

**Minerva Public Library
Board of Trustees Meeting Minutes
December 21, 2016**

Attendance

Trustees Roger Bartley, Virginia Birks, 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 6:30 p.m. in the Library Board Room.

Adjustments to the Agenda

Correspondence

Public Participation

None

Minutes

Phil Zbasnik moved and Diane Ruff seconded to approve the minutes of the November 16, 2016 Board Meeting. The motion passed unanimously.

Old Business

Project Updates: 21st Century Alarm installed the four new cameras covering the parking lot on 11/18; the cameras are working as expected. The library needed to add two more dedicated phone lines before Simplex could take over monitoring the alarm system. The phone lines have been installed and Simplex will switch the monitoring on 12/22. American Heattek is still working on the user interface for the new HVAC controller, but they can now monitor the HVAC remotely.

Fiscal Officer's Report

Monthly Financial Reports: Virginia Birks moved and Richard Rutledge seconded to accept the Monthly financial reports for November, 2016. The motion passed unanimously.

PLF Distribution: The December distribution was 60,961.21, up 1.7% from last December's and up 0.5% year to date.

Net Position:

Nov Revenue	= \$59,355	YTD Revenue	= \$656,590
Nov Expenses	= \$70,016	YTD Expenses	= \$651,186
Difference	= \$-10,661	Net Position=	\$ 5,404

Unique Management: Unique Management's November invoice was \$53.70 for 6 placements.

Transfer to Capital Projects Fund: The 2016 appropriation includes a transfer of \$50,000 to the library's Capital Projects Fund. The current balance of revenue and expenditures suggests that the transfer out should be reduced to \$25,000 in order to ensure a good cushion of cash in the operating fund. A majority of five trustees is needed to approve the transfer.

Resolution 16-12-01: Richard Rutledge moved and Diane Ruff seconded to transfer \$25,000 from the General Fund to the Capital Projects Fund. The motion passed unanimously.

Reallocated Appropriations: Transfer \$325.00 from Account 1000-120-413-2006 Youth AV to 1000-120-411-2000 Youth Books to pay for final 2016 purchase of Youth books;
Reallocate \$210.00 from Account 1000-210-332-0000 Maintenance and Repair on Equipment to 1000-210-321-0000 Telephone to pay final telephone bill for 2016;
Move \$150.00 from 1000-210-390-0000 Other Purchased and Contracted Services to 1000-210-362-0000 Water and Sewage to allow for final payment of water and sewer bill for 2016;
Reallocate \$2035.00 from Account 1000-210-363-0000 Natural Gas to 1000-210-332-0000 Maintenance & Repair on Equipment to pay additional American Heattek invoices.

New Business

Hire Library Director and Fiscal Officer: At its November Meeting the Board discussed in Executive Session the report of the Personnel Committee regarding the Performance Evaluations of the Director and Fiscal Officer, and then discussed its findings separately with each of those employees. In open session the Board then accepted the Performance Evaluations as presented. In general discussion, the Board agreed to award the Director and Fiscal Officer the same 2.5% raise awarded to the non-executive staff for 2017. The Board will now formally hire those Director and Fiscal Officer for another year and set the level of compensation and benefits. The hiring resolutions set the employment period beginning December 19, 2016, the start of the 2017 pay year, until the Board's Organization Meeting in 2018 to ensure that the contracts would remain in force in the event that the Board could not meet in December.

Resolution 16-12-02: Phil Zbasnik moved and Richard Rutledge seconded to hire Tom Dillie as Director of the Minerva Public Library from December 19, 2016 through to the 2018 Organizational Meeting of the Library Board of Trustees at an annual salary of \$64,301.12 and with the benefits as described in the contract. The motion passed unanimously.

Resolution 16-12-03: Diane Ruff moved and Phil Zbasnik seconded to hire and appoint Mary Jane Smith as Fiscal Officer of the Minerva Public library from December 19, 2016 through to the 2018 Organizational Meeting of the Library Board of Trustees at an annual salary of \$33,378.59 and with benefits as described in the contract. The motion passed unanimously.

