

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
November 20, 2013**

**Attendance:**

Trustees Roger Bartley, Virginia Birks, Louanne Kiko, Rebecca Miller, Diane Ruff, Richard Rutledge, and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Mary Jane Smith.

**Call to Order:**

The meeting was called to order at 6:31 p.m.

**Adjustments to Agenda:**

None

**Public Participation:**

None

**Minutes:** Virginia Birks moved and Rebecca Miller seconded to approve the minutes of the October 23, 2013 Board Meeting. The motion passed unanimously.

**Old Business**

None

**Fiscal Officer's Report**

**Monthly Financial Report:** Richard Rutledge moved and Rebecca Miller seconded to accept the monthly financial reports for October, 2013. The motion passed unanimously.

**PLF Distribution:** The November distribution was \$55,700.75, up 8.7% from last November, and up 1.9% year to date. PLF distribution was frozen at various levels for the past several years which allowed us to predict monthly receipts. Monthly receipts will now vary with the state's monthly cash flows.

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

**Reallocated Appropriations:**

- Reallocated \$400.50 from 1000-230-211-0000 OPERS and into 1000-230-221-0000 Medical/Hospitalization Insurance to pay Ohio Plan Healthcare Consortium premiums.

- Moved \$2000.00 from 1000-120-413-2006 Youth Audio Visual Material to 1000-120-411-2000 Youth Books as requested by Youth Services Manager.
- Also, took \$35.90 out of 1000-110-390-0000 Other-Purchased and Contracted Services to put into 1000-110-380-0000 Library Material Control Services to pay State Library Board for cataloging.
- Transferred \$300.00 out of 1000-120-411-1000 Adult Books and into 1000-120-412-0000 Periodicals to pay BookPage subscription.
- Reallocated \$440.00 from 1000-110-291-0000 unemployment Benefits and into 1000-110-213-0000 Medicare to pay Medicare for Departments 2, 3, and 4.

### **New Business**

**Performance Reviews for the Director and Fiscal Officer:** The Personnel Committee met earlier this month to complete performance evaluations of the Director and Fiscal Officer and will share that information with the Board.

**Motion:** To enter executive session to discuss the performance and retention of the Director and Fiscal Officer: Louanne Kiko; Second: Rebecca Miller. Time: 6:40 p.m. Roll Call vote: Bartley: yes; Birks: yes; Kiko: yes; Miller: yes; Ruff: yes; Rutledge: yes; Zbasnik: yes.

**Motion:** To leave executive session and return to public meeting: Louanne Kiko; Second: Diane Ruff. Time: 7:15 p.m.

**Resolution 13-11-01:** Louanne Kiko moved and Diane Ruff seconded to accept the performance evaluations of the Director and Fiscal Officer. The motion passed unanimously.

**Renew Employee Health Insurance Coverage:** The library has received the renewal rates from the Ohio Plan. Health Insurance rates with Medical Mutual for the two plans offered by the library will increase 9.95% in 2014 over the current 2013 rates. Dental insurance will increase 5%, and there is no increase in the vision insurance. This was the lowest increase out of the six tiers which they carry. The highest increase was 30%. Director Dillie and Fiscal Officer Smith recommend continuing the current coverage with the Ohio Plan, and will investigate other options for health insurance during the summer of 2014. There is a flyer in the Board packet from the Ohio Plan which explains how the Affordable Care Act affects OPHC rates.

There was some general discussion about health insurance choices in the future. Director Dillie said that he and Fiscal Officer Smith planned to review the library's options next summer, after the ACA rollout had settled down. Stark Council of Governments offers a group plan; the Ohio Plan offers a number plans other than those currently offered by MPL; and we can look at purchasing

insurance directly from the exchanges. Mrs. Kiko mentioned that we also need to consider how our the cost of the library's insurance affects those employees who otherwise might qualify for subsidies on the ACA exchanges.

**Resolution 13-11-02:** Virginia Birks moved and Rebecca Miller seconded to renew the employee health, dental, and vision insurance through the Ohio Plan for 2014, and to continue to subsidize the cost of that insurance at a rate of \$500 a month for single coverage and \$900 for more than single coverage. The motion passed unanimously.

**2014 Appropriation:** The Finance Committee met with the Director and Fiscal Officer immediately prior to this evening's meeting to review the draft appropriation for 2014. Copies of the appropriation summary and detail, as well as explanatory notes from the Fiscal Officer are included in the Board packet.

Director Dillie and Fiscal Officer Smith reviewed the major budget proposals. There are a number of capital projects included in the 2014 budget, mostly replacement or upgrades of existing equipment. Fiscal Officer Smith reminded the Board that the certified estimate of PLF revenue is indeed just an estimate and that the state's next biennium budget might adjust the PLF percentage.

