissal of a library staff member. Ms. Miller seconded.

Roll Call: ___Mr. Bartley ___Dr. Beard ___Ms. Birks ___Ms. Miller ___Ms. Repella
___Ms. Ruff ___Mr. Rutlege

Mr. Rutledge moved to leave Executive Session at 8:05 pm and return to the regular Board Meeting at 8:05. Ms. Birks seconded.

Correspondence

None this month.

Director's Report

Mr. Rutledge moved to accept the monthly reports from the Director, and the Youth Services Manager as presented. Ms. Russ seconded. Motion carried.

Library Statistics: The March door count was up 5.9% over last March, and we're now up 7.15% for the year. Spring break was in March this year, as it was last year. In-house circulation (checkouts and renewals of physical materials) was down 9.6% and total circulation (in-house circ + loans to other libraries + downloadable content) was down 7.1%, giving a reduction of 5.3% for the first

quarter of the year. Downloadable content circulation for March was the largest ever.

Accept Gifts

March Restricted Individual Contributions to the General Fund	\$ 0.00
March Unrestricted Individual Contributions to the General Fund	\$131.06
Total Restricted and Unrestricted	\$131.06

March In-kind Gifts

anonymous

6 hardcovers; 7 trade
paperbacks; 5 mass market
paperbacks; 5 DVDs

John Oyer

1 trade paperback

Adjourn: Ms. Miller moved to adjourn the meeting at 8:10 pm. Mr. Rutledge seconded.

The next Regular Board Meeting will be held on May 22, 2019 at 6:30 pm in the Minerva Public Library Board Room. The Board will meet as the Records Commission immediately prior to the regular Board meeting.

Respectfully Submitted