

**Minerva Public Library Board of Trustees
December 18, 2019 Regular Meeting Minutes
Library Board Room**

Call to Order: the meeting was called to order at 6:35 pm.

Attendance: Library Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Becky Miller, Diane Ruff, and Dick Rutledge; Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: because Ms. Miller needed to leave the meeting early, the executive session was moved forward in the agenda.

Public Participation: none

Minutes: Ms. Birks moved to approve the minutes of the November 20, 2019 Board Meeting. Ms. Ruff seconded. Motion carried.

Director and Fiscal Officer Performance Evaluations: the Personnel Committee of the Board of Trustees has evaluated the job performance of the library Administrators. The Board go into Executive Session to discuss those performance reviews.

Dr. Beard moved to to Enter Executive Session at 6:38 pm to discuss the job performance of the Director and Fiscal Officer. Ms. Ruff seconded.

Roll Call: Bartley_aye__ Beard_aye __ Birks_aye __ Miller_aye __ Ruff_aye __ Rutledge_aye __

Mr. Rutledge moved to leave Executive Session and return to Open Meeting at 7:30 pm. Dr. Beard seconded. Motion carried.

Ongoing Business

LED Project: Mr. Dillie reported that Ray Electric installed occupancy sensors in the six restrooms on December 16. The additional energy saving feature boosted the expected rebate from AEP to \$8,277. The library has signed the rebate paperwork and is waiting to receive a check from AEP.

Sculpture Installation: Mr. Dillie reported that the Sarah's Pencils sculpture was installed by the Village on 11/25. Ray Electric is waiting on whatever additional concrete work is to be done before installing the lights. Interestingly, there has been no patron comment or question about the new sculpture on library grounds.

Ohio Governor's Imagination Library: Mr. Dillie shared the new branding for the Ohio Governor's Imagination Library program in Stark County. Stark County

District Library staff developed the new local program name, "Books for Kids," and the new pamphlet following a meeting with the county Library Director's on November 7. There is as yet no new Memorandum of Understanding between SCDL, acting as the program's Fiscal Agent, and the participating libraries. As was reported at November's Board meeting, there are a number of questions around limits on participation and fundraising that need to be resolved between the libraries. For now, Minerva continues to send in registrations from eligible patrons.

Dumpster Fencing: Mr. Dillie reported that the new fence was installed on December 13. It should be much sturdier than the old fence and looks good.

Fiscal Officer's Report

Accept: Mr. Rutledge moved to accept the monthly financial reports for November, 2019. Ms. Ruff seconded. Motion carried.

PLF Distribution: The December PLF distribution was \$58,482, a 1.1% decrease from last December receipts of \$59,147. PLF receipts for 2019 are \$687,946, a \$24,149 or 3.6% increase over 2018 total receipts of \$663,797.

2019 Net Operating Position

November Revenue=\$59,301	Year to Date Revenue	= \$654,916
November Expense= \$50,302	Year to Date Expenses	= \$585,385
Difference	\$ 8,999	\$ 69,531

Note: at the October meeting, the Board approved a transfer of \$50,000 from the library's General Revenue Fund to its Capital Projects Fund. This transfer does not reflect actual expenditures and is not shown in this net position summary. It is shown on the financial documents included in the Board Packet.

Unique Management: \$71.60 for 8 placements in November. The directors of the various Stark County libraries will meet with the Prosecutor's Office in January to discuss alternative means of contacting delinquent patrons. Since Unique can no longer credit report delinquent accounts, several libraries are wondering whether it makes sense to continue to pay for that service.

Transfer: At Ms. Davies request, Ms. Birks moved to transfer \$3830.00 from Fund Account 1000-230-290-0000 to Fund Account 1000-110-110-003 to cover the tuition reimbursement for Sarah Pearson. Mr. Rutledge seconded. Motion carried.

The Trustees were pleased to learn that Sarah has finished the coursework necessary for completing her MLIS degree from Kent State.

New Business

Hiring the Director and Fiscal Officer: having received and discussed the performance evaluations of the Library Administrators, the Board will determined to hire them for another year. The new formal employment agreements will be presented and signed at the January, 2020 Regular Board Meeting.

Mr. Rutledge **moved** to approve Resolution 19-12-01 to hire Tom Dillie as the Minerva Public Library Director from December 16, 2019 through the 2021 Organization Meeting of the Library Board of Trustees at his current annual salary of \$64,292.80 and with \$1000.00 performance award to paid in two equal installments during the 2020 pay year, and under the conditions and benefits as described in the current employment agreement. Ms. Ruff seconded. Motion carried.

Ms. Ruff **moved** to approve Resolution 19-12-02: to hire Christian Davies as the Fiscal Officer of the Minerva Public Library from December 16, 2019 through the 2021 Organization Meeting of the Library Board of Trustees at a new hourly rate of \$20.40 and under the conditions and benefits as described in the current employment agreement. Ms. Birks seconded. Motion carried.

2020 Appropriation Review: at the November meeting the Board approved the 2020 Permanent Appropriation. Mr. Dillie reviewed a small change he made to hourly staffing costs that does not affect the approved 2020 appropriation.

Credit Card Compliance: acting as Credit Card Compliance Officer Mr. Dillie has done the six month review of the library credit cards and confirmed that the library is in compliance with policy AP 4 *Use of Library Credit Cards*.

Going Fine Free: at the November meeting Mr. Dillie informed the Board that he had not included overdue fine revenue in the 2020 appropriation and would like to go fine free January 2. Information to inform a discussion was included in the Board Packet and was reviewed by Mr. Dillie and the Trustees. Ms. Birks wondered whether patrons would be inclined to hold on to popular materials longer after those items were due if there were no fines. Mr. Dillie pointed out that patrons do that now if they aren't finished with a high-demand that can't renewed; the 10 cent a day fine is not disincentive enough for most people. He also explained that the library has shortened the length of time it takes before an overdue is marked as assumed lost and the replacement cost billed to the patron. There was a general discussion about whether eliminating fines would increase library use. Mr. Dillie said he thought it was unlikely, but it certainly won't reduce use.

Ms. Birks **moved** to approve resolution 19-12-03 to eliminate overdue fines for all library materials beginning January 2, 2020, and to waive all outstanding overdue fines on that date. Dr. Beard seconded. Motion carried.

Ms. Birks **moved** to approve resolution 10-12-04 to eliminate the current \$3.00 processing fee for each billed item and replace it with a \$1.00 per item billing fee. Ms. Ruff seconded. Motion carried.

Correspondence

None this month.

Director's Report

Ms. Ruff to accept the monthly reports from the Director, and the Youth Services Manager, which were included in the Board Packet. Dr. Beard seconded. Motion carried.

Library Statistics: Door counts were down slightly, 0.4% in November, and are now running 5.6% ahead year-to-date. In-houses circulation was up 0.8% and is running 2.6% behind year to date. Total circulation was down 0.45% for November and is now 1.7% behind year-to-date.

Gifts

November Restricted Individual Contributions to the General Fund	\$	0.00
November Unrestricted Individual Contributions to the General Fund	\$	11.75
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Total Restricted and Unrestricted	\$	11.75

November In-kind Gifts

anonymous	33 hardcovers; 37 trade paperbacks; 8 DVDs
Beth Zbasnik	1 trade paperback

Adjourn: Dr. Beard moved to adjourn the meeting at 8:05. Ms. Ruff seconded.

The next Regular Board Meeting and the Annual Organization Meeting will be held on January 22, 2020 at 6:30 pm in the Minerva Public Library Board Room.

Roger Bartley, Board President

Date