

**Minerva Public Library Board of Trustees
2019 Annual Organization Meeting
January 23, 2019 Meeting Minutes**

Call to Order: Roger Bartley, called the meeting to order at 6:31 pm in the Library Board Room.

Attendance: Roger Bartley, Dick Rutledge, Jennifer Beard, Sarah Repella, Diane Ruff, Virginia Birks, Director Tom Dillie and Fiscal Officer Christina Davies

Adjustments to the Agenda: Director Dillie noted he would like to add New Business.

Public Participation: Judge Michael Repella

Administering Oath to Board Trustees: At its November meeting, the Minerva Local Schools Board of Education appointed Dr. Jennifer Beard and reappointed Diane Ruff to seats on the Minerva Public Library Board of Trustees with seven-year terms to begin at this organization meeting. Judge Michael Repella administered the oath of office to both Trustees:

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you faithfully and impartially will discharge your duties as a member of the board of Trustees of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Diane Ruff and Jennifer Beard were sworn in and accepted the oath of office.

Annual Organization Meeting Business

Diane Ruff moved to elect the following officers for the calendar year 2019. Jennifer Beard seconded the motion. Motion carried.

President (Roger Bartley)

Vice President (Dick Rutledge)

Secretary (Virginia Birks)

Appointment of Library Committee Members for organizational year 2019. President Bartley asked the board to continue to serve on the following committees if they were comfortable with that, and asked Dr. Beard to assume

the committee assignments previously held by Phil Zbasnik. Members agreed to the following committee assignments:

Building & Grounds (Birks, Ruff, Beard)

Finance & Audit (Bartley, Kiko, Rutledge)

Personnel (Birks, Ruff, Rutledge)

Policy Committee (Kiko, Miller, Beard)

Development Chair (Bartley)

Establish meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director). Dick Rutledge moved to meet prior to the March 27, 2019 meeting. Diane Ruff seconded the motion. Motion carried.

Accept: Monthly regular Board meeting calendar for 2019. 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 2019 regular meeting schedule is:

January 23	May 22	September 25
February 27	June 26	October 23
March 27	July 24	November 20
April 24	August 28	December 18

Diane Ruff moved to accept the meeting schedule as stated above. Dick Rutledge seconded the motion. Discussion: Director Dillie noted that on a few occasions the Board meeting has seen low attendance in August and December; the Board is not required to meet monthly and may adjust its regular meeting schedule as it sees fit. Motion carried.

Note: A complete paper and digital copy of each month's Board packet will be kept as a permanent file copy. A digital copy of the Board packet will be posted to the library's website.

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 2019, resolutions are numbered 19-01-01, 19-01-02, 19-01-03, etc.

Performance Evaluations: The Personnel Committee presented its performance evaluations of the Director and Fiscal Officer for Board review and discussion.

Enter executive session attended by the Trustees to discuss the performance and compensation of a public employee.

Sara Repella moved to Enter Executive Session to discuss personnel issues at 6:44 pm. The motion was seconded by Dick Rutledge.

Roll Call was taken by Fiscal Officer Davies Bartley Beard Birks Miller Repella Ruff Rutledge .

Fiscal Officer Davies and Director Dillie left the meeting. The Personnel Committee presented its evaluations and the Board discussed them among themselves and then brought in the Director and Fiscal Officer individually to review the evaluations.

The regular business meeting was called back to order at 7:15 pm by President Bartley. Director Dillie and Fiscal Officer Davies was asked to rejoin the meeting.

Hire the Director and Fiscal Officer.

Virginia Birks moved to hire Tom Dillie as the Director of the Minerva Public Library from January 24, 2019 through the 2020 Organization Meeting of the Library Board of Trustees at an annual salary of \$64,292.80, and under the conditions and benefits as described in the employment agreement. Sarah Repella seconded the motion. Motion carried unanimously.

Diane Ruff moved to hire Christina Davies as the Fiscal Officer of the Minerva Public Library from December 17, 2018 through the 2020 Organization Meeting of the Library Board of Trustees at an hourly rate of \$19.81, and under the conditions and benefits as described in the employment agreement. Dick Rutledge seconded the motion. Motion carried unanimously.

Administering oath of Office to Fiscal Officer

Board President Bartley will administer the oath of office to Fiscal Officer Davies.

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as the Fiscal Officer of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?

Fiscal Officer Christina Davies accepted the oath of office.

Enact enabling resolutions:

Virginia Birks moved to approve Resolutions 19-01-01, 19-01-02, 19-01-03, 19-01-04, 19-01-05 for the Director. Sarah Repella seconded the motion. Motion carried unanimously.

Approve Resolution: 19-01-01: 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 2019 and continuing through to the 2020 Organization Meeting.

