

**Minerva Public Library Board of Trustees
November 20, 2019 Regular Meeting Minutes
Library Board Room**

Call to Order: the meeting was called to order at 6:30 pm.

Attendance: Library Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sarah Rapella, Diane Ruff, Library Director Tom Dillie.

Adjustments to the Agenda: Ms. Birks requested a discussion of afterschool behavior be added to new business.

Public Participation: none

Minutes: Ms. Birks moved to approve minutes of the October 23, 2019 Board Meeting. Dr. Beard seconded. Motion carried.

Ongoing Business

LED Project: Mr. Dillie reported that the LED lighting project is finally done, but we are still working on the rebate. AEP's paperwork said the rebate was \$5300; the original rebate estimate from HEAT was \$9675. HEAT says the higher rebate rate required both the LED conversion and the installation of occupancy sensors. The later requirement was not mentioned earlier. Ray Electric will install the sensors for the library for around \$1700. That should add around \$3000 to the rebate.

Sculpture Installation: Mr. Dillie reported that 21st Century Alarm installed the security camera to cover the sculpture area on 11/05; the camera coverage includes the picnic tables at the side of the building which had been out of view before. The Village has marked the utilities and the post position on the lawn. The Village and Ray Electric will coordinate the concrete and electrical work.

Dumpster Fencing: Mr. Dillie reported that Southway Fence had scheduled installation on 11/15 but were unable to purchase the brown coated chainlink for the project; there is a backlog of orders for that color. Southway estimated that they should have the fencing in about four weeks, and weather permitting will then install the new fence.

Fiscal Officer's Report

Accept: Ms. Repella moved to accept the monthly financial reports for October, 2019. Ms. Ruff seconded. Motion carried.

PLF Distribution: The November PLF distribution was \$58,209, at 4.2% increase over last November receipts of \$55,851. PLF receipts year to date are \$628,564, a 3.9% increase over the total receipts of \$604,561 as of this time last year.

2019 Net Operating Position

October Revenue=\$59,333	Year to Date Revenue	= \$595,753
October Expense= \$98,013	Year to Date Expenses	= \$585,083
Difference	-\$ 36,680	\$ 10,670

Note: at the October meeting, the Board approved a transfer of \$50,000 from the General Fund to the Capital Projects Fund. Although this transfer simply moves money from General Revenue to Capital, this transfer counts as an expense, hence the deficit operating position for October and the reduction in the year-to-date surplus. The actual monthly expenses were \$11,320 less than the revenue received in October.

Unique Management: \$35.80 for 4 placements in October.

New Business

Ohio Governor's Imagination Library (OGIL): Mr. Dillie reported to the Board on a meeting on 11/07 with the other Stark County library Directors regarding the Dolly Parton Imagination Library (DPIL). The Governor's program has been funded at \$5 million in this budget and the new Foundation will also raise money on its own. The OGIL will support organizations, one per county, that want to provide DPIL service locally. The OGIL will pay \$12.50 of the annual registration fee for each eligible child, which in effect doubles the value of local funds. Stark County District Library is acting as the fiscal agent for DPIL under a memorandum of understanding that SCDL, Minerva, and Massillon entered into earlier this year. Rodman Library is already providing DPIL service to its patrons on its own. SCDL proposes creating a local organization to fund-raise for the program at the county level while SCDL continues to act as fiscal agent, and already has \$29,000 in funding commitments from various county organizations. SCDL proposes drafting a new MOU that will include all seven libraries, will allocate a certain number of registrations to each library based on that library's share of population, and then fully that number of registrations from the county-level money and state match. Libraries would be expected to help raise funds locally for the county level program, and contribute funds to support local registrations beyond the base level. General discussion among the Trustees then centered on the problem of limiting registration—turning eligible kids away—because of limits of county-level funding; turning away kids who live in Minerva's service area but not in Stark County; and the difficulty of raising funds locally to be directed to a county-wide program. Mr. Dillie said these were all similar to concerns by the other libraries at the meeting on November 7. For now, SCDL is working on drafting a new MOU and Mr. Dillie will keep the Board informed.

Director and Fiscal Officer Performance Evaluations: the Personnel Committee of the Board of Trustees will schedule a meeting to evaluate the two library Administrators and the will report to the Board at the December meeting. Mr. Dillie will send the evaluation forms to the Committee.

