

**Minerva Public Library Board of Trustees
September 18, 2019 Meeting Minutes
Library Board Room**

Attendance: Roger Bartley, Sarah Repella, Virginia Birks, Jennifer Beard, MD, Director Tom Dillie and Fiscal Officer Christina Davies

Call to Order: Roger Bartley called the meeting to order at 6:55 pm.

Adjustments to the Agenda- none

Public Participation-none

Minutes: Virginia Birks moved to approve the minutes of the August 28, 2019 Board Meeting. Jennifer Beard seconded. Motion passed.

Ongoing Business

LED Project: HEAT installers appeared by surprise on 09/09 to change out the can lights and the U-Tube fixtures. The library does not have the latter type of fixture. Installers did change the can lights over to LEDs. All that's left now are the two-foot tube fixtures and the four-foot fixtures in the perimeter rooms downstairs that were overlooked in July. The library has not heard another word from the installers, but we have only paid them 10% deposit on the project, so we are well to the good on cost.

Parking Lot: Vasco Asphalt sealed the parking lot on Sunday, 09/08, and then returned the following evening to stripe.

Strategic Plan Update: Minerva Historical Society has a football exhibit in the display case. GED classes have started, Tuesday through Thursday mornings in the Community Meeting Room. St. Luke's has their first cart of books enjoy.

Fiscal Officer's Report

Accept: Sarah Repella moved to approve the monthly financial reports for August, 2019. Jennifer Beard seconded the motion. Motion approved.

PLF Distribution: September PLF receipts are \$61,768, a 3.6% increase over 2018. The Ohio Library Council commissioned a study to recalculate the 2019 PLF estimate based on the 1.7% distribution rate. Minerva's revised estimate for this year is now \$687,161 and increase of \$18,315 over the amount appropriated for PLF revenue in the 2019 budget. This estimate is not certified by the Dept. of Taxation. The Dept. of Taxation's current estimate for 2020 puts Minerva's PLF

revenue at \$694,167. Since we have yet to receive the Certificate of Resources from Stark County, that is still just an estimate.

2019 Net Operating Position

August Revenue	= \$54,804	Year to Date Revenue	= \$473,119
August Expenses	= \$50,637	Year to Date Expenses	= \$441,750
Difference	\$ 4,167		\$ 31,369

Unique Management: \$62.70 for 6 placements in August.

New Business

Transition: Audrey Keister, part-time Library Associate I in Youth Services, is resigning with her last day of work 09/28. We have posted this position.

Window Washing: the library has entered into an agreement with Ted Fellows to clean the outside of the library's windows once a month. He and his wife do the windows at the YMCA and the Chamber of Commerce among other places in town.

Jennifer Beard moved to accept the agreement with Ted Fellows to clean the library windows at a rate of \$110 a month. Virginia Birks seconded the motion. Motion approved.

Sculpture: Denise Freeland contacted the library about providing a site on the lawn to display an outdoor sculpture that was created several years ago to honor Sarah Stanley. Originally displayed on Village Hall, it has since been taken down and refurbished. Arts in Stark would handle the installation and carry the insurance. The Stanley family is reviewing possible sites, and Denise just wanted to see if the library would be open to this project. Photos of the possible lawn site and the sculpture are included in the Board packet. Some of the Trustees are familiar with the sculpture and there was general consensus that the library would be a good site to display it.

Financial Planning: As part of the budget planning for 2020, a summary of revenues and expenditures for the last several years, and wage history was provided for discussion. The 2020 wage proposal was also included for review. Mr. Dillie pointed out that since 2008, staff have had pay cuts of some kind in six budget years. The current wage table implemented for pay year 2013 which also saw an effective 1.5% pay cut for all staff. That wage has been in place for seven years and it is time to raise the ranges for each job classification. The new table maintains a 25% spread between the base and top rate for most classifications. It also separates completely the ranges for the Library and Manager positions. A 3% raise is proposed for all hourly positions. Because the

library has eliminated two part-time positions in the past 18 months, and reduced the budget substitutes to reflect the current use, the 2020 total wage cost is less than that of 2019.

Correspondence

None this month.

Director's Report

Sarah Repella moved to accept the monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Virginia Birks seconded the motion. Motion passed.

Library Statistics: Door counts were up 13.78% for August and are now running 6.8% ahead year-to-date. In-house circ was down again, 3.6%, but increased loans to other libraries and increased downloadable content circ meant the total circ decline was 1% for the month and 2.4% year-to-date. So far this year, door counts have been up quite a bit every month but June, while total circ has seen small declines in every month except May and July.

Gifts

August Restricted Individual Contributions to the General Fund	\$ 0.00
August Unrestricted Individual Contributions to the General Fund	\$ 77.85
Total Restricted and Unrestricted	\$ 77.85

August In-kind Gifts

anonymous

22 hardcovers; 21 trade
paperbacks; 5 mass market
paperbacks

Virginia Birks moved to adjourn the meeting at 8:00pm. Jennifer Beard seconded the motion. Motion passed.

Reminder:

The next Regular Board Meeting will be held on October 23, 2019 at 6:30 pm in the Minerva Public Library Board Room.