Approve Resolution: 19-01-02: that the Library Director be authorized to spend up to \$3,000.00 in consumables from the General Fund, for staff and library programs throughout fiscal year 2019 and continuing through to the 2020 Organization Meeting, as long as said expenditures fall within the 2019 or 2020 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 19-01-03: 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 2019 and continuing through to the 2020 Organization Meeting, as long as said expenditures fall within the 2019 or 2020 Appropriation Resolution(s) adopted by the Board of Trustees.

Approve Resolution: 19-01-04: 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 2019 and continuing through to the 2020 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Approve Resolution: 19-01-05: 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 2019 and continuing through to the 2020 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.

Diane Ruff moved to approve Resolutions 19-01-06, 19-01-07, 19-01-18 for the Fiscal Officer. Jennifer Beard seconded the motion. Motion carried unanimously.

Approve Resolution: 19-01-06: to renew the Public Official Bond in the amount of \$35,000 for Christina Davies, Fiscal Officer, for the period of one year upon expiration of the current bond in 2019.

Approve Resolution:19-01-07: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2019 and continuing until the 2020 organizational meeting, as long as said bills fall within the 2019 or 2020 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 2019 and continuing through to the 2020 Organization Meeting as approved by the Board.

Approve Resolution: 19-01-08: 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 2019 and continues through to the 2020 Organization Meeting.

Dick Rutledge moved to approve Resolution 19-01-09. Diane Ruff seconded the motion. Motion carried unanimously.

Approve Resolution 19-01-09: that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during Fiscal Year 2019 and continuing through to the 2020 Organization Meeting.

Regular Meeting Business

Diane Ruff moved to approve the minutes of the December 19, 2018 Board Meeting. Sara Repella seconded the motion. Motion carried.

Ongoing Business

Director Dillie reviewed the following business:

YMCA Expansion Project: The walls are up and the roof is on. Director Dillie reported that the construction crew still has a portion of the library parking lot fenced off for storage and that workers are parking in the library lot.

Brownstone Books: As was reported at the November meeting, the library was one 100 Ohio public libraries selected by the State Library to receive a selection of books from the Brownstone Books Fund. Kathy Heller selected titles from a provided list and the books arrived earlier this month. The library will do some publicity about this gift once the books are processed and available to check out.

Mental Health First Aid Training Grant: as was discussed at the November meeting, the State Library of Ohio is administering a fully-funded grant for mental health training to be offered at Ohio public libraries, and has requested Ohio libraries to participate. The Board approved Minerva's application for the grant and the acceptance of the grant if it were offered. The library received formal notification this month that its grant application was approved. We have scheduled the training for Thursday, April 18. We will promote the training opportunity to local businesses and emergency services. There was some general discussion about local agencies that might be interested in the training. Director Dillie confirmed that that training is open to the public and is free of charge.

Strategic Plan Update: Nothing to Report

Fiscal Officer's Report

Sarah Repella moved to accept the financial report for December, 2018. Virginia Birks seconded the motion. Motion carried.

PLF Distribution: The January PLF receipts are \$53,244, slightly more than the \$52,607 received in January, 2018. On December 20, the Ohio Dept. of Taxation reduced its 2019 PLF estimate from what it had certified in July, 2018. Minerva's 2019 certified estimate, received from the County Auditors' Offices is \$668,846. The revised county receipt estimate from the Ohio Dept. of Taxation is \$661,604. Unless we receive new Certificates of Resources from the County Auditors' Offices, the library does not need to amend its appropriation to account for the reduced estimate. However, we will keep an eye on the expenses since the approved operating budget of \$710,965 was a deficit budget already.

2018 Net Operating Position

Dec. Revenue = \$61,026	Total Annual Revenue = \$683,526
Dec. Expenses = \$49,894	Total Annual Expenses = \$628,852
Difference = \$ 11,132	Net Position \$ 54,674

The library finished 2018 with a substantial operating surplus. Approximately \$25,000 of the surplus resulted from increased general revenue collections by the state which in turn increased the amount in the Public Library Fund. Most of the remainder came from unanticipated savings on staff during the course of 2018: the Youth Services Librarian position was open for 14 weeks; a LA I position in Adult Services was open for six months and remains unfilled; and Fiscal Officer Davies volunteered to change her compensation to billing just for hours worked.

Fiscal Officer Davies noted Fiscal Year 2018 was closed and the reports were sent to the State Auditor.

Unique Management: Unique Management's December invoice was \$8.95 for 1 placement.

Bonds: The Fiscal Officer is bonded annually for \$35,000 at a cost of \$132.00. The Director, acting in limited capacity as Deputy Fiscal Officer, is also to be bonded annually for \$35,000, which costs \$110.00.

Virginia Birks moved to approve Resolution: 19-01-10: to approve a Public Official Bond in the amount of \$35,000 for Library Director Tom Dillie acting in a limited capacity as Deputy Fiscal Officer for the period of one year. Jennifer Beard seconded the motion. Motion carried.

