

**Minerva Public Library Board of Trustees  
November, 2018 Meeting Minutes  
Wednesday, November 28, 6:30 pm in the Library Board Room**

**Call to Order:** Roger Bartley, President called the Board Meeting to Order at 6:30 pm

**Attendance:** Roger Bartley, Virginia Birks, Phil Zbasnik, Dick Rutledge, Sara Repella, Director Dillie and Fiscal Officer Davies

**Adjustments to the Agenda-NA**

**Public Participation- None**

**Minutes:** Virginia Birks moved to approve minutes of the October 24, 2018 Board Meeting. Phil Zbasnik seconded. Motion carried unanimously.

**Ongoing Business**

Director Dillie discussed ongoing business.

**Open Library Trustee Seats:** At its meeting on Monday, November 19, The Minerva Local Schools Board approved the appointment of Jennifer Beard and Diane Ruff as Library Trustees for terms beginning in January, 2019.

**YMCA Expansion Project:** The contractor has put up a fence around the work site encompassing several parking spaces at the back of the library parking lot. The school had gravel laid down on the path between the parking lot and the opening the fence which will make for a safer walkway, and eliminate the mud.

**Strategic Plan Update:** The library will finish hosting its first partnered exhibit with the Minerva Historical Society at the end of this month. The library will also finish the display of the Smithsonian's *World War I: Lessons and Legacies* poster set. Jennifer Bates has several regular appointments with patrons needing technology help.

## **Fiscal Officer's Report**

**Accept:** Sarah Repella moved to approve the monthly financial reports for October, 2018. Dick Rutledge seconded the motion. Motion carried unanimously.

**PLF Distribution:** The November distribution is \$55,851 which is about 1% more than \$55,053 received in November, 2017. Year-to-date, the library's PLF receipts are \$604,651 which is \$19,887, or 3.2%, below the \$624,538 received in the first eleven months of last year. After the first eleven months of the year the library has received 92% of the most recent PLF estimate for 2018. The Department of Taxation has revised its final 2018 PLF revenue estimate at 2.6% more than the estimate it made in December, 2017.

### Dept. of Taxation 2018 Revenue Estimate for Minerva PLF

December, 2017	\$638,828
July, 2018	\$655,596
Difference	\$ 16,768

### **Net Operating Revenue Position**

October Revenue	= \$54,525	YTD Revenue	= \$ 565,367
October Expenses	= \$47,091	YTD Expenses	= \$ 530,429
Difference	\$ 7,434	Net Position	= \$ 34,938

Fiscal Officer Davies reviewed the financials year to date since the budget was being discussed. She reported as of 11.28.18 the revenue was \$622,066.94 and expenses, operating and capital together, were approximately \$615K. She stated the library looked much better in FY18 as compared to 2017. She is pleased with the new budget and will have the carry over amounts next month prevailing no major repairs.

She registered for HB 312 Education and Training regarding Credit Card Policy Change, UAN Year End Review in Columbus, and Hinkle System Notes for Fiscal Year End.

**Unique Management:** Unique Management's September invoice was \$53.70 for six placements which is the more usual number of referrals for this library.

### **New Business**

**New Staff:** Jen Baker has joined the library staff as a part-time Library Associate I in the Adult Services Department, taking the position held by Nicole Weber who has moved into the full-time Technical Services Associate position.

**Approve:** Virginia Birks moved to approve the hiring of Jen Baker and Nicole Weber in their respective positions in the Adult Services Department. Sara Repella seconded the motion. Motion carried unanimously.

**2019 Calendar:** From 2011-2013 the library required staff to take mandatory furlough days as one of the tactics to control costs. Three of those furlough days were scheduled on Federal holidays when the library had usually been open, Martin Luther King, Jr.'s birthday, Presidents' Day, and Columbus Day. When the library returned to full staffing hours in 2014, those three days were added to the list of paid holidays for library staff. In order to have regular staff training which all staff can attend, Director Dillie would like to make Martin Luther King, Jr.'s birthday and Columbus Day work days on which the library will be closed. Staff will then report to work for an in-service day.

**Approve Resolution 18-11-01:** Dick Rutledge moved to remove Martin Luther King, Jr.'s birthday and Columbus Day from the list of paid staff holidays and to make those two days' in-service days for staff when the library will be closed to the public. Phil Zbasnik seconded the motion. Motion carried unanimously.

**Brownstone Books Fund:** The library was contacted by the State Library this fall to let us know that MPL had been chosen as one of the 100 public libraries in Ohio to receive 100 children's books purchased by the Brownstone Books Fund. The Fund was unknown to the State Library but selects one state a year to make this donation to public libraries. The State Library selected Ohio libraries that are located in one of Ohio's 32 Appalachian counties and/or serve a county or metropolitan area with a poverty rate greater than 15.5% as determined by the U.S. Census Bureau. Kathy Heller selected 100 books from a list of 200-250 titles offered and we should receive the books shortly. While this is a donation rather than a grant, the library should formally accept it.

