

**Minerva Public Library
Board of Trustees Meeting Minutes
January 27, 2016**

Attendance

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

Call to Order

The meeting was called to order at 6:33 p.m. in the Library Board Room.

Adjustments to the Agenda

In order to accommodate a vendor demonstration, some new business took place before the Organization meeting.

Public Participation

None

Automated External Defibrillator: Several libraries in the area have installed AEDs. Following the medical emergency at this library on January 9, it is prudent to consider installing those devices here. Mr. Bartley did the research and arranged for a demonstration for the Board at this meeting of an AED by Doug Huffman of AEDpeople.com. Mr. Huffman explained how the equipment, legal protections for someone who would use an AED, and the training and maintenance needed for the equipment. Several Trustees shared their own experience with AEDs at work, or their experience with CPR. Trustees agreed that Director Dillie should pursue purchasing the AED and its cabinet, and arrange for staff training.

Administering Oath of Office to Fiscal Officer

Board President Bartley administered the oath of office to Fiscal Officer Smith.

Annual Organization Meeting Business

Election of Officers for calendar year 2016. 2015 Officers are listed in parenthesis.

President (Roger Bartley) _____ Roger Bartley_____

Vice President (Dick Rutledge)_____ Dick Rutledge_____

Secretary (Virginia Birks)_____ Virginia Birks_____

Appointment of Library Committee Members for organizational year 2016 (2015 members in parenthesis)

Building & Grounds (Birks, Ruff, Zbasnik)_____Same_____

Finance & Audit (Bartley, Kiko, Rutledge)_____Same_____

Personnel (Birks, Ruff, Rutledge)_____Same_____

Policy Committee (Kiko, Miller, Zabasnik)_____Same_____

Development Chair (Bartley)_____Same_____

Establish meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director)___March 23, 2016 ____6:15 p.m._____

Accept: Monthly regular Board meeting calendar for 2016. Meetings will be held at 6:30 p.m. on the 4th Wednesday of each month, except for the months of November and December when the meeting will be held the 3rd Wednesday of the month, or otherwise as may later be scheduled by the Board. The 2016 regular meeting schedule is:

January 27	May 25	September 28
February 24	June 22	October 26
March 23	July 27	November 16
April 27	August 24	December 21

Note: A complete copy of each month's Board packet will be kept as a permanent file copy.

Phil Zbasnik moved and Louanne Kiko seconded a motion to accept this monthly regular Board meeting calendar for 2016. The motion passed unanimously.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2016, resolutions are numbered 16-01-01, 16-01-02, 16-01-03, etc.

Resolution: 16-01-01: that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2016 and continuing through to the 2017 organization meeting.

Resolution: 16-01-02: that the Library Director be authorized to spend up to \$3,525.00 in consumables from the General Fund, for staff and library programs throughout the fiscal year 2016 and continuing through to the 2017 organization meeting, as long as said expenditures fall within the 2016 or 2017 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 16-01-03: that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2016 and continuing through to the 2017 organization meeting, as long as said expenditures fall within the 2016 or 2017 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 16-01-04: to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2016 and continuing through to the 2017 organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Resolution: 16-01-05: that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2016 and continuing through to the 2017 organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library's collection or to be disposed of through the "Donation" book cart or otherwise. All individual "in-kind" gifts that the Director adds to the Library's collection will be reported to the Board of Trustees at their next monthly regular meeting.

Virginia Birks moved to approve Resolutions 16-01-01, 02, 03, 04, and 05.
Louanne Kiko seconded the motion. The motion passed unanimously.

Resolution: 16-01-06: to renew the Public Official Bond in the amount of \$35,000 for Mary Jane Smith, Fiscal Officer, for the period of one year upon expiration of the current bond in 2016. The Director, acting in limited capacity as Deputy Fiscal Officer, is also to be bonded annually for \$35,000.

Resolution: 16-01-07: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2016 and continuing until the 2017 organizational meeting, as long as said bills fall within the 2016 or 2017 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and

the Depository Contracts awarded for periods inclusive of fiscal year 2016 and continuing through to the 2017 organization meeting as approved by the Board.

Resolution: 16-01-08: that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2016 and continues through to the 2017 organization meeting.

Virginia Birks moved and Diane Ruff seconded to approve Resolutions 16-01-06, 07, and 08. The motion passed unanimously.

Resolution 16-01-09: Richard Rutledge moved and Virginia Birks seconded to approve the motion that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during 2016. The motion passed unanimously.

