

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
December 18, 2013**

**Attendance:**

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

**Call to Order:**

The meeting was called to order at 6:36 p.m.

**Adjustments to Agenda:**

None

**Public Participation:**

None

**Minutes:** Phil Zbasnik moved and Virginia Birks seconded to approve minutes of the November 20, 2013 Board Meeting, accept the minutes of the November 4, 2013 Personnel Committee Meeting, and approve the minutes of the November 20, 2013 Finance Committee Meeting. The motion passed unanimously.

**Old Business**

None

**Fiscal Officer's Report**

**Monthly Financial Report:** Richard Rutledge moved and Louanne Kiko seconded to accept the monthly financial reports for November 2013. The motion passed unanimously.

**PLF Distribution:** The December distribution was \$50,321.80, up 6.5% from last December, and up 2.2% year to date. The total distribution for 2013 is \$660,261.33. 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 December invoice was \$89.50 for ten placements.

**Reallocated Appropriations:** Reallocated \$700.00 from 1000-120-413-2006 Youth AV and into 1000-120-411-2000 Youth Books per Youth Services Manager's request.

**New Investment:** On December 4, \$30,000 was transferred from the Chase checking account to a Certificate of Deposit at Consumers' National Bank. It is a 20-month CD earning 0.60% interest. The checking account will still maintain a good balance.

**Audit:** We've been informed by the State Auditor's office that an Independent Public Accounting firm will be engaged to perform our audit for the biennial period ending 12/31/13 and for the subsequent 2 periods, through 12/31/17. In addition to the audit costs, the library will be billed by AOS for the costs incurred in preparing the Request for Proposals, reviewing the proposals, monitoring the work of the Independent Public Accounting firm, and reviewing the audit report. Fiscal Officer Smith shared that she has been told that the library's audit is bundled with that of Carroll County District Library for the RFP put out by the Auditor's Office. The library will receive a list of bidders and is invited to indicate a preference, although we don't know how much weight our preference has.

### **New Business**

**Hire Library Director and Fiscal Officer:** The Personnel Committee of the Library Board of Trustees reported at the November Board meeting on its performance evaluations of the Director and Fiscal Officer. To hire those employees for another year, the Board needs to approve their contracts, copies of which are provided for review. The hiring resolutions set the employment period for the beginning of the new pay year until the Board's organization meeting in the following to ensure that the contracts would remain in force in the event that the Board could not meet in December.

**Resolution 13-12-01:** Virginia Birks moved and Louanne Kiko seconded to hire Tom Dillie as Director of the Minerva Public Library from December 23, 2013 through to the 2015 Organizational Meeting of the Library Board of Trustees at an annual salary of \$62,732.80 and with benefits as described in the contract. In lieu of a raise in salary, the Board grants Director Dillie a lump sum payment of \$2000 to be distributed in four equal installments: the first on the first pay date of pay year 2014, the second on the 7<sup>th</sup> pay date, the third on the 14<sup>th</sup> pay date, and the fourth on the 21<sup>st</sup> pay date of pay year 2014. The motion passed unanimously.

**Resolution 13-12-02:** Louanne Kiko moved and Richard Rutledge seconded to hire Mary Jane Smith as Fiscal Officer of the Minerva Public library from December 23, 2013 through to the 2015 Organizational Meeting of the Library Board of Trustees at an annual salary of \$30,784.00 and with benefits as described in the contract. The motion passed unanimously.

**Renew Membership in NEO-RLS:** The library belongs to the Northeast Ohio Regional Library System, one of four regional library systems in Ohio. The membership is voluntary and is paid for each year in July. The library receives additional discounts from vendors based on its NEO membership. The library also uses NEO for tech support services and continuing education. NEO-RLS continues to offer the reduced dues begun in 2009, and NEO asks that by January 30, 2013, libraries send a letter of commitment to renew in NEO's next fiscal year. Director Dillie said that he reviews the renewal every year to determine whether it makes sense for the library to continue to belong to NEO-RLS. There are additional vendor discounts, continuing education discounts, and tech support available to member libraries.

**Resolution 13-12-03:** Virginia Birks moved and Phil Zbasnik seconded to renew the library's membership in NEO-RLS for the twelve months beginning July 1, 2014 and ending June 30, 2015 with dues in the amount of \$3150.00. The motion passed unanimously.

**Snow Removal:** The library has renewed its agreement with Naturescapes for snow removal and salting for the 2013-14 winter. Naturescapes has maintained the same price for several years now and they do a good job.

### **Correspondence**

No correspondence this month.

### **Travel and Meetings**

Tom Dillie – OLC Convention lodging - \$266.60, October 8-10, 2013 (was included in amount reported in November Minutes).

### **Director's Report**

Louanne Kiko moved and Virginia Birks seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

**Monthly Library Statistics:** Door counts were down slightly from November 2012, but we are now 1.4% ahead of last year-to-date and are on track to have the best year ever in library attendance. In-house circulation was down again in November. I have a table of statistics from 2006 on. Seven of the eleven months completed this year show the lowest in-house circulation for that month. When SEO circulation is added in, we still see seven months of lowest circulation for those months from 2006-2013. Mrs. Birks asked whether there were any apparent trends in declining circulation, whether some types of materials were circulating as much as they used to. Director Dillie said that he has wondered about DVD circulation and will do a several year comparison of the various categories of materials once this year is over.

**Acknowledge Gifts**

**Restricted Individual Contributions to the General Fund**

Minerva Staff	\$ 70.00	11/08/2013
In memory of Jerry Vandegriff		

**Unrestricted Individual Contributions to the General Fund**

Contributions	\$ 12.00	11/04/2013
Contributions	\$ 14.00	11/07/2013
Contributions	\$ 10.50	11/14/2013
Book Prospector	\$ 17.03	11/19/2013
Empties4Cash	\$ 47.25	11/19/2013
Contributions	\$ 14.75	11/21/2013
Book Prospector	\$ 10.75	11/27/2013

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Total Restricted and Unrestricted	\$ 196.20	
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**In-kind Gifts**

Anonymous	3 hardcovers; 13 trade paperback; 16 mass market paperbacks; 1 DVD
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**Adjournment**

The meeting adjourned at 7:10 p.m.

The next Regular Board Meeting will be held concurrent with the Board's annual Organization Meeting on January 22, 2014 at 6:30 pm in the Minerva Public Library Board Room.