

**Minerva Public Library Board of Trustees
December, 2018 Meeting Minutes
Wednesday, December 19, 6:30 pm in the Library Board Room**

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

Call to Order: Vice President Rutledge called the meeting to order at 6:30 pm
Adjustments to the Agenda: None
Public Participation: None

Minutes: Virginia Birks moved to approve minutes of the November 28, 2018 Board Meeting, Phil Zbasnik seconded the motion. Motion approved.

Ongoing Business

YMCA Expansion Project: Director Dillie reported the contractor has poured concrete and is building walls for the new addition. Parking in the library lot is limited but chaos has not ensued. Teresa Arrasmith had contacted Director Dillie to explain that the sidewalk along the side of the new addition would be 18" above grade and that she thought they needed to add steps down from the sidewalk to the library parking lot. The steps would be in front of the new side entrance doors and empty onto a parking space. The YMCA will have that space striped off when the contractor stripes the YMCA parking lot. The sidewalk will be the way students will get from the library parking to the elementary school. The Board agreed that steps seemed like a good idea and discussed the fact that the library in effect has accepted the idea that its parking lot is indeed used for student drop-off and pick-up. Director Dillie has a sample insurance agreement from the Ohio Plan for other agencies to use a library parking lot. He will run that by the Prosecutor's Office and then share it with the Board.

Strategic Plan Update: Nothing new this month

Fiscal Officer's Report

Accept: Sara Repella moved to accept the monthly financial reports for November, 2018. Phil Zbasnik seconded the motion. Motion carried.

PLF Distribution: The December distribution is \$59,147, just a bit more than the \$58,626 received in December, 2017. The library's PLF receipts are \$663,797 which is \$19368, or 2.8%, below the \$683,165 received in 2017. However, it is well above the July revised estimate from the Ohio Dept. of Taxation, and 3.6% above the original appropriation for this year.

Dept. of Taxation 2018 Revenue Estimate for Minerva PLF

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

Net Operating Position

November Revenue	= \$57,133	YTD Revenue	= \$ 622,450
November Expenses	= \$45,589	YTD Expenses	= \$ 578,958
Difference	\$ 11,544	Net Position	= \$ 43,492

Fiscal Officer Davies noted year to date financial numbers and stated the library was under the 2018 budget. She was pleased with the numbers and the amount of carryover to 2019. Careful spending and adjusting work hours across the board really helped the library.

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

New Business

Director and Fiscal Officer Evaluations: As Vice President of the Board, Dick Rutledge tabled the scheduled discussion of the Performance Evaluations of the Director and Fiscal Officer and associated hiring resolutions (18-12-01, 18-12-02) until the January Board meeting. It was generally agreed that these discussions and decisions should be made will all Trustees in attendance.

Sent Insurance Subsidy Rate: Director Dillie stated the library is a member of the Stark Council of Governments insurance group and the insurance rates are set for the SCOG fiscal of July 1 through June 30. The library provides a monthly insurance subsidy to eligible employees as a fixed dollar amount. The library also provides a cash-in-lieu of benefit option for those eligible employees who decline the library provided health insurance. These rates were included in the calculations for the 2018 budget.

Approve Resolution 18-12-03: to set the 2019 employee insurance rate at \$516.00 a month for single coverage and \$932.00 a month for family coverage. This rate remains the same as that approved in June, 2018.

Approve Resolution 18-12-04: to set the cash-in-lieu of health insurance subsidy rate at \$250 a month for 2019. This rate remains the same as that approved in April, 2018.

Virginia Birks moved to approve 18-12-03 and 18-12-04, Sara Repella seconded the motion. Motion approved.

Transfer Out to Capital Projects: While the Board did have a quorum for this meeting, it did not have enough Trustees attending to approve a transfer from the Operating to the Capital accounts. The transfer out resolution (18-12-05) is tabled until the next meeting.

2019 Permanent Appropriations: At its last meeting, the Board approved the 2019 budget. The Board now needs to approve the 2019 Permanent Appropriation which summarizes the revenue and expenditures in the budget and will be filed with the County Auditors' Offices.

Virginia Birks moved to approve the 2019 Permanent Appropriation Resolution **18-12-06** and Sara Repella seconded the motion. Motion carried,

Roof Report: Director Dillie discussed the consultant's report from IAP regarding the condition of the roof and an estimated replacement cost. A copy of the report is in the packet. The condition of the roof overall is described as "fair" but the shingles are very worn in spots. The library has no roof leaks now, and the roof has only shown only one small leak, easily fixed, since it was installed. The report also provides very general estimates of a replacement cost for both a shingle and a metal roof; the library can use those estimates for budget planning.

Carroll County Budget Commission: the Board reviewed a draft letter to the Carroll County Budget Commission regarding the reduction in the library's PLF funding and the library's concern with Carroll County District Library's claims for additional PLF revenue. Director Dillie will send that letter to the three members of the Budget Commission.

Sidewalk access to the YMCA and Minerva Elementary: as discussed above, the YMCA's new sidewalk includes steps opening on to the library parking lot. The library accepts that it will provide access from the parking lot to both the YMCA and Minerva Elementary School and will designate a parking space for that purpose.

Approve Resolution 18-12-07: Virginia Birks made a motion that the the library will designate and make available a parking space as the landing from the steps leading from the side doors of the YMCA. Phil Zbasnik seconded. Motion approved.

Correspondence

None this month.

Director's Report

Phil Zbasnik moved to accept the monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Sara Repella seconded the motion. Motion passed.

Library Statistics: Door counts in November were up 3.4% over last year, the second month in a row that we've seen an increase over 2017; the year-to-date drop in door count is now 2.32%. In-house checkouts were down a 11.6 %, another dramatic drop over last year. In-house check-outs are 8.25% below 2017. Renewals were down 3.7%, leaving in-house circ down 8% for the month and now down .6% 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 6.4% for the month and is now down .6% for the 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 \$221.11*

Total Restricted and Unrestricted \$221.11

* \$100 was given by Jeanette and David Jentgen in memory of Willya Marie Jentgen.

In-kind Gifts

anonymous

19 hardcovers; 15 trade paperbacks; 3 mass market paperbacks; 7 CDs; 4 DVDs

Adjourn

Sara Repella moved to adjourn and Phil Zbasnik seconded the motion. Motion carried.

The Board thanks Phil Zbasnik for his service to the board.

The next Regular Board Meeting and the annual Organization Meeting will be held on January 23, 2018 at 6:30 pm in the Minerva Public Library Board Room.
