

**Minerva Public Library Board of Trustees
October 23, 2019 Meeting Minutes
Library Board Room**

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

Attendance: Roger Bartley, Virginia Birks, Becky Miller, Sarah Repella, Dick Rutledge, Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: none

Public Participation: none

Minutes: Virginia Birks moved to approve the minutes of the September 18, 2019 Board Meeting as presented. Becky Miller seconded. Motion carried.

Ongoing Business

LED Project: Mr. Dillie reported that the LED lighting project is finally done. Installers came on 10/04 and 10/07 to finish up. The library has paid the remainder of the bill, and submitted the information that HEAT needs to file with AEP for the rebate. The rebate check will come directly to the library.

Sculpture Installation: Michele Waalkes, who has been hired by ArtsinStark to install the *Sarah's Pencils* sculpture came by on October 8 and met with Mr. Dillie. They agreed on a site for the sculpture on the library lawn facing the corner of the elementary school and Bonnie View Dr. Mr. Dillie met with Kevin Ray on 10/22 to talk about lighting the sculpture. Kevin says there is no problem running power out to the other side of the lawn, but he will need to search for sturdy enough fixtures to mount at ground level.

Fiscal Officer's Report

Mr. Rutledge moved to accept the monthly financial reports for September, 2019. Ms Repella seconded. Motion Carried.

PLF Distribution: The October PLF distribution was \$56,342, a 7% increase over last October's receipts of \$52,361. PLF receipts year to date are \$573,322, a 4% increase over the total receipts of \$548,799 as of this time last year. As indicated below, the library is running well ahead on operating revenue this year, in part due to the increase in PLF percentage found in the new state budget and a higher than expected increase in General Revenue; the library is also behind on the materials budget spending for the year.

2019 Net Operating Position

September Revenue=\$63,164	Year to Date Revenue	= \$526,253
September Expense= \$45,319	Year to Date Expenses	= \$460,353
Difference	\$ 17,845	\$ 65,900

Unique Management: \$71.60 for 8 placements in September.

Book Sale: The fall book sale took in a bit over \$900. That's somewhat less than other recent sales, but not bad. Some leftover books were donated to a patron who maintains little free libraries in an economically disadvantaged area of Canton. Mr. Dillie took a number of boxes of leftover books to Goodwill. Some items were saved for the next book sale. The remaining paperbacks were recycled and the remaining hardcovers were tossed out.

New Business

Dumpster Fencing: The fencing and gate around the dumpster are falling to pieces. Mr. Dillie has a quote from Southway Fence for replacing the board fence around the dumpster area with a chainlink fence with privacy inserts to block the view through the fence. The chainlink and inserts will be dark brown, and there will be a man door added to the side of the fence facing the parking lot.

Ms. Birks moved to accept the the quote of \$5150.00 from Southway Fence to replace the fencing around the dumpster area. Mr. Rutledge seconded. Motion carried

Transfer to Capital Projects: As the financial reports show, the library is currently running an operating surplus of over \$65,000. The library finished 2018 with an operating surplus of over \$54,000 due to reductions in staff hours, and unfilled positions, as well as the unexpected robust returns from the PLF. Last year, the library spent \$41,659 on capital projects without replenishing the Capital Projects Fund. This year's appropriation budgeted only a \$15,000 transfer from Operations to Capital. Given the current operating surplus, Mr. Dillie recommended that it seems a good time to amend the 2019 appropriation and replenish the capital fund. A majority of five votes is required to amend the appropriation and to transfer the funds.

Ms. Miller moved to Approve Resolution 19-10-01 to amend the 2019 Appropriation to increase the value of the transfer out from the General Fund to the Capital Fund to \$50,000. Ms. Birks seconded. Motion carried unanimously.

Ms. Birks moved to Approve Resolution 19-10-02 to transfer \$50,000 from the library's General Fund to the Capital Fund. Mr. Rutlege seconded. Motion carried unanimously.

Copier Lease: Copeco, the library's current photocopier provider presented Mr. Dillie with a proposal to replace both copiers and restructure the maintenance agreement. The downstairs copier is 5 ½ years old and the upstairs copier is 4 ½ years old. The new agreement maintains the same lease cost of \$186 a month, replaces the downstairs machine at no charge, and pro-rates the maintenance contract at \$237.80 a month. The monthly cost then is \$409.95 with an overage charge if copier use is more than the average calculated for the contract. Mr. Dillie reported that the library paid over \$1300 for maintenance for the first six months of this year, as well as the \$186 a month lease for the upstairs copier; the current maintenance price is based on number of copies. The new pricing arrangement is very close the library's current costs, but is applied to new equipment.

Ms. Repella moved to approve Resolution 19-10-03 to approve the new photocopier lease as presented. Ms. Birks seconded. Motion carried unanimously.

2020 Appropriation: This month's Board Packet included a set of budget planning documents for review and discussion. Mr. Dillie reviewed the plan for the 2020 budget with the Board. Expected revenue is slightly higher than 2018 or 2019, and is almost the same as 2017, the last year the library received 20% of the Carroll County PLF distribution. The 2020 proposal includes no overdue fine revenue, and the Board discussed in general going fine free in the next year.

The expense budget includes an increase in the wage scale for most hourly positions (the scale has not been adjusted since it was implemented in 2013). In any case, the base rate for Library Associate I needs to be raised to keep ahead of the Ohio Minimum Wage. Mr. Dillie proposed a 3% raise for hourly staff using the new wage scale. Core inflation continues below 2%, so a 3% raise maintains the wage value and provides a 1%+ actual increase. Even With the proposed raise, the 2020 actual wage budget is only about \$600 more that of 2019 reflecting two unfilled positions and the voluntary reduction in hours by the Fiscal Officer. Furthermore, the wage budget includes \$8750 as the maximum leave payout value for those employees who might retire in 2020. The materials budget includes an increase for downloadable content and leaves the physical materials budgets the same as 2019. The maintenance and repair lines show the cost of the new copier contract, the cleaning contract, and the window washing service . The cleaning service replaces the eliminated custodian position at about the same cost. Electrical cost has been reduced anticipating savings from the LED conversion. The proposed operating appropriation is in deficit by \$37,358. However, past budget experience suggests that the library will not spent out the entire appropriation, and the current robust carryover can

cover any small deficit that does occur. It is worth noting again that the reduction in PLF funding from Carroll County leaves the library short an estimated \$47,000 for 2020.

Correspondence

None this month.

Director's Report

Ms. Miller moved to accept monthly reports from the Director, and the Youth Services Manager, included in the packet. Ms. Birks seconded. Motion carried

Library Statistics: Door counts were up 18.6% for September and are now running 8.2% ahead year-to-date. In-house circ was up slightly, 1.1%, and total circ was up 1.3%, leave year-to-date total circ down 2%. So far this year, door counts have been up quite a bit every month but June, while total circ has seen small declines in every month except May, July, and September.

Gifts

September Restricted Individual Contributions to the General Fund	\$	0.00
September Unrestricted Individual Contributions to the General Fund	\$	53.00
Total Restricted and Unrestricted	\$	53.00

August In-kind Gifts

anonymous

5 hardcovers; 13 trade
paperbacks; 12 mass market
paperbacks

Adjourn: Ms. Repella moved to adjourn. Mr. Rutledge seconded. The meeting adjourned at 8:05.

The next Regular Board Meeting will be held on November 20, 2019 at 6:30 pm in the Minerva Public Library Board Room.