

**Minerva Public Library Board of Trustees
Minutes of the June, 2019 Regular Meeting
June 26, 6:30 pm in the Library Board Room**

Call to Order: Mr. Bartley called the meeting to order at 6:35.

Attendance: Trustees Roger Bartley, Virginia Birks, Sarah Repella, Dick Rutledge.
Library Director Tom Dillie, Fiscal Officer Christina Davies.

Adjustments to the Agenda: Mr. Dillie provided draft resolutions regarding the health insurance subsidy rate and the payment-in-lieu-of health insurance rate to be discussed during New Business.

Public Participation: none

Note: the May Board meeting was cancelled.

Minutes: Ms. Birks moved to approve the minutes of the April 24, 2019 Board Meeting as presented. Ms. Repella seconded. Motion carried.

Ongoing Business

LED Project: Mr. Dillie updated the Board on the LED replacement. HEAT installers started work on June 10 and discovered that the LED bulbs would not energize when pointed down in the fixtures. When pointed sideways, the bulbs energized, but the light is then too diffuse. The bulbs light correctly in the fixtures in the meeting rooms and staff spaces, and lighting looks good there. HEAT tech was in this week with a new bulb that will work in the fixtures on the main floors; they won't be back to finish the installation until the second week of July.

Dolly Parton Imagination Library: The library has received the branded registration forms; a copy is included in the Board packet. Mr. Dillie said that SCDL is waiting until school starts to register kids, and Massillon is still waiting to accumulate the money to fund the program. Ms. Davies reported that the library now has over \$600 set aside to fund registrations and is adding the \$25 a week room registration fee to that fund account. Mr. Rutledge said that Mineva Rotary might be interested in supporting his program as part of its literacy initiative.

Strategic Plan Update: The new logo has been applied pretty much everywhere it needs to be. The library is showing movies every Monday afternoon in June and July as a new programming venture.

Fiscal Officer's Report

Mr. Rutledge moved to accept the monthly financial reports for April and May, 2019. Ms. Repella seconded. Motion carried.

PLF Distribution: The May PLF receipts are \$70,782 and June's are \$62,356, respectively 20% and 3.2% more than received in the same months last year. At the state level the PLF receipts are now 4.7% up year-to-date.

2019 Net Operating Position

April Revenue	=	\$46,396	Year to Date Revenue	=	\$217,667
April Expenses	=	\$54,763	Year to Date Expenses	=	\$212,171
Difference	=	(\$ 8,367)	Net Position	=	\$ 5,496

May Revenue	=	\$72,034	Year to Date Revenue	=	\$289,622
May Expenses	=	\$63,694	Year to Date Expenses	=	\$275,864
Difference	=	\$ 8,340	Net Position	=	\$ 13,758

Fiscal Officer Davies reported she moved CD renewal at CNB #0106524019 from 1.05% to 2.25 %. She also reported that there is another CD that matures at CNB and that she will be shopping for rates.

She noted as of 06/30/2019 YTD Revenues are 353,061.04 to date of the budgeted 687,281.00. Year to Date Expenses are 330,299.38 of the 715,965.15 budgeted. She stated she is please year to date with our financial numbers.

Fiscal Officer Davies noted she renewed the contract with Alger and Associates for the year end audits for FY 2020 and 2022 at a cost of \$4200.00 per audit.

Unique Management: \$187.95 for 21 placements in March and April, and \$62.65 for 7 placements in May.

Credit Card Compliance: acting as Credit Card Compliance Officer Mr. Dillie has reviewed the library credit cards and confirmed that we are acting in compliance with Administrative Policy AP 4 *Use of Library Credit Cards*.

New Business

Retirement: Rich Brown retired as library custodian effect May 24. He received a payout of unused vacation and sick leave as described in Employee Handbook Section 810.

Cleaning Service: Rather than filling the custodian position made available by Rich Brown's retirement, the library has hired J&D Cleaning Service out of Alliance to maintain the six restrooms. J&D will clean the restrooms six days a week, except for holidays when the library is closed. Jim Van Horne, the library's

custodian will be responsible for cleaning the rest of the building. Mr. Dillie noted that the cost of the cleaning contract is pretty much the same as the total cost of the custodian position held by Rich Brown. He had hoped to save some money by going to a contract service rather than hiring another employee. However, the restrooms are now cleaned six days a week rather than five, and absent or sick employees are the responsibility of the cleaning service.

Ms. Birks moved to accept the agreement with J&D Cleaning service to maintain the library's restrooms at a cost of \$1235 a month for the remainder of 2019. Ms. Repella seconded. Motion carried.

Public Library Fund Budget Update: The budget bill sent by the Ohio House to the Senate included an increase in the PLF to 1.7% of the General Revenue Fund. That increase was maintained by the Senate in its work on the budget. The current budget sets the PLF at 1.68% of the GRF, and the rate is set at 1.66% in permanent law. So, 1.7% is a helpful increase. The OLC has asked Library Boards that are meeting soon to pass a resolution of thanks to the library's Senator and encouraging the House and the Governor to maintain that 1.7% rate. The draft resolution is included in the Board packet.

Mr. Rutledge moved to approve Resolution 19-06-01 thanking Senator Shuring for his support of the 1.7% funding of the PLF. Ms. Birks seconded. Motion carried.

Northeast Ohio Regional Library System: the library is a member of NEO-RLS a voluntary, cooperative system of libraries in this part of the state. The library's membership level provides free access to the continuing education courses provided, both in-person and online, discounts on other services, and vendor discounts. The library renews its membership annually.

