

**Minerva Public Library Board of Trustees
Minutes of March 28, 2018 Regular Meeting**

Call to Order-Roger Bartley called the meeting to order at 6:35 pm in the Library Board Room. Attendance: Roger Bartley, Dick Rutledge, Becky Miller, Virginia Birks, Sara Repella, Phil Zbasnik, and Tom Dillie, Director

Adjustments to the Agenda-None

Public Participation—None

Minutes: Becky Miller moved and Sarah Repella seconded, to approve the minutes of the February 28, 2018 Board Meeting. The motion was approved unanimously.

Old 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 Fiscal Officer and Director are researching this option and will report to the Board at the April meeting.

Youth Services Librarian Search: The library received resumes and letters of interest from six qualified candidates, four of whom accepted the invitation to interview for the open position on March 15 and 19. Mr. Dillie and Mrs. Heller interviewed the candidates and expect to have the job offered and accepted well before the April Board meeting with the hope that the new librarian will start work early in May.

Fiscal Officer's Report

Accept: Virginia Birks moved, and Dick Rutledge seconded, to accept the monthly financial reports for February, 2017. The motion passed unanimously.

PLF Distribution: The March distribution is \$45 526 which is 9.6% less than the \$50,272 received in March, 2017. At the state level, the PLF receipts for this March were only .12% less than last March. 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 PLF receipts are much lower than those of January and February.

Net Position

February Revenue	= \$66,672	YTD Revenue	= \$123,355
February Expenses	= <u>\$80,102</u>	YTD Expenses	= <u>\$144,151</u>
Difference	\$ - 13,430	Net Position	= \$-20,796

Unique Management: Unique Management's February invoice was \$89.50 for 10 placements.

Audit: The library agreed-upon procedures audit for 2016-2017 is complete and has been accepted by the Auditor of State. Alger and Associates noted no exceptions and the total invoice for the audit is \$2,133.52. A copy of the Audit, and relevant correspondence is included in the Board packet.

Approve Resolution 18-03-01: Phil Zbasnik moved, and Virginia Birks seconded, to accept the Agreed-Upon Procedures Audit for 2016-2017 as presented. The motion passed unanimously.

New Business

Mowing and grounds upkeep: The library has renewed its agreement with Down to Earth Landscaping to mow the library grounds this season, and do a spring and fall clean-up of the landscaping. The mowing charge of \$41.60 a visit is the same as in 2017.

Accept: Becky Miller moved, and Dick Rutledge seconded, to accept the service contract with Down to Earth Landscaping, LLC. The motion passed unanimously.

Property and Liability Insurance: The library has renewed its insurance contract with Ohio Plan for property and liability insurance with coverage from April 1, 2018 through April 1, 2019. The library receives a discount for its longevity in the plan, but that discount is somewhat reduced because of the substantial claims in previous years. The renewal cost is \$8,336 an increase of \$394 over the last renewal, in part due to an increase the library has assigned to the replacement value for its collection. A copy of the detailed insurance quote is available for review.

Accept: Virginia Birks moved, and Sarah Repella seconded, to accept the property and liability insurance renewal with the Ohio Plan.

Correspondence

A draft letter to the Carroll County Auditor was included in the Board packet for review. Director Dillie reiterated the library's concerns over the reduction in its

share of the Carroll County PLF, the way that decision was made, and the way that decision was then communicated to MPL. While it already too late to file a formal appeal when the Director and Fiscal Officer realized in January that the funding had been cut, it seemed important to lodge the library's concerns in writing with the Auditor in preparation for the Carroll County Budget Commission hearing in August.

Director's Report

Accept: Becky Miller moved, and Dick Rutledge seconded, to accept the monthly reports from the Director, and the Youth Services Manager, which were included in the packet. The

Library Statistics: Door counts were down in February by 5.3%. In-house checkouts were down 2.8%%, and down 8% year-to-date. Renewals were up 28%, leaving in-house circ up 5.2% for the year so far.

Accept Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

	\$112.95
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Total Restricted and Unrestricted	\$112.95

In-kind Gifts

anonymous	6 hardcovers; 4 trade paperbacks; 4 mass market paperbacks
Mary Miller	2 mass market paperbacks

Adjourn: The meeting adjourned at 7:30 following a motion by Becky Miller seconded by Sarah Repella.

The next Regular Board Meeting will be held on April 25, 2018 at 6:30 pm in the Minerva Public Library Board Room. The library Records Commission will meet immediately before the regular Board Meeting.