

Minerva Public Library Board of Trustees
April , 2018 Records Commission and Library Board Meeting Minutes
April 25, 6:30 pm in the Library Board Room

Attendance: Roger Bartley, Richard Rutledge, Sara Repella, Phil Zbasnik, Rebecca Miller, Diane Ruff, Tom Dillie, Director and Christina Davies, Fiscal Officer. **Excused:** Virginia Birks

Records Commission Meeting was called to order by Roger Bartley at 6:30 pm in the library board room. The certificate of records disposal was reviewed. Dick Rutledge moved to submit the RC-3 Certificate of Records Disposal to the Ohio State Archives. Sara Repella seconded the motion. Motion passed unanimously. If the State Archives does not contact the Library regarding the Certificate within 20 days, the library may dispose of the records as it see fit. The standard method of disposal is to have the documents shredded. Phil Zbasnik moved to adjourn. Diane Ruff seconded and the motion passed unanimously.

Library Board Meeting Minutes

Call to Order: Roger Bartley called the meeting to order at 6:36 pm.

Attendance: Roger Bartley, Richard Rutledge, Sara Repella, Phil Zbasnik, Rebecca Miller, Diane Ruff, Tom Dillie, Director and Christina Davies, Fiscal Officer. **Excused:** Virginia Birks

Adjustments to the Agenda-None
Public Participation-None

Minutes: Approve minutes of the March 28, 2018 Board Meeting. **Becky Miller moved to accept the March 2018 Board Meeting Minutes, Phil Zbasnik seconded and the motion passed unanimously.**

Old Business:

Tom Dillie gave a brief update and will discuss the first two topics in new business.

Cash In-Lieu of Health Insurance Subsidy: At the February Board meeting Jennifer Bates made a suggestion that the library consider offering an option for

eligible employees to accept a cash stipend in place of the health insurance subsidy. The Ohio Library Council consulted with its legal counsel and has confirmed that the library may offer that option to its staff as long as it is offered to all staff who qualify for library-subsidized health insurance and is offered without condition. The Board had expressed an interest in making that option available if possible and now needs to determine what amount it would offer. A draft policy statement is provided for discussion.

Youth Services Librarian Search: The library has made an offer to Sarah Pearson and Ms. Pearson has accepted. She will begin work at the library on May 21.

Strategic Plan: The Board will review a draft plan.

Fiscal Officer's Report

Accept: Monthly financial reports for March, 2018. **Phil Zbansik moved to accept the March 2018 Fiscal Officer Report and Becky Miller seconded. Motion passed unanimously.**

PLF Distribution: The April distribution is \$41,388 which is 8.1% less than the \$44,779 received in April, 2017. For the first four months of the year, the PLF receipts are \$13,155, or 6%, below this time last year. At the state level, the PLF receipts for this April were 1% less than last April. Our local decline reflects the small reduction in our share of the Stark County PLF, and the 25% drop in the library's share of the Carroll County PLF. Historically, March and April PLF receipts are much lower than those of January and February.

Net Position

March Revenue	= \$48,406	YTD Revenue	= \$171,761
February Expenses	= <u>\$44,121</u>	YTD Expenses	= <u>\$188,272</u>
Difference	\$ 4,285	Net Position	= \$-16,511

Unique Management: Unique Management's March invoice was \$80.55 for 9 placements.

Fiscal Officer's Hours of Work: After almost six months on the job, Christina has a good idea of how many hours a week the job really requires. She will discuss with the Board her observations and suggest new parameters for the Fiscal Officer position. **Fiscal Officer Davies stated she was willing to flex her hours of work down and not be locked in a specific set of hours. The position does not usually does not require the number of hours of work allocated to it. Davies requested that be able to retain her full-time benefits. Diane Ruff moved and Becking Miller seconded Resolution 18-04-04 to amend the employment**

agreement between the Fiscal Officer and the library regarding hours of work presented. Motion passed unanimously.

Fiscal Officer Davies noted the library needed to add the Board President as co-signer to all certificates of deposits. Dick Rutledge moved for Resolution 18-04-03 to add the Board President as co-signer to all certificates of deposits purchased by the library. Motion passed unanimously.

New Business

Partial Tuition Reimbursement: Sarah Pearson, the library's selected candidate for the Youth Services Librarian position, asked about tuition support for her last semesters in the MLIS program at Kent State. The library has not provided financial support to employees in the past; however, it could be offered as a condition of employment in a specific instance. The Board will discuss some options presented. Director Dillie suggested provided partial tuition reimbursement to Sara Pearson. **Richard Rutledge move and Diane Ruff seconded Resolution 18-04-05 to provide partial tuition reimbursement to Sarah Pearson at the rate of \$200 per credit hour for classes taken between June, 2018 and December 2019 toward the completion of an MLIS degree with a total payment not to exceed \$3000. Payment of the partial reimbursement will be made at the end of each semester upon submission of documents confirming that the class or classes were successfully completed. If Sarah leaves employment with the Minerva Public Library prior to May 21, 2021, she will repay the library 75% of the total value of the tuition reimbursement she received. Motion passed unanimously.**

Cash In-Lieu of Health Insurance Subsidy: At the February Board meeting Jennifer Bates made a suggestion that the library consider offering an option for eligible employees to accept a cash stipend in place of the health insurance subsidy. The Ohio Library Council consulted with its legal counsel and has confirmed that the library may offer that option to its staff as long as it is offered to all staff who qualify for library-subsidized health insurance and is offered without condition. The Board had expressed an interest in making that option available if possible and now needs to determine what amount it would offer. A draft policy statement is provided for discussion. **Becky Miller moved Resolution 18-04-01 to crease an option for eligible employees to receive a monthly cash-out payment in lieu of library's monthly contribution toward the cost of health insurance and to amend Personal Policy 791 as presented. Diane Ruff seconded and the motion passed unanimously.**

Richard Rutledge moved Resolution 18-04-02 to set the 2018 cash-out rate for payment in lieu of the library's monthly contribution toward the cost of health

Resolution 18-04-06 was expressed by the Board's appreciation of Jennifer Bates' handling of the unexpected and difficult situation after school on Wednesday April 11, 2018. The Board commends her for her quick thinking and effective action in dealing appropriately with situation so far outside her usual library duties.

Adjourn

At 7:45 pm Becky Miller moved to adjourn and Richard Rutledge seconded the motion. Motion passed unanimously.

The next Regular Board Meeting will be held on May 23, 2018 at 6:30 pm in the Minerva Public Library Board Room.