**Approve Resolution 18-11-02:** Phil Zbasnik moved to accept the donation of 100 children's books provided by the Brownstone Books Fund. Sarah Repella seconded the motion. Virginia Birks asked that a thank you card be forwarded on behalf of the library. Motion carried unanimously.

**Mental Health First Aid Grant:** The State Library is administering a grant to provide basic mental health training to help staff identify and respond to signs of mental illness or substance in patrons. The grant is fully funded and the library has no obligation beyond providing a site to host the training and encouraging some staff to participate. Bridge Health Services in Cuyahoga Falls is the

contractor in our area and will provide the training; the contractor will be paid by the State Library and MPL does not handle any funds. A flier outlining the training's purpose is included in the Board packet. Several Trustees thought this would be useful training for various service agencies in Minerva. Director Dillie reported that Bridge Health Services had already received a request from Aultman hospital to have some of its local employees attend the sessions. In discussions with Becky Miller, Director Dillie learned that the school district already provides extensive mental health training for its staff. The library will publicize the opportunity for training to the community once Bridge Health Services schedules the training, sometime in the first quarter of 2019.

**Approve Resolution 18-11-03:** Virginia Birks moved to accept grant donation from the Mental Health First Aid training grant managed by the State Library of Ohio. Dick Rutledge seconded the motion. Motion carried unanimously.

**2019 Budget:** The Board will review a draft of the 2019 budget. A detailed budget spreadsheet and notes are included in the Board Packet. The Board will review and approve the budget at this meeting and approve a permanent appropriation for 2019 at its December meeting.

**Approve Resolution 18-11-04:** Sarah Repella moved to approve the 2019 Minerva Public Library budget as presented. Virginia Birks seconded the motion. Motion carried unanimously.

**Approve Resolution 18-11-05:** Virginia Birks moved to provide a 3% raise to all hourly staff employed in their current positions for at least six months. This raise is effective December 17, 2018, the first pay period of the 2019 pay year. Staff employed in their current position for less than six months will receive the 3% raise effective June 3, the 14<sup>th</sup> pay period of the 2019 pay year. The raise is calculated as 3% of the midpoint of the pay range for the employee's current job classification. Dick Rutledge seconded the motion. The motion carried unanimously.

**Approve Resolution 18-11-06:** Virginia Birks moved to return to full staffing hours—80 hours in the pay period for full-time and 40 hours for part-time—beginning December 31, the second pay period of the 2019 pay year. She also stated to distribute the Service Awards as budgeted for staff listed in the budget for 2019. Dick Rutledge seconded the motion and the motion carried unanimously.

**Approve Resolution 18-11-07:** Fiscal Officer Davies asked for permission to reallocate funds from Administrative Salaries to dues and memberships. She asked for a transfer of 4000.00. Virginia Birks moved to reallocate \$4000.00 from

1000-230-110-00001 to 1000-230-510-0000 Dues and Members to cover the SEO Consortium Contract. Motion Carried unanimously.

**Performance Evaluations:** The Personnel Committee will present its performance evaluations of the Director and Fiscal Officer for Board review and discussion at the December Board meeting.

**Correspondence**

None this month.

**Director's Report**

Phil Zbasnik moved to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Dick Rutledge seconded the motion. Motion carried unanimously.

**Library Statistics:** Door counts were down in October were up 11.3% over last year, with most of the increase coming in the upstairs count; that one month if increase shrank the year-to-date drop to 2.9. In-house checkouts were down a whopping 3.6 %. Renewals were up 3.7%, leaving in-house circ down .7% for the month and now up only .25% for the year. We are now past the one-year anniversary of turning on auto-renew; therefore, we no longer have that boost in renewals making up for the decline in initial checkouts when comparing the current year, the last. Total circulation was down only .16% for the month and remains now basically even year-to-date. Overdrive and Hoopla circulation continue to run well ahead of last year. The increased downloadable content circ does not make up for the loss in physical materials circ.

**Gifts**

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Donations	\$ 52.95
Fall Book Sale Proceeds	\$940.05

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Total Restricted and Unrestricted	\$993.00
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**In-kind Gifts**

anonymous	16 hardcovers; 18 trade paperbacks;5 CDs
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## **Adjourn**

Dick Rutledge moved to adjourn and Sara Repella seconded the motion. Motion carried unanimously. The meeting adjourned at 8:02 pm.

The next Regular Board Meeting will be held on December 19, 2018 at 6:30 pm in the Minerva Public Library Board Room.