Regular Meeting Business

Minutes: Virginia Birks moved and Diane Ruff seconded to approve minutes of the December 16, 2015 Board Meeting. The motion passed unanimously.

Fiscal Officer's Report

Monthly Financial Reports: Louanne Kiko moved and Phil Zbasnik seconded to accept the monthly financial reports for December, 2015. The motion passed unanimously.

Information: OPERS will not publish statistics needed to complete the 2015 Annual Financial Reports until mid-February. The reports will be ready for the February Board meeting.

PLF Distribution: The January distribution was \$60,211.69, up 6.5% from last January and year to date.

Net Position:

December Revenue	=	\$62,278	YTD Revenue	=	\$805,511
December Expenses	=	<u>\$ 54,224</u>	YTD Expenses	=	<u>\$706,033</u>
Difference	=	8,054	Net Position	=	\$ 99,478

Affordable Care Act IRS Reporting Requirements: 2015 was the first reporting year for the Affordable Care Act. Since the Library is a part of the Stark County Schools Council of Governments, it is self-funded and therefore required to report health insurance information to the IRS. SCOG has engaged Next Generation Inc. to manage the data reporting and issuing of 1095 forms, and the Library is enrolled with them for 2015.

Unique Management: Unique Management's December invoice was \$62.65 for 7 placements.

Reallocated Appropriations: None

Other: Fiscal Officer Smith worked an additional 8 hours in pay period ending 1/3/16.

New Business

2015 Annual Report: a copy of the library's Annual Report is included in the packet. It follows the same format used for the past several years. The Report will be posted on the library's website and copies are made available for pick-up at the library.

Resolution 16-01-10: Richard Rutledge moved and Louanne Kiko seconded to accept the 2015 Annual Report of the Minerva Public Library as presented. The motion passed unanimously.

Smart Start School Partnership: Stark County District Library has provided information about a formal partnership it will enter with Canton City Schools. Director Dillie briefed the Board. The partnership focuses on ensuring all K-12 have library cards, including a plan to make the high school ID double as a library card. SCDL have designated staff liaisons to the elementary who will work with the teachers and administrations as requested to help with curriculum and program support. Director Dillie reminded the Board that MPL has a long history of close work with the elementary school which ensures that every K-5 has a library card, and almost all these students have regular library visits.

Correspondence

The Salvation Army sent a letter thanking the Library for the knitted scarves, hats, and gloves donated at Christmas.

Travel and Meetings: Mary Jane Smith – UAN Year End Procedures Webinar – no cost

Director's Report

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

Annual Library Statistics: Doorcounts were down 7% from 2014, with almost all the drop coming from the upstairs entrance count. In-house circulation was down 2% from 2013, and there was a substantial drop in computer sign-ups after three years of almost the same count. SEO Loan To numbers were down almost 2% and the borrowed from count was down 1% compared to 2014. Overall circulation was down .9% from 2014, which is much smaller decline than in the previous three years. Downloadable content circ was up 50% over 2014; most of that came from increased use of the Ohio Digital Library; Hoopla is being used but there is no increase month to month. Downloadable circ is now 3.3% of overall circulation.

Accept Gifts

Restricted Individual Contributions to the General Fund

Herb Eglie for Adult Books	\$500.00	12/28/2015
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Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 28.80	12/02/2015
Correct November posting	\$ (17.99)	12/03/2015
Fines/Fees/Contributions	\$ 25.00	12/07/2015*
Fines/Fees/Contributions	\$ 15.00	12/08/2015
Fines/Fees/Contributions	\$ 50.00	12/10/2015*
Fines/Fees/Contributions	\$ 22.95	12/17/2015
Fines/Fees/Contributions	\$ 20.85	12/22/2015
Fines/Fees/Contributions	\$ 13.80	12/29/2015
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Total Restricted and Unrestricted	\$ 658.41	

*\$25.00 from Richard and Lynda Byrd in memory of Evelyn Granger

*\$50.00 from Kimberly Heestand to use as we see fit

In-kind Gifts

anonymous	5 hardcovers; 2 trade paperbacks; 4 mass market; 2 DVDs;
Polly D. Givens	2 hardcovers; paperbacks

Adjournment

The meeting adjourned at 7:52 p.m.

The next Regular Board Meeting will be held on February 24, 2016 at 6:30 pm in the Minerva Public Library Board Room.