**Wage Increase:** The Director and Fiscal Officer have recommended and budgeted for a 1.5% increase in the hourly wage for all non-exempt staff.

**Resolution 13-11-03:** Louanne Kiko moved and Phil Zbasnik seconded to increase the hourly wage of all non-exempt library staff by 1.5% effective with the pay period beginning December 23, 2013. This increase will be calculated from the midpoint of the pay range for each employee's job classification. The motion passed unanimously.

**Adjustment to Holiday Closings:** From 2010-2013 the library has imposed four mandatory furlough days on all regular employees as a cost-saving measure that also provided the staff with additional days off for holiday weekends when the library had not been in the practice of closing. Director Dillie no longer believes those furlough days are necessary. He recommends that the Board add three additional paid holidays to the holiday closing schedule on Federal holidays that the library had, prior to 2010, been open.

Director Dillie pointed out that the furlough days had cost the staff an additional 1.5% of their pay each year, and that eliminating the furlough days returned that cost to the library whether the library was open on those days or made those days paid holidays. The Trustees in general discussion agreed that it was a good idea to return to opening the two days after Thanksgiving, and were amenable to creating the new holidays for staff on the Federal holidays the library had usually been open.

**Resolution 13-11-04:** Rebecca Miller moved and Virginia Birks seconded to amend *Section 702—Holiday Leave* of the *Library Employee Handbook* and add Martin Luther King, Jr. Day, Presidents' Day, and Columbus Day to the list of paid holidays for regular staff, and to the list of days on which the library is closed to the public. The motion passed unanimously.

**Premium Holiday:** This year the library received a refund of \$32,999.92 from the OEBC health insurance consortium. This refund was the library's share of the unspent premiums after all the claims had been paid by now-dissolved consortium. Director Dillie has proposed that the library fund a premium holiday for the employee portion of the health insurance cost for three months in 2014. The staff has not enrolled yet for next year. However, the estimated additional cost to the library should be approximately \$2,000 a month.

Mrs. Birks asked whether the OEBC refund would be used to fund additional premium holidays in years after 2014. Director Dillie said that is an option, but that the money might also be used to fund health insurance costs in a different way, or used for another purpose entirely. Mrs. Kiko pointed out that a rough calculation suggests the cost the 2014 premium holidays approximates the employee share insurance premium represented by the refund.

**Resolution 13-11-05:** Richard Rutledge moved and Diane Ruff seconded to pay the employee portion of the health insurance premiums in the months of April, August, and December, 2014. This expense will be paid from the refund received from the OEBC. The motion passed unanimously.

**Resolution: 13-11-06:** Louanne Kiko moved and Rebecca Miller seconded to approve the Minerva Public Library 2014 Appropriation as submitted. The motion passed unanimously.

### **Correspondence**

No correspondence this month.

### **Travel and Meetings**

Tom Dillie – OLC Convention lodging - \$293.57

Mary Jane Smith – OLFOA Fall Conference fee – \$15.00

### **Director's Report**

Diane Ruff moved and Phil Zbasnik seconded to accept monthly reports from the Director, and the Youth Services Manager. The motion passed unanimously.

**Monthly Library Statistics:** Door counts were up 14.6% over October 2012, and we are now 1.7% head of last year-to-date. In-house circulation was down again, 2.1 % below this time last month and down 5.7% year-to-date. As in

previous years, SEO loans bring up our circulation numbers, but our total circulation is still 5.1% below last year-to-date.

**Acknowledge Gifts**

**Restricted Individual Contributions to the General Fund**

Mary Ann Hayes Adult books on CD	\$ 75.00	10/30/2013
KW Hoopes and Assoc. Adult programming	\$ 200.00	10/31/2013

**Unrestricted Individual Contributions to the General Fund**

Contributions	\$ 23.00	10/03/2013
Contributions	\$ 262.60	10/07/2013
Contributions	\$ 130.35	10/08/2013
Contributions	\$ 46.25	10/09/2013
Contributions	\$ 77.48	10/10/2013
Contributions	\$ 139.35	10/15/2013
Contributions	\$ 19.50	10/16/2013
Book Prospector	\$ 20.73	10/16/2013
Contributions	\$ 25.00	10/17/2013
Contributions	\$ 27.00	10/21/2013
Contributions	\$ 14.00	10/23/2013
Carlton Schooley	\$ 60.00	10/21/2013

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Total Restricted and Unrestricted \$ 1120.26

**In-kind Gifts**

Candice Castle	1 trade paperback, 1 dvd
Luke Freeman	1 trade paperback
Anonymous	5 hardcovers; 10 trade paperback; 6 DVDs; 1 CD;

**Adjournment**

The meeting adjourned at 7:48 p.m. The next Regular Board Meeting will be held on December 18, 2013 at 6:30 pm in the Minerva Public Library Board Room.