Photocopier Operating Expenses vs. Revenue: Director Dillie reported the library has two photocopiers, one purchased and one leased (\$186 a month, or \$2232 annually), that it uses as networked printers for both the public and the staff. Maintenance is provided by Graphic Enterprises and is invoiced every six months based on the number of copies and printing done on each photocopier. This agreement covers all service calls, parts, and toner; paper is provided by the library. Prices for public printing and copying have been the same for many years. The copy and print service is not seen as a profit center, but is expected to pay for itself as well as cover the cost of all staff printing on those machines. Operating costs are summarized below; note that the net revenue covers most of the copier lease as well.

Copier Revenue	\$3,041
Printer Revenue	<u>\$1,811</u>
	\$4,852
Maintenance Cost	(\$2,194)
Paper, Toner	<u>(\$ 670)</u>
Net Revenue	\$1,988

New Business

Credit Card Policy: Last fall the Ohio Legislature passed House Bill 312 which makes changes related to the use of credit cards by political subdivisions, including public libraries; a summary is included in the Board packet. The new law provides for two types of credit card management: Custody and Control, where the Fiscal Officer holds the credit cards and signs them out to named staff when needed; and Compliance Officer, where named staff hold the credit card authorized for their use, and a Compliance Officer who will review credit card accounts every six months. In either case, the purchasing requirements really are no change from the library's current practice, and the Fiscal Officer and Director will still review credit card statements and the Director will still authorize payment. The Fiscal Officer may not act as Compliance Officer; the Director may do so. Since the library's Fiscal Officer is working flexible hours, the Compliance Officer model, which allows the Director to carry a card as needed, and pretty much conforms to the library's current policy, would be more convenient. A draft policy is included with the Board packet; this policy updates Administrative Policy 4 by including sections requiring a compliance and describing that role. There was some discussion about the current credit limit which is set at \$14,000; there was no objection to leaving that limit in place. All purchases are reviewed by the Fiscal Officer and Director and reported to the Board as part of the monthly payment listing. Payment is approved by the Director but the Fiscal Officer only has direct access to the credit card account.

Dick Rutledge moved to approve **Resolution 19-01-11:** to approve the revised Credit Card Policy as corrected. Diane Ruff seconded the motion. Motion carried.

Virginia Birks moved to Approve Resolution 19-01-12: to appoint the Library Director to act as the Compliance Officer for library credit cards for Fiscal Year 2019 and through to the 2020 Organization Meeting. Sarah Repella seconded the motion. Motion Carried.

Diane Ruff moved to approve Resolution 19-01-13 Resolution of Appreciation and Thanks

WHEREAS the Minerva Public Library is a vital part of the community, and WHEREAS, the Minerva Public Library Board of Trustees strives to provide excellent library service to the community, and has worked to maintain that level of service during times of financial hardship, and WHEREAS, the diligence, experience, and community involvement of each Trustee is essential to the effective and efficient work of the Library Board, and WHEREAS Phil Zbnasnik has served the Library Board, the Library staff, and the patrons of the Library, as a Trustee since January, 2012, NOW, THEREFORE BE IT RESOLVED on this twenty third

day of January, Two Thousand and Nineteen, the Minerva Public Library Board of Trustees commends Phil Zbasnik for his valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past seven years, and expresses heartfelt appreciation and thanks for his work to maintain and improve the Library. Sarah Repella seconded the motion. Motion carried.

Correspondence

None this month.

Director’s Report

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

Annual Library Statistics: Door count for 2018 was 94,750, 1% less than the total for 2017. The decline was again in the upstairs count with Youth Services showing its best count since 2013. Total in-house circulation (physical checkouts plus renewals) was 221,991 down 2.7% from 2017, but better than the annual count for 2014-2016. Total circulation, which includes loans to other libraries and downloadable content was 290,206, just .5% below 2017, and better than the annual count for the years 2013-2016. Downloadable content saw its best year ever at 15,682 checkouts or 5.5% of total circulation.

Accept Gifts

Restricted Individual Contributions to the General Fund

Herb Eglie for Adult Books	\$500.00	12/13/2018
Ann K. Myers for adult audiobooks	\$100.00	12/20/2018

Unrestricted Individual Contributions to the General Fund

	\$245.60
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Total Restricted and Unrestricted	\$845.60

In-kind Gifts

anonymous 4 hardcovers; 6 trade paperbacks; 2 mass market; 3 DVDs; 5 CDs

Pamela and Russell Kiko given in memory of Thomas Hagan 2 hardcovers

Adjourn

Diane Ruff moved to adjourn and Sarah Repella seconded the motion. Motion carried.

The next Regular Board Meeting will be held on February 27, 2019 at 6:30 pm in the Minerva Public Library Board Room.

Board Signature

Date