Ms. Repella moved to approve Resolution 19-06-02 to renew the library's membership in NEO-RLS for 2019-2020 at the rate of \$1,470.00. Ms. Birks seconded. Motion carried.

SEO Library Consortium: The library belongs to the SEO consortium which provides and maintains the integrated library system—the catalog and circulation system—that allows the library to manage its own collection and to share materials with the other 92 SEO member libraries. Membership fees are tiered based on the library's operating revenue and recalculated every year. The library pays some additional fees for services: catalog records, electronic services, and patron services. Those fees run about \$375 per quarter.

Ms. Birks moved to approve Resolution 19-06-03 to renew the library's membership in SEO for 2019-2020 at the rate of \$13,504.75. Ms. Repella seconded. Motion carried.

Statewide Delivery Service: the library participates in a contract for delivery between libraries across Ohio. The service is provided by a private company, Priority Dispatch, under a contract negotiated by the State Library of Ohio. Delivery fee is based on the number of days of service per week, not on the amount of items sent and received. This library sends enough material that we need five-day-a-week service. In 2018 our shipping cost was about six cents per item.

Ms. Birks moved to approve Resolution 19-06-04 to renew the library's Statewide Delivery Contract for 2019-2020 in the amount of \$8,263.71. Ms. Repella seconded. Motion carried

Electric Price: The library's current electric contract with Direct Energy at 5.478 cents per KWh runs out in October. North Shore Energy Consulting, which has brokered electric contracts for the library before, suggested entering a new contract now during months when pricing tends to be lower. Direct Energy again had the best price among seven providers. Mr. Dillie said that the KWh price for 12 and 36 month contracts was higher than that for a 24 month contract, so he chose to sign up for 24 months.

Mr. Rutledge moved to approve Resolution 19-06-05 to accept a 24-month contract with Direct Energy at 4.699 cents per KWh to begin October, 2019. Ms. Repella seconded

Health Insurance: the Stark Council of Governments Board approved the new health insurance rates for July, 2019-June, 2020 and authorized two premium holidays. A report with recommendations for discussion was included in the Board packet. Mr. Dillie explained that since the library subsidizes employee health insurance at a flat dollar amount which is less than the monthly premium, any premium increase is borne by the employees. The SCOG does provide for premium holiday months, the value of which more than covers the cost of the rate increase to the staff. However, beginning with this premium year SCOG has also changed the way it prices those holiday months which has moved the small cost of those months to the employee premium for our staff. Last June the Board agreed to adjust the subsidy to cover the holiday month cost, and Mr. Dillie would like to make a similar adjustment for the new premium year beginning July 1. The Board also will set the payment-in-lieu-of health insurance rate for the coming premium year and set the premium holiday months. Mr. Dillie said that the holiday months are taken in the months when the library has

three payrolls; removing the premium cost from those months helps even out the cash flow.

Ms. Birks moved to approve Resolution 19-06-06 to accept the FY 2020 health insurance premiums from the Stark Council of Governments insurance group, and to set the employee health insurance subsidy rate at \$521 a month for single coverage and \$951 a month for family coverage beginning July, 2019. Mr. Rutledge seconded. Motion carried.

Mr. Rutledge moved to approve Resolution 19-06-07: to set August, 2019 and May, 2020 as the two premium holiday months in the coming health insurance fiscal year. Ms. Repella seconded. Motion carried.

Mr. Rutledge moved to approve Resolution 19-06-08: to set the cash-out for payment to eligible employees in lieu of the library's monthly subsidy toward the cost of health insurance at \$250 a month as per Section 791 of the *Employee Handbook*. Ms. Birks seconded. Motion carried.

Fiscal Resolutions:

Mr. Rutledge moved to approve Resolution 19-06-06 to transfer \$110.00 from 1000-120-416-0000 to 1000-110-300-2017. Ms. Birks seconded. Motion carried.

Ms. Birks moved to approve Resolution 19-06-07 to transfer \$40.00 from 1000-110-390-0000 to 1000-110-300-2017 to establish money for the Dolly Parton expense line. Ms Repella seconded the motion. Motion carried.

Correspondence

A copy of the letter sent to the members of the Carroll County Budget Commission is included in the Board packet.

Director's Report

Ms. Birks moved to Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Ms. Repella seconded. Motion carried. Mr. Dillie remarked that the Youth Services Department has offered a variety of new programs during this summer's Reading Program and has seen good participation for all of them.

Library Statistics: In-house checkouts in May were up by 3.25% for the first monthly increase this year. Year-to-date, total circ is now running 3.3% below last year. May saw the highest Hoopla circ ever and the third highest for Overdrive checkouts. Door counts have run well ahead of last year every month so far, and as of May are 7.9% ahead of 2018.

Accept Gifts

April, May Restricted Individual Contributions to the General Fund \$1200.00
For Youth Summer Reading Program

April, May Unrestricted Individual Contributions to the General Fund \$1372.10*

Total Restricted and Unrestricted \$2572.10

*includes \$1115.00 from Spring Book Sale

April, May In-kind Gifts

anonymous

20 hardcovers; 28 trade
paperbacks; 3 mass market
paperbacks; 12 DVDs

C & E Surplus and More

6 audiobooks; 1 trade
paperback; 1 boxed CD set

Adjourn

Ms Repella moved to adjourn. Mr. Rutledge seconded the motion. Motion carried. Meeting adjourned at 7:55 pm.

The next Regular Board Meeting will be held on July 24, 2019 at 6:30 pm in the Minerva Public Library Board Room.