

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 25, 2013**

Attendance:

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

Call to Order:

The meeting was called to order at 6:32 p.m.

Adjustments to Agenda:

None

Public Participation:

None

Minutes: Virginia Birks moved and Diane Ruff seconded to approve the minutes of the August 28, 2013 Board Meeting. The motion passed unanimously.

Old Business:

Upholstery Repair: We are still trying to arrange a time for Tim Fritz to come in a recover the chairs.

Service Desk Carpet Replacement: Dave Gotschall has the carpet in hand, and we are working scheduling a date when the crew can come in and work.

Fiscal Officer's Report:

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

PLF Distribution: The September distribution was \$53,686.09, up 15.5% from last September, and up 1.5% year to date. 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 September invoice was \$98.45 for 11 placements.

Supplemental Appropriations: None

Amend 2013 Appropriation: The 2012 budget included a transfer out of \$15,000 to the Capital Projects Fund. The motion to transfer requires the approval of five Trustees. At the December, 2012 meeting, there were only four Trustees in attendance and we could not make the transfer. The 2013 Budget included a transfer out of \$30,000. Since it appears that there will be a good carry-over this year, it seems prudent to increase the amount the library transfers this year into the Capital Projects Fund.

Resolution 13-09-01: Louanne Kiko moved and Virginia Birks seconded to amend the 2013 appropriations to increase the transfer from the General Fund to the Capital Projects Fund by \$15,000.00. This would make the total transfer \$45,000.00 for 2013. The motion passed unanimously.

Health Insurance: Dorman Sciulli Advisors, the library's health care advisors and administrators through the Ohio Plan, are guiding us through the health care reform so that we are in compliance with the new law. Since the library employs fewer than 50 full-time equivalent employees, many of the changes do not apply. Notices have been distributed to all employees regarding the new Marketplace coverage options. Renewal rates and plan designs for our current health insurance will be available the first week of November. Jan Walker, vice-president of Dorman Sciulli, advises the library to stay with the Ohio Plan for this first year of changes.

New Business

Public Library Fund 2014 Estimate: The Ohio Department of Taxation has issued its 2014 estimate for the PLF. This estimate is sent to the County Auditors who then certify the amount each library in that county will receive based on the estimate and whatever distribution the County uses. The Stark County Auditor has sent the PLF distribution to the seven libraries; we have yet to hear from Carroll or Columbiana Counties, but the distribution from both is a fixed percentage and we can calculate the amount using the county estimated totals provided by the state.

	2013 Est.	2014 Est.	% Difference
Carroll	\$160,996	\$155,370	-\$5626 (3.27%)
Columbiana	\$14,502	\$14,003	-\$499(3.44%)
Stark	\$487,427	\$461,816	-\$25,611 (5.25%)
Total	\$662,925	\$631,189	-\$31,736 (4.79%)

The Department of Taxation attributes this decline in PLF revenue to a change in some collections that will result in less money in 2014 but then more money in

2015. And, of course, these are estimates and it is difficult to know how accurate they are until the money comes in.

Set Meeting for Personnel Committee: Director Dillie will meet with the Personnel Committee before the October Board meeting to discuss options for wages in 2014 and the library's commitment to health insurance funding in the next budget.

Trustee Terms: A reminder that no Trustee's term is up this year.

Correspondence

The State Library of Ohio sent a letter asking the library to confirm that its official boundaries are the Minerva Local School District boundaries. Director Dillie did so. The State Library in accordance with Senate Bill 321 is checking all library district boundaries and working to resolve any overlapping boundaries in order to avoid double taxation in places where adjacent libraries both have levies.

Travel and Meetings:

Mary Jane Smith – August 7 – Ohio Treasurer's Conference – Akron – no charge

Mary Jane Smith – August 8- Paychex Webinar – Health Care Reform – no charge

Mary Jane Smith – August 29 – OPERS Webinar – Pension/Health Care Changes – no charge

Director's Report:

Richard Rutledge moved and Rebecca Miller seconded to accept the monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Monthly Library Statistics: August statistics show circulation declining compared to a year and down 4.9% year-to-date. Door counts were also down last month, but expect to see a recovery in September. SEO loans were up over August, 2012, but are still a little behind year-to-date.

Acknowledge Gifts:

Restricted Individual Contributions to the General Fund

Sharon and Ray Morgenstern	\$ 31.73	08/15/2013
In memory of Buster and Gracie		

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 34.50	08/01/2013
Contributions	\$ 2.00	08/05/2013
Contributions	\$ 17.00	08/17/2013

Book Prospector	\$ 20.00	08/12/2013
Contributions	\$ 61.94	08/15/2013
Contributions	\$ 29.84	08/19/2013
Contributions	\$ 18.00	08/22/2013
Contributions	\$ 12.00	08/28/2013
<hr/>		
Total Restricted and Unrestricted	\$ 227.01	

In-kind Gifts

Connor and Logan Good
 Carol Leasure

1 DVD
 Legos

Anonymous

3 hardcovers; 14 trade
 paperbacks; 21 DVDs

Adjournment:

The next Regular Board Meeting will be held on October 23, 2013 at 6:30 pm in the Minerva Public Library Board Room.