Renew Membership in NEO-RLS: The library belongs to the Northeast Ohio Regional Library System, one of four regional library systems in Ohio. The membership is voluntary and is paid for each year in July. NEO-RLS changed its dues schedule beginning in July, 2015, which resulted in a lowered annual membership rate for this library as well free continuing education for all staff. Director Dillie has signed the letter of intent to renew membership for 2017-2018 and the cost is included in the 2017 appropriation.

Resolution 16-12-04: Virginia Birks moved and Diane Ruff seconded to renew the library's membership in NEO-RLS for the twelve months beginning July 1, 2017 and ending June 30, 2018 with dues in the amount of \$1475.00. The motion passed unanimously.

Snow Removal: The library has renewed its agreement with Naturescapes for snow removal and salting for the 2016-17 winter. Naturescapes has maintained the same price for several years now and they do a good job.

DVD Fines Update: At its December 2015 meeting, the Board approved reducing the overdue fines on DVDs from 50 cents a day to 10 cents a day, bringing that fine rate in line with that for almost all other library materials. The report presented by Director Dillie estimated that fine revenue could drop by as much as 30% when the rate was reduced. As of November, fine revenue for 2016 is 30.9% less than fine revenue for the same period in 2015. It was also suggested that reducing the fines would increase DVD circulation by making more difficult for a patron to hit the \$3.00 fine block. As of November, DVD circulation this year is 18.4% higher than DVD circulation in the same period in 2015.

Fine Block Threshold: Currently the library blocks patrons who have more than \$3.00 in fines from checking out. While that block level is not unusual in libraries, many libraries do have higher, in some cases, much higher, block thresholds. Raising the threshold at Minerva to \$5.00 means that it takes longer for patrons to reach the level of overdue items that will block them from checking out. It should increase circulation among those patrons who check out a lot of materials but don't always get them back on time. And it is unlikely to have an appreciable effect on fine revenue since patrons pay fines as they fines accumulate, and those who let fines build up still need to keep their fine totals below the block threshold in order to check out.

Resolution 16-12-05: Richard Rutledge moved and Virginia Birks seconded to raise the fine block threshold to \$5.00 effect January 3, 2016. The motion passed unanimously.

Staffing Update: Karla Dennis, part-time LAI in Youth Services has taken a full-time job. Her last day of regular work will be January 13, 2017, although she will continue to sub in the Youth Services Department. The library has hired Hannah Reed to fill that soon-to-be open position, and she will start January 17, 2017.

Correspondence

Letter from Batista & Batista regarding June McConnell Trust;
OLC correspondence regarding conceal and carry issue.

Travel and Meetings:

Kathy Heller – STARnet Webinar – Free
Kelly Chaplin – School Library Journal workshop – Free

Director's Report

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

Monthly Library Statistics: After a couple months of decline things took a turn upward last month. Door counts were up nicely in November, 7.3% leaving us up 6.2% for the year. In-house circulation trend in door counts and circulation that began in September has continued. In-house circulation was up 1.2%, 5.2% for the year; and overall circ was up 1.7%, 4.7% for the year. We have seen a decline in Overdrive circulation the past couple of months, while Hoopla circulation has been up.

Gifts Received in November

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 19.30	11/02/2016
Contributions	\$ 5.00	11/07/2016
Contributions	\$ 11.30	11/08/2016
Contributions	\$ 1.00	11/09/2016
Contributions	\$ 22.25	11/15/2016
Contributions	\$ 26.45	11/22/2016
Contributions	\$ 25.30	11/29/2016
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Total Restricted and Unrestricted	\$ 110.60	

In-kind Gifts

Anonymous	4 hardcovers
Bob and Polly Givens	3 hardcover
Rita Woodford	5 DVD sets' 6 DVDs

Adjournment

The meeting adjourned at 7:20 pm.

The next Regular Board Meeting and the 2017 Organization Meeting will be held on January 25, 2017 at 6:30 pm in the Minerva Public Library Board Room.