2020 Winter Holiday Closing: the library schedules December 24 and 25, and December 31 and January 1 as paid holidays for all regular staff. In 2020-2021, those days fall on a Thursday and Friday. The library schedules only 4 people on Saturdays, so finding hours for those staff would be easily managed; also, it is likely that patrons will assume the library will be closed. Mr. Dillie would requested that Board to close both Saturdays following the holidays.

Ms. Birks moved to approve Resolution 19-11-01 to close the library on Saturday, December 26, 2020 and Saturday, January 2, 2021. These closed days are not paid holidays. Dr. Beard seconded. Motion carried.

2020 Appropriation: At the October Board meeting, Mr. Dillie reviewed the proposed 2020 Budget in detail with the Board. The detail spreadsheets for both revenue and expenses were also included in the November Board Packet updated to show Carryover and Capital Fund estimates. A summary draft permanent appropriation was also included. The wage budget presumes increased wage ranges for most hourly positions (as shown in the accompanying wage table) and a 3% raise calculated from the midpoint of the new ranges. The new wage table was included in the Board Packet. The draft appropriation includes a \$50,000 transfer out from General Revenue to Capital in 2020; this transfer creates the appearance of a substantial operating deficit in the coming year. However, the library is holding \$350,000 in General Revenue an amount equal to more than six months of average operating expenditures (at \$56,500 a month) which is more than enough cash on hand for carryover. Mr. Bartley pointed out that the carryover was to make sure library could fund operations in the next year when it was relying on money from the intangibles tax for current revenue. Mr. Dillie noted that if the PLF revenue comes in as predicted next year, he recommends transferring the appropriated money in the first half of the year, and amending the appropriation to move another \$50,000 to capital by the end of the year.

Ms. Birks move to approve Resolution 19-11-02 to approve the revised wage table as presented. [attachment A] Ms. Repella seconded. Motion carried.

Dr. Beard moved to approve Resolution 19-11-03 to approve a 3% raise for all hourly employees to take effect at the beginning of the 2020 pay year. Raises are calculated as a percentage of the midpoint of the range for each job classification. If an employee's 3% raise leaves their hourly rate below that of the new base rate for their job classification, their hourly rate will be set at that new base rate. Ms. Ruff seconded. Motion carried. E1

Ms Birks moved to approve Resolution 19-11-04 to approve the 2020 Permanent Appropriation as presented. [Attachment B] Ms. Repella seconded. Motion carried.

Afterschool Rowdiness: Ms. Birks wondered what could be done to reduce the rowdy behavior in the library afterschool. She had visited the library on a particularly boisterous Friday when the upstairs staff was having a difficult time with some of the kids. Mr. Dillie reported that several of the kids involved incidents that day had been banned from the library. Mr. Chaddock and the school principals have been very helpful in identifying kids who are misbehavior and then addressing that behavior with kids directly. The student seen vandalizing library furniture was banned from the library for the rest of the school year. The kids whose behavior was out of hand have been banned until January. Mr. Dillie noted that only a small number of the Middle School students come to the library after school when compared to total enrollment, and of those kids, only a handful are disruptive. Library staff will continue to work with school administrators to identify students who disrupt library service and to ban those students from library property for set periods of time. There was general discussion among the Trustees and support for the library's current practice.

Correspondence

None this month.

Director's Report

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

Library Statistics: Door counts were up 6.4% for October and are now running 6.2% ahead year-to-date. Circulation was even with last October and is running 1.8% behind 2018 year to date.

Gifts

October Restricted Individual Contributions to the General Fund \$ 0.00

October Unrestricted Individual Contributions to the General Fund \$ 1,117.14

Total Restricted and Unrestricted \$ 1,117.14

Includes \$100 given in memory of Ruby Smith and approximately \$900 in book sale revenue.

October In-kind Gifts

anonymous

7 hardcovers; 5 trade
paperbacks; 2 mass market
paperbacks; 2 DVDs; 3
audiobooks; 1 music CD

Adjourn: Ms. Birks moved to adjourn the meeting. Ms. Ruff seconded. The meeting adjourned at 8:20 pm.

The next Regular Board Meeting will be held on December 18, 2019 at 6:30 pm in the Minerva Public